

LEDGEVIEW TOWN BOARD MINUTES
December 21, 2021 at 4:30 p.m.
or as soon thereafter as possible
Ledgeview Community Center
3700 Dickinson Road, De Pere, WI 54115

CALL TO ORDER

The meeting was called to order by Chairman P. Danen at 4:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

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

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff (remote), Zoning Administrator Dan Teaters, Treasurer Renae Peters, Engineer Scott Brosteau (excused), Public Works Director Greg Potts, Park & Recreation Director Stephanie Schlag and Acting Fire Chief Chris Hohol.

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Supervisor A. Matzke to approve agenda as written **seconded by** M. Danen. No further discussion. Motion carried in a voice vote, 4-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. November 16, 2021 Town Board Minutes
 - b. December 6, 2021 Town Board Minutes
2. Routine Reports:
 - a. 2021 Ledgeview Fire Department Annual Report
3. Committee/Commission Reports:
4. Operator's Licenses: December 5, 2021 thru December 18, 2021
5. Other Committee Minutes. Accept and place on file:
6. Pay Requests:
 - a. Approve FINAL PAY request for Red Hawk Landing, Contract D-2019, for \$60,770.17 to Jossart Brothers.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor R. Van Rossum to approve the Consent Agenda as written, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 4:32 p.m.

After three calls for comments, none were heard. Public comment was closed at 4:33 p.m.

PUBLIC HEARING: None

ZONING & PLANNING:

1. **Discuss and act on** request by Steve Bieda, Mau & Associates, on behalf of Jesse Jossart (owner) for a proposed lot line adjustment between parcels D-214-1 and D-214-2, 2216 and 2226 Dollar Road.

Staff presented stating the petitioner is requesting the approval of a lot line adjustment CSM to move the lot line between Lots 1 and Lot 2 a total of 30 feet to the east. Lot 1 will be increased to 3.03 acres and Lot 2 will be decreased 1.99 acres.

Both properties are zoned R-R, Rural Residential. Lot 2 has an existing residence. Lot 1 has a 1505 SF accessory garage structure but no residence. The proposed buyer of Lot 1 has indicated intentions to raze the accessory building and construct a new single-family house.

ZPC recommend approval to Town Board with recommendations. Revised plans have been submitted that address all of the conditions.

Motion made by Supervisor M. Danen to approve the Conditional Use Permit (CSM) with the following conditions:

1. Revise the CSM to:
 - a. Change the front yard setback to 35’.
 - b. Add the following notations to the CSM:
 - i. “Lot 1 and Lot 2 shall connect to public sewer and water services within 1 year of availability.”
 - ii. “Future sidewalks will be installed in the Dollar Road right-of-way.”
 - c. Address technical corrections required by the Town Engineer or Brown County.
2. The accessory structure located on Lot 1 shall be brought into conformance with the zoning code within 24 months of recording of the CSM.

Motion seconded by Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

OLD BUSINESS:

1. **Continued discussion** on request from Ryan Radue, Developer, on behalf of J&A Lakeside Properties, LLC consideration by the Town to finance the construction of right-of-way and related utilities for Grand Ridge Estates First & Second Addition plats.

Staff presented stating contact was made with Jeff Belongia asking if the Board should be concerned with issuing more debt at the Town’s current level of 61%. The Town has an aggressive debt retirement, along with a perfect payment history, tied together with fast growth, shows the reasons behind the Town’s issues are providing tangible items such as roads, facilities and equipment. This should not affect the Town’s rating as a result of issuing the requested financing.

Motion made by P. Danen to open the floor up for public comment. **Motion seconded by** R. Van Rossum at 4:39 p.m.

Ryan Radue – 2585 S Broadway, Green Bay

Developer Ryan Radue spoke on the project stating that the Town would benefit greatly as it would help give access to everyone sooner than originally anticipated. Mr. Radue stated in the past he has done three or five year agreements and that he was willing to agree to pay back more aggressively if that would help ease the Board’s mind.

Discussion continued and staff spoke that in 2023, the plan was for urbanization east of Dollar Road, Scary Hill facilities. The Board preferred an aggressive pay off route and would rather support it because the driving force is to get the connection out to CTH X.

Motion made by Chairman P. Danen to approve the request from Ryan Radue related to requesting of the TOWn to finance Grand Ridge Estates first and second additions with an aggressive three-year payment request from the developer and instructed staff to work with developer on that. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in unanimous voice vote, 4-0.

NEW BUSINESS:

1. **Approve** Appointment of Election Inspectors for the 2022-2024 Election Cycle.

Motion made by Supervisor R. Van Rossum to approve list. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried a voice vote, 4-0.

2. **Review and take action on** request for street light on Cottonwood Lane and Heritage Road.

Motion made by Chairman P. Danen to approve the addition of a street light at Cottonwood and Heritage. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0.

3. **Request for approval** Adoption of the Official Traffic Map.

Motion made by Supervisor M. Danen to approve the Official Traffic Map. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 4-0.

4. **Discussion** regarding vacating right-of-way adjacent to parcel D-97-1, at 3501 Caboose Lane.

Staff presented stating the petitioner, Joe and Theresa Lotto, have received approval for a CSM to create a 7.6-acre outlot (Outlot 1) from the existing Lot 1 (D-97) and approval of a right-of-way dedication for Lot 1, Lot 2, and Lot 3. The owner of Lot 3 (Lotto) wants to purchase the northern portion of Lot 1 (Tordeur) for continued agricultural use. The eastern lot line of Lot 1 and Outlot 1 was adjusted to remove a “jog.”

The inclusion of Lot 3 in the CSM resulted in the dedication of ROW for Caboose Lane. The existing Caboose Lane right-of-way was only 33 feet and is substandard to Town policy requiring 35 feet on either side of the centerline of the road. The right-of-way dedication resulted the existing residence and accessory building being partially located in the public right-of-way.

Staff noted this in the CSM review, and the Town’s Attorney provided language to include on the CSM. The buildings are still privately owned; however, the lienholder (the bank) was not aware of this issue and they were not made a signatory to the CSM. They are objecting to this dedication and the impact to the residence.

The property owner and the bank have requested that the entire CSM be vacated. Staff has evaluated that option and is recommending that only Caboose Lane ROW adjacent Lot 3 that was dedicated as part of CSM be vacated. The ROW dedication for Shadow Court was needed as part of the CSM, and does not the issues associated with Lot 3.

Just a discussion currently tonight as if the Board does have an objection they would need to know.

COMMUNICATIONS: None.

ORDINANCES:

1. Approve Ordinance 2021-022 – Amend chapter 53 Impact Fees.

Staff presented and explained with the adoption of the Fee Schedule, there needed to be some modifications to Chapter 56, Impact Fees to reflect the updated changes in Chapter 1, General Provisions, Section 1-19, Article II Fees and Penalties. With the adoption of the Fee Schedule, Chapter 56, Section 2, A. is now incorrect and in conflict with Chapter 1.

Additionally, Chapter 56, Section 6 references time limits for Park Improvement and Transportation Improvement Fees that are in conflict with the statues of the State of Wisconsin. This section has been modified to indicate the time limits are pursuant to §66.0617(9) Wis. Stats.

Motion made by Chairman P. Danen to approve Ordinance 2021-022, an ordinance to Amend Impact Fees. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0.

REPORTS:

Administrator:

- Transition of our I.T. services.
- Administrative Assistant position is currently being recruited for.
- CBCWA welcoming the Village of Denmark.
- Recognize Park & Rec Director, Stephanie Schlag as she has been recognized as Outstanding Professional of the Year for the park section.
- Report as submitted pertaining to The Farm.

Planner: None.

Zoning Administrator:

- Update on future projects coming up.

Treasurer:

- Tax bills should be going out soon, with residents being able to pay with cash, credit card or check if coming in person to the Community Center. If paying by credit card ONLINE, would have to go to the Brown County Treasurer.

Clerk:

- Update on current projects.

Engineer: None.

Public Works Director:

- Report as submitted.

Park & Recreation Director:

- Volunteers are grooming winter trails on the golf course.
- Report as submitted.

Fire Department:

- Finished the inspections for 2021

Board Comments: None

APPROVAL OF THE VOUCHERS:

Motion made by Supervisor A. Matzke to approve the vouchers. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0.

Motion made by Chairman P. Danen to cancel the January 3, 2022 meeting and to have the next Town Board on January 18, 2022. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

CLOSED SESSION:

Motion made by Chairman P. Danen, **seconded by** Supervisor R. Van Rossum to go into closed session item #1 at 5:08 p.m. Roll call vote. Motion carried unanimously.

1. 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 related priorities that are contained in the Fire Department and Emergency Services Review & Needs Analysis. The Town Board may then reconvene into open session to take action on items discussed in closed session.

Motion made by Chairman P. Danen, **seconded by** Supervisor A. Matzke to go out of Fire Department related closed session item #1 at 6:03 p.m. Roll call vote. Motion carried unanimously.

Motion made by Chairman P. Danen, **seconded by** Supervisor M. Danen to go into Park Department related closed session item #2 at 6:04 p.m. Roll call vote. Motion carried unanimously.

2. The Town Board may convene into closed session pursuant to WI State Statute §19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business related to potential park land purchase.

Motion made by Chairman P. Danen, **seconded by** Supervisor M. Danen to go out of Park Department related closed session item #2 at 6:36 p.m. Roll call vote. Motion carried unanimously.

The Town Board may then reconvene into open session to take action on items discussed in closed session.
Open session at 6:37 p.m.

Motion made by Supervisor M. Danen, **seconded by** Supervisor R. Van Rossum to approve the request from the Interim Chief to approve the fire fighter hourly payroll rates, effective January 1, 2022 as discussed in closed session. Motion carried unanimously.

Motion made by Chairman P. Danen, **seconded by** Supervisor A. Matzke to accept the recommendation from the Park & Recreation Committee regarding the discussion on land acquisition and to instruct staff to make an offer on Lot 2 of the Geurts property contingent upon elector approval as discussed in closed session. All in favor. Motion carried unanimously.

ADJOURNMENT:

Motion made by P. Danen to adjourn, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Jennifer Broich
Clerk

Approved at the January 18, 2022 Town Board Meeting.