

TOWN BOARD MINUTES
Monday, April 4, 2022 at 5:00 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 5 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, Alan Matzke and Sachin Shivaram.

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

AGENDA APPROVAL

Staff advised there were no changes to the agenda.

Motion by Supervisor R. Van Rossum to approve agenda as written **seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
2. Routine Reports:
3. Committee/Commission Reports:
 - a. Approval of 2022 Park, Recreation and Forestry Work Plan
4. Operator's Licenses: March 20, 2022 thru April 2, 2022
5. Other Committee Minutes. Accept and place on file:
 - a. February 15, 2022 Park, Recreation and Forestry Committee Minutes
 - b. January 17, 2022 Beautification Sub Committee Minutes
6. Pay Requests:
 - a. Approve pay request #2 for Tributary D Dredging, Contract A- Contract A-2022, for \$20,152.50 to KCG Excavating.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor M. Danen to approve the Consent Agenda as written, **seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC COMMENT:

Chairman P. Danen opened public comment at 5:02 p.m.

John LeRoy – 400 Security Blvd w/ Mau & Associates

Mr. LeRoy with Mau & Associates wanted to ask the Board if they could resubmit a revised Conditional Use Permit (CUP) concerning the quarry permit that was previously denied Conditional Use Permit (CUP) from JV Recycling Resources.

The quarry is winding down – the applicant is considering whether to update the current reclamation plan. The current reclamation plan is from decades ago and does not meet what would actually occur on the property.

The original plan stated that it would be filled with water; however, it is just not possible for that to happen for several reasons. There is no way this space could be a lake, as the fracking of the rock will not allow it to hold any water. Mr. LeRoy stated that the area is sitting on a water table, at the top of the hill and there is no way that it can naturally fill up with water on that property. Mr. LeRoy is asking to allow for the recycling of concrete and brush to occur as a way to continue having sustainable, reused resources in the County.

In applying for a new CUP, JV Recycling would stop quarrying on the site forever. Even with the current active permits on the site, JV Recycling would begin the process to remediate the quarry and have a long-term feasible plan for that large chunk, approximately 70+ acres of greenspace.

Mr. LeRoy also addressed some of the concerns from the last public hearing, one of which being the drainage issue from the north. Those details would be addressed once and a stormwater plan would be created, unlike the current plan that does not spell out any of those details. Mr. LeRoy also addressed the concern about noise in which they would be willing to change up the hours and work with the residents if need be.

Overall, Mr. LeRoy would like the Board to allow a new CUP application to be submitted and addressed and start over with the new permit.

Chairman P. Danen suggested that Mau & Associates create a summary sheet with the differences and substantial changes in the application, not necessarily the reclamation plan.

After an additional three calls for public comment, Chairman P. Danen closed public comment at 5:14 p.m.

PRESENTATION:

1. Discuss and act on the 2021 Town Audit Report by Clifton Larson Allen.

Auditor Scott Sternhagen with CLA summarized the 2021 Town Audited Financial Statements briefly going over the General Fund, Debt Service Fund, Statement of Revenues, Expenditures and Changes as well as our Tax Incremental District Funds. Overall stated the Town was in a good financial place.

Motion made by Chairman P. Danen to approve and accept the 2021 Town Audit Report. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried a voice vote, 5-0.

PUBLIC HEARING:

Chairman P. Danen **made a motion** to circle back to the Public Hearing as the notice that was mailed out and posted stated the would start at 6:00 p.m. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried a voice vote, 5-0.

ZONING & PLANNING:

1. **Discuss and act on** recommendation from the Zoning and Planning Commission on the request by Steve Bieda, Mau & Associates, to vacate the northern most portion of Wayne Lane for the purpose of future development.

Staff advised the petitioner is requesting the Town vacate a portion of Wayne Lane, as that will correspond with the street reconfiguration proposed in the Grande Ridge Estates First Addition Final Plat.

Motion made by Supervisor S. Shivaram to approve the request to vacate the northern most portion of Wayne Lane as well as approving Resolution R-2022-019. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

2. **Discussion and act on** a Recommendation from Zoning and Planning Commission on the request by Steve Zeitler (agent) on behalf of Joe Lotto (owner) to vacate a portion of Caboose Lane.

Staff stated the petitioner is requesting a partial vacation of Caboose Lane right-of-way as the current CSM shows a part of the existing residence and accessory building was located in the right-of-way. The

owner of Lot 3 (Lotto) wants to purchase the northern portion of Lot 1 (Tordeur) for continued agricultural use. In order for that to go through and be approved by the bank, the current CSM that is on file needs to be corrected.

Motion made by Supervisor M. Danen to approve the request to vacate a portion of Caboose Lane, following conditions set forth by Zoning and Planning Commission. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5--0.

OLD BUSINESS:

1. **Continued discussion** and recommendation from Park, Recreation, and Forestry Committee of Donation from De Pere Baseball for a Flag Pole at Scray Hill Park.

Staff went over the original request that was presented on February 7, 2022, and the recommendation that was requested of De Pere Baseball of having a flagpole that matched the current design already installed at Ledgeview Park and other Town facilities. With the increase in cost of the requested pole, De Pere Baseball is asking the Town to encumber the cost of running the electricity and the lights to the flagpole. The PRF Committee recommended approval of the donation from De Pere Baseball and recommended the Town be responsible for the expense for the electrical installation and lights. Staff advised that if the donation and associated expenses were approved by the Town Board of Supervisors, any contracts for work, coordination of installation, etc. would be administered by the Town.

Motion made by Supervisor A. Matzke to approve the donation from De Pere Baseball for a Flag Pole at Scray Hill Park. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in unanimous voice vote, 5-0.

NEW BUSINESS:

1. **Request for** approval to engage in HR services between Human Resources Consulting, LLC and the Town of Ledgeview.

Staff summarized and went over the need for HR services and what Human Resources Consulting, LLC would provide. Human Resources Consulting, LLC did provide a letter of engagement summarizing the how they would be able to help support our organization for future growth and success. Services range from Recruiting, Job Descriptions, Performance Management, Employee Relations, Drafting or Updating Employee Handbooks, HR Business Audits, Compliance and Ad Hoc HR support.

Staff advised the focus on immediate need would be to use these services to work on helping update and review polices to make sure everything is consistent across the board with all departments.

Supervisor S. Shivaram made a comment stating he is familiar with Human Resources Consulting and is happy with them.

Motion made by Supervisor S. Shivaram to approve engaging in HR services between Human Resources Consulting, LLC. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried a voice vote, 5-0.

2. **Discussion** regarding future Humane Officer needs and services as it relates to the elected position of Town Constable.

Staff presented the need for a discussion to be had letting the Town aware that should they want to eliminate the Constable position, they would need to make that decision at our next Annual Meeting. Statutorily, this change can only be made at the Annual Meeting before the term ends. Staff summarized stating that there hasn't been any issues, and is as an 'as-needed' basis, which has been minimal.

If the Town decided to provide humane officer services with a position other than an Elected Town Constable, our other option would be to contract with the Village of Howard's Animal Control Officer, similarly to other municipalities in our area.

Further discussion would be had during the next Town Board so if changes need to be made it can occur at the following Annual Town Meeting following.

3. **Request for approval** of the new Election Ward Plan based on the latest Congressional updates.

Staff presented explaining the need for a new ward plan pending the new congressional district lines that would come down from the State. Wanted to have it approved instead of having an Emergency Town Board meeting later in the week.

Chairman reminded all that they were getting together for a Special TB meeting on Thursday, April 7, 2022 and it could be put on that agenda if need be.

Chairman P. Danen stated if there needed to be an emergency Town Board on Thursday, April 7, 2022; the Board was already meeting for an already posted Special Town Board and could address this topic at this time. No motion made.

4. **Request for approval** to purchase of the appointment of Mark Handeland to the Brown County Planning Commission, with Zoning Administrator Dan Teaters as an alternate.

Staff presented The Town of Ledgeview has had representation on the Brown County Planning Commission for many years. Mark Handeland, current Ledgeview Zoning and Planning Commission member, has been the most recent representative and has offered to continue to serve as the Town of Ledgeview representative with Dan Teaters, Ledgeview Zoning Administrator, to serve as an alternate in the event Mark would not be able to attend. The appointment to the BCPC is a 3-year term and would need to be confirmed again by the Town Board in 2025.

Motion made by Supervisor R. Van Rossum to approve the appointment of Mark Handeland to the Brown County Planning Commission, with Zoning Administrator Dan Teaters as an alternate. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

5. **Request for approval** of the 2021 Annual Report.

Staff presented the highlights of the 2021 Annual Report, which needs to be approved before it can be presented at the Annual Meeting. The report includes some demographic information, equalized and assessed values of properties, financial highlights, as well as goals and accomplishments for each department.

Motion made by Chairman P. Danen to approve the 2021 Annual Report. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

6. **Request for Election to select Revenue Loss option for ARPA funds.**

Staff presented The US Treasury is allowing a one-time choice to NEU's to allocate the entirety of its ARPA funds to "Revenue Loss". The Rule goes into effect April 1, 2022 superseding the previous Interim Rule. In the Final Rule, the Treasury is allowing municipalities a revenue loss standard allowance of \$10 million no matter what their revenue loss might be using the Treasury's algorithm.

Motion made by Supervisor A. Matzke to approve selecting the Revenue Loss option for ARPA funds. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

7. **Request for approval** on recommendation from Park, Recreation and Forestry Committee of Donation from De Pere Baseball for Concrete Work at Mulva Fields at Scray Hill Park.

Staff presented for consideration a donation request from De Pere Baseball for installation of concrete pads outside each dugout storage room and a 4' path along the backside of the dugout to the main plaza.

Staff advised that both storage rooms get a lot of use and foot traffic, additionally the grassy area between both dugouts have a lot of foot traffic, so a concrete path would be beneficial to the overall wear and tear of the grass in the area. If the donation is approved, any contracts for work, coordination of installation, etc. would be administered by the Town.

Motion made by Supervisor S. Shivaram to approve the donation from De Pere Baseball for Concrete Work at Mulva Fields at Scray Hill Park. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

8. **Request for approval** on recommendation from Beautification Committee for 2022 Banner Design.

Staff asking for approval of various banner designs for replacement banners on the CTH GV corridor in Ledgeview. With the success of the 2021 banner design project for the roundabouts, the BSC directed staff to reach out to the previously selected artist to design a new set of banners for the GV corridor. These replacement banners and new design are part of the overall holiday light and banner replacement plan. The artist submitted an initial set of designs for consideration at the January BSC meeting, feedback was given and a revised set of designs was provided for consideration at the February BSC meeting.

All images, including background images and foreground main images were taken by the graphic designer and were taken in Ledgeview. The designer is also a Ledgeview resident.

Motion made by Supervisor A. Matzke to approve 2022 Banner Design pending permission from Old School Square to utilize their photo. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

9. **Discussion** of sidewalk and typical section for Grande Ridge 1st Addition.

The developer has requested to plat four single-family residential lots on Heritage Heights as part of the Grande Ridge 1st addition development. Sanitary sewer and water main would have to be run down the trail right of way between Big Sky Pass to Heritage Heights and then down Heritage Heights past the 4 lots to be developed. This will require the roadway section to be re-built. Staff is recommending that this section of roadway be rebuilt as an urban section (curb and gutter).

Staff is also recommending that sidewalk be installed on the east side of the roadway for the four new lots created, as the sidewalk will connect with the trail connecting Heritage Heights with Big Sky Pass. Sidewalk on the west side can be installed when the rest of Heritage Heights is urbanized. Cost for sidewalk now and in the future will be the cost of the property owner.

Motion made by Supervisor R. Van Rossum to approve sidewalk and typical section for the four specific parcel for Grande Ridge 1st Addition as recommended. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

10. **Discussion** of installation of sharrows and new urbanized roadway cross section.

Staff has been requested to provide bicycle lanes on select streets, mainly collector streets throughout the Town. Currently, Ledgeview does not have any official bike lanes on our municipal owned roadways, but does have signed bike routes and signed bike loop routes. There are bike lanes along some County owned roadways.

The sharrow symbols would be completed in house by Public Works Staff and placed immediately after intersections and spaced at intervals of not greater than 250 feet. These would notify drivers and bicyclists that the roadway is to be shared by both users. It also alerts the bicyclists to the designated bike paths through the Town. Sharrows will also allow staff to blend in the new typical cross section with the current development of the Town, ultimately continuing with the goal of having the Town build a complete, connected network.

Motion made by Supervisor S. Shivaram to approve the installation of sharrows and new 42ft. urbanized roadway cross section on a case by case basis. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

PUBLIC HEARING:

Chairman P. Danen circled back and **opened the public hearing** at 6:12 p.m. **Motion seconded by** Supervisor A. Matzke. Motion carried in a unanimous voice vote, 5-0.

1. Request by Mau & Associates, LLP on behalf of Ryan Radue, J&A Lakeside Properties, to Vacate a Portion of Wayne Lane by approving Resolution R-2022-019 as recommended by the Zoning and Planning Commission.

Chairman asked if anyone wanted to comment on the partial vacating of Wayne Lane. After three calls for comment, none were heard; public hearing was closed at 6:14 p.m.

Motion by Supervisor S. Shivaram, **seconded by** Supervisor M. Danen to approve the partial vacation of Wayne Lane. No further discussion. Motion carried in a voice vote, 5-0.

Chairman P. Danen opened the floor for the second **public hearing** at 6:15 p.m. **Motion seconded by** Supervisor A. Matzke. Motion carried in a unanimous voice vote, 5-0.

2. Request by Steven E. Zeitler, American Surveys, LLC on behalf of Joe and Theresa Lotto to Vacate a Portion of Caboose Lane by approving Resolution R-2022-020 as recommended by the Zoning and Planning Commission.

Mark & Heather Skaleski -

Wanted clarification as to what exactly was going to be vacated, as they are not familiar with the process or what it was for. Wanted to make sure the road was still going to be there.

Staff clarified and explained what portion of the right of way is being vacated as it was not correct on the CSM which shows the line dividing a portion of the house and garage and adjusting the property lines.

Chairman asked for a second and final time if anyone wanted to comment on the Caboose public hearing. None were heard, public hearing was closed at 6:17 p.m.

Motion by Supervisor M. Danen, **seconded by** Supervisor A. Matzke, to approve the partial vacation of Caboose Lane. No further discussion. Motion carried in a voice vote, 5-0.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- Andy Tenor celebrating 17 years with the Town

Planner: None.

Zoning Administrator:

- Working with iamGIS on a layer for inspections to help with communication and notifications

Treasurer: None.

Clerk: None.

Engineer:

- Received a TRIP Grant for Dollar Road.

Public Works Director:

- Received the mini excavator.

- Member of Public Works put in their notice and since the position was posted, they are getting a few applications.

Park & Recreation Director: None.
Fire Department: None.
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, 5-0.

CLOSED SESSION: None.

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:22 p.m.

Respectfully submitted,
Jennifer L. Broich
Clerk

Approved at the May 2, 2022 Town Board Meeting.