



**LEDGEVIEW TOWN BOARD MINUTES**  
**Monday, June 7, 2021 at 6:00 PM**  
**or as soon thereafter as possible**  
**Ledgeview Community Center**  
**Community Room**  
**3700 Dickinson Road, De Pere, WI 54115**

**CALL TO ORDER**

The meeting was called to order by Chairman P. Danen at 6:02 PM

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all in attendance.

**ROLL CALL**

Present was Chairman Phil Danen, Supervisors Renee Van Rossum, Sachin Shivaram, and Alan Matzke. Mark Danen was excused.

Staff present was Administrator Sarah Burdette, Planner Dustin Wolff, Zoning Administrator Dan Teaters, Treasurer Renae Peters, Engineer Scott Brosteau, Public Works Director Greg Potts, Park & Recreation Director Stephanie Schlag, and Administrative Assistant Lisa Bartz.

**AGENDA APPROVAL**

Staff advised there were no changes to the agenda.

Motion by Van Rossum/Shivaram to approve the agenda as written. No further discussion. Motion carried in a voice vote, 4-0.

**CONSENT AGENDA**

1. Regular Board Meeting Minutes:
  - a. May 18, 2021 Town Board Meeting Minutes
  - b. April 27, 2021 Park and Recreation Committee Minutes
  - c. April 19, 2021 Beautification Sub-Committee Minutes
2. Routine Reports: None
3. Committee/Commission Reports: None.
  - a. Recommendation from Beautification Sub-Committee for New Member
4. Operator's Licenses: May 19 through June 2, 2021.
5. Other Committee Minutes. Accept and place on file:
  - a. May 12, 2021 Zoning & Planning Commission Minutes.
6. Pay Requests: Approval of Final Pay Request for Mulva Family Fields, for \$32,388.56 to H&H Civil.
7. Special Event & Street Closure Permits: None.

Motion by Matzke/Shivaram to approve the Consent Agenda as written. No further discussion. Motion carried in a voice vote, 4-0.

**PUBLIC COMMENT:** None

**PUBLIC HEARING:** The Town Board may discuss and act on agenda items after the public hearing.

1. Annual Class A / Class B Liquor and Cigarette License Applications for the following:  
**Class "A" Beer, "Class A" Liquor, & Cigarette:** Ledgeview Shell, Dickinson BP, I-43 Shell, Piggly Wiggly, Kwik Trip 594.

**Class “B” Beer, “Class B” Liquor:** Bleu Restaurant & Lounge, The Ledge Crest Reserve, Chicago Street Pub & Grill, Toast & Company, Graystone Ale House, Ledgeview Golf Course, Redwood Inn, Terry’s Wall Street Pub, 21 Gun Roadhouse.

The public hearing was opened by Chairman P. Danen at 6:04 PM. After three calls for public comment, none was heard. Chairman P. Danen closed the public hearing at 6:06 p.m.

Staff advised these were the Annual Liquor Licenses. These are the same licenses that were issued last year, there were no changes in the number of licenses or the class of licenses. All required paper has been submitted and backgrounds checks were completed. Staff recommends approval.

Motion by Shivaram/Matzke to approve Annual Class A / Class B Liquor and Cigarette License Applications as presented. No further discussion. Motion carried in a voice vote 4-0.

**2. Discuss/Act on Zoning & Planning Commission recommendation from Zoning & Planning Commission on the request by Steve Bieda of Mau & Associates, LLP, agent for Cole Buergi for consideration of a Conditional Use Permit (CUP) on parcel D962, 2069-2071 River Point Court, to convert a duplex to a condominium. The CUP is accompanied by a Condominium Plat creating two separate units.**

The petitioner is requesting approval to convert a duplex to a condominium. Noting this is an existing duplex zoned R2. Structure will not change.

Steve Bieda of Mau & Associates provided comments on the application on behalf of the applicant.

Jared Fink with Goldfinch Management – 2611 Libal St., Green Bay – owner of a property in this area, stated concerns with over 20 duplex units in that corridor he would like the board to consider the Conditional Use Permit applied to the entire area. He is not for or against it this particular parcel.

Petitioner Cole Buergi - 4642 Royal Vista Trail stated that he would like the board to approve this quickly as he is in negotiations with a buyer for one side of this duplex.

Zoning and Planning Committee has approved this conditional use permit for a zero lot-line development conditioned upon recording of the Condominium Declarations and the Condominium Plat and is recommending approval.

After three calls for additional comments, none were heard. Chairman P. Danen closed the public hearing at 6:11 PM.

Motion by P. Danen/Van Rossum to approve with the recommendation of Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

**ZONING & PLANNING:**

1. Recommendation from the Zoning and Planning Commission on the request from Steve Bieda of Mau & Associates, on behalf of Cole Buergi (owner) to convert duplex into a condominium for parcel D-962, 2069-2071 River Point Court.

The petitioner is requesting approval of a condominium plat to convert an existing duplex into a zero lot-line development. Nothing on the existing site is proposed to change. This will be a seamless change with each side of the unit now being owner-occupied.

The ZPC unanimously recommended approval of the Condo Plat, conditioned upon the following:

1. Illustrate easements where necessary for water, sewer, and utility services.
2. Add a restrictive covenant on the condo plat which states: "Building permits are limited to the development of zero-lot-line condos on Lots 1 through 2 inclusive, unless two adjoining lots are combined and used as a single lot for the construction of a single-family dwelling unit. In this case, an odd number of lots may not be left as a series of consecutive lots."
3. Add a note to the plat which states: "When attached dwelling units are created, matters of mutual concern to the adjacent property owners, due to construction, catastrophe, and maintenance, shall be guarded against by private covenants and deed restrictions and the approving authorities shall not be held responsible for same."

4. Any technical corrections required by the Town Engineer and Brown County

Motion by Matzke/Shivaram to approve with the recommendation of Zoning & Planning. No further discussion. Motion carried in a voice vote, 4-0.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

1. **Discuss/Act on Recommendation from the Ledgeview Sanitary District #2 to appoint Luann Pansier to Commissioner for a term until June 2027.**

Motion by Van Rossum/P. Danen to approve the appointment of Luann Pansier to Commissioner for a six-year term. No further discussion. Motion carried in a voice vote, 4-0.

**COMMUNICATIONS:**

1. **Brown County Alcohol and Drug Coalition for Change RE: Senate Bill 22, allowing bars and restaurants to sell mixed drinks “to go” from their establishments.**

Town Administrator explained that the Wisconsin legislature recently passed Senate bill 22, allowing bars and restaurants to sell mixed drinks “to go” from their establishments. This was an attempt to assist the bar and restaurant industry due to the severe economic impact the COVID-19 pandemic has caused. This is now a permanent change to the law. The Town has received this correspondence from the Brown County Alcohol and Drug Coalition for Change with tools to enhance public safety.

**ORDINANCES:**

1. **First Reading:**

Ordinance 2021-06: Amend Chapter 96- Subdivision and Platting Regulations to create § 96-9, Section R, Cluster Box Unit (CBU) Installation and Responsibility

Staff was contacted by the United States Postal Service (USPS) in regards to installing cluster box units (CBU) in all subdivisions going forward. USPS will no longer allow developers to install multiple mailboxes throughout a subdivision unless part of that development is already an established route.

Staff recommends the creation of the ordinance and policy for consistency, liability and safety reasons. The Town Board discussed whether it should go through a three-readings process. They concurred that it would not be necessary.

Motion by Van Rossum/Shivaram to approve the ordinance as written. No further discussion. Motion carried in a voice vote, 4-0.

2. Ordinance 2021-07: Create Chapter 72 – Urban Forestry.

Staff explained the need to develop an urban forestry ordinance and management plan that would regulate the planting, removal, and management of trees on public and private lands in the Town and make the Town eligible for state and federal urban forestry grant-in-aid programs. An Urban Forestry program and ordinance is outlined as an action item in the 2019-2024 Park and Recreation Plan. This ordinance was recommended unanimously by both the Park, Recreation and Forestry Committee and the Zoning and Planning Commission, and reviewed by the town’s attorney.

Discussion occurred regarding funding obligations of the Town in regard to section 72-7 Street Tree Planting Plan. Specifically, the wording, “The cost of planting trees will be at the expense of the Town.” The board requested staff to modify the wording in section 72-2 to allow for flexibility by the Town in regard to who encumbers the expense in the street tree planting plan. Modifications to the ordinance will be provided for the second reading at the next town board meeting.

**REPORTS:**

**Administrator:**

- Email filters set to reduce spam
- Ledgeview Nursing Home abatement update.
- Van Dreel Case status.
- Ledgeview Farms Case status.

**Treasurer:**

- Starting work on the 2022 budget

**Zoning Administrator:**

- Continuing to acclimate to Ledgeview.
- Familiarizing with the ordinances

**Engineer:**

- Stone Fence Preserve, fine grading this week.
- Dallas Lane/Mystery Ridge started sidewalk paving.

**Public Works Director:**

- Met with De Pere to discuss the possibility of partnering to use their large item/bulk drop off-site.

**Park & Recreation Director:**

- Pollinator planting will be starting this week.
- Forestry Inventory status update.

**Fire Department:**

- Meeting with McGrath Consulting this week.
- Report on fire calls.

**Board Comments:** None.

**APPROVAL OF THE VOUCHERS:**

MOTION by Van Rossum/Matzke to approve the vouchers. No further discussion. Motion carried in a voice vote, 4-0.

**CLOSED SESSION:**

**The Town Board may convene into closed session pursuant to WI State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and discuss Fire Department personnel matters. The Town Board may then reconvene into open session to take action on items discussed in closed session.**

MOTION by P. Danen/Van Rossum for the Town Board to enter into closed session pursuant to WI State Statute 19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority. The purpose is to review and discuss Fire Department personnel matters. No further discussion. Roll call vote: Van Rossum – Aye, Matzke – Aye, P. Danen – Aye, Shivaram – Aye. Motion carried in a roll call vote, 4-0.

At 6:58 PM, the Town Board entered into closed session.

At 7:41 PM, MOTION by P. Danen/Van Rossum for the Town Board to reconvene into open session and to take action on those items discussed in closed session. Roll Call Taken- Danen – aye, Van Rossum – aye, Shivaram – aye, Matzke – aye.

Chairman Danen addressed the Town Board and Chief Guns with a series of statements that related to the impetus for a consultant to be brought in to study the Fire Department. He indicated that the main driver of doing so was to ensure that the Department was prepared in terms of enough members and in terms of compliance with regulations associated with firefighting. The board’s overall goal is to have a Town department that is compliant. P. Danen further went on to state that as the study has evolved and stakeholder meetings taken place, it was brought to the Board’s attention, once again, that there is a problem with alcohol in the station. He expressed the grave concerns of the board as it relates to Town

liability with such activity. Finally, he stated clearly, the expectations of the Town Board to immediately get rid of the alcohol and that the Chief and the Department be put on notice that any violation of that expectation will be dealt with swiftly and immediately.

Motion made by Matzke, seconded by Van Rossum that effective immediately that no officer or firefighter shall possess or consume alcohol beverages, or any substance that impairs, on any Town property at any time, including but not limited to any meeting, drill or training scheduled by the Department without written consent of the Town Board. The motion carried unanimously.

The Town Administrator was instructed to prepare an amendment of the Bylaws of the Fire Department for the next Town Board meeting and to prepare a written statement to the Fire Chief regarding the motion.

**ADJOURNMENT:**

Motion by P. Danen/Matzke to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 7:58 PM.

Respectfully submitted,

Lisa Bartz, Administrative Assistant  
Town of Ledgeview