



TOWN BOARD MINUTES
Monday, June 6, 2022 at 6:00 p.m.
Ledgeview Community Center
3700 Dickinson Road, De Pere, WI 54115

CALL TO ORDER

The meeting was called to order by Acting Chair Renee Van Rossum at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all in attendance.

ROLL CALL

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

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, 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 Acting Chair R. Van Rossum to approve agenda as written **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. May 17, 2022 Town Board Minutes
2. Routine Reports:
3. Committee/Commission Reports:
 - a. 2021 Park and Recreation Department Annual Report
 - b. Final Resolution Offer to Purchase Portion of D-191 via R-2022-029
 - c. Appointment Approval of Anna Burtschi for Beautification Subcommittee, and Tina Peltier for Personnel & Finance Committee.
4. Operator's Licenses: May 15, 2022 thru June 4, 2022
5. Other Committee Minutes. Accept and place on file:
 - a. April 6, 2022 Sanitary District Committee Minutes
 - b. February 15, 2022 Beautification Sub-Committee Minutes
 - c. March 22, 2022 Park, Recreation, and Forestry Committee Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits:
 - a. June 18, 2022: Graduation Party – Higgins Hill – Jane Seusy

Motion made by Supervisor M. Danen to approve the Consent Agenda as written, **seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 4-0.

PUBLIC COMMENT:

Acting Chair R. Van Rossum opened public comment at 6:01 p.m.

Dan Kerkhoff – 3848 Dickinson Road:

Wanted to speak on the Service Award Program and that there wasn't anything in the State Statutes that require a committee, just that the chief needs to appoint somebody to oversee that the members are getting the points and are being calculated the correct way, per Acting Chief.

After two calls for additional comments, none were heard. Public comment was closed at 6:02 p.m.

PUBLIC HEARING:

The public hearing was opened at 6:02 p.m. by Acting Chair R. Van Rossum.

1. Public Hearing for **approval of Renewal of Annual Alcohol License and Cigarette Licenses** for the following:

Class "A" Beer, "Class A" Cider & Cigarette:

Indianhead Oil Co, LLC dba Holiday StationStore #510;

Class "A" Beer, "Class A" Liquor & Cigarette:

Kwik Trip, Inc. dba Kwik Trip #594, Dickinson Gas, Inc. dba Red Bird BP, StoneRidge De Pere, LLC, dba StoneRidge Piggly Wiggly, and I-43 Shell.

Class "B" Beer, "Class B" Liquor:

Ledgeview Golf Course, Redwood Inn, LedgeCrest Reserve, LLC

Staff stated the businesses that were up for renewal and advised that all paperwork was turned in. Informed the Board that the Site Plan / Premise description that was submitted for Redwood Inn is noncompliant as they have never went through the Town Board for approval of their outdoor dining/serving area. Approval would be conditioned on them going through the BSO review and approval process.

Staff explained the request from Greg De Cleene with Chicago Street Pub in granting and essentially holding a Class "B" Beer, "Class B" Liquor License as they do plan to rebuild their business on Dickinson Road. He is currently operating out of De Pere and has inadvertently surrendered his license as the Pub has not been in operation since the fire.

After two more calls for comments, none were heard. Public hearing was closed at 6:06 p.m. and brought back to the Board.

Motion by Supervisor S. Shivaram to approve the renewals as well as approval to GRANT a NEW Class "B" Beer, "Class B" Liquor license to the Swan Club, Inc. dba Chicago Street Pub & Grill pending approval of future BSO, and occupancy being granted. License to Swan Club, Inc. will be issued once compliant and would hold said license for up to 24 months. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

ZONING & PLANNING: None.

OLD BUSINESS: None.

NEW BUSINESS:

1. **Presentation** from Strategic Planning Consultant Team on Preliminary Organizational Analysis and SWOT Analysis Findings.

At 6:07 p.m. Allyson Brunette with Allyson Brunette Consulting summarized the results from the SWOT analysis. Identified ways to enhance efficiencies for staff and offering better methods for customer service. A few possible ways could be through the creation of new roles, contracted services extensions and software efficiencies. Explained there are several routes that the Town could go based on the interviews with the staff and Town Board.

Explained the summary within the analysis that highlighted the opportunities and threats in areas of customer services and departments within the town. Summarized the strengths in that the town is a high quality organization and has a high quality community and should be focused on maintaining this. Stated the analysis lists the opportunities, weaknesses and threats that will be addressed in the future workshops

Presentation ended at 6:17 p.m.

2. **Recommendation from Personnel & Finance Committee** to continue the Summer Office Hours Schedule to a Year-Round Schedule.

Staff explained that the summer hours schedule continues to be received positively for staff and offers earlier and extended office hours for improved customer service on busier days of the week and is reflective of the days and times of the week where we see most in-person visits to the office. Generally speaking, Friday afternoons see little to no in-person visits and the frequency of phone calls diminishes as the day goes on.

Most of Brown County Communities including Village of Howard, City of De Pere, Village of Suamico, Village of Wrightstown, and Village of Allouez have all made their summer hours a permanent, year-round schedule.

Motion made by Supervisor A. Matzke to approve having Summer Office Hours as a year-round schedule. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 4-0.

3. **Discussion and Action** on a request from the property owners and operator of the quarry located on parcels D-246 and D-247, to cease mining activity and close the reclamation plan currently on file with the Brown County Zoning Office.

Staff was notified that all mining operations have ceased with respect to the conditional use permit and reclamation plan associated with the quarry located at 2551 Dutchman Road. The land owners and operator have mutually requested the reclamation plan be reviews and closed by both the county and the town.

Matt Heyroth with Brown County Planning spoke and stated they have signed off and all requirements have been met with regards to the reclamation plan and moving forward the County will not be having a roll any more.

Motion made by Supervisor S. Shivaram to approve the closure of the reclamation plan and to cease mining activity at the quarry located on parcels D-246 and D-247. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0.

4. **Request to Approve** Van Straten Park Master Plan via Resolution R-2022-030.

Staff informed the board that in reviewing previous committee minutes, action on the approval of a master plan for Van Straten Park had not occurred. In 2018, discussion and design was indicated for improvement on Van Straten Park by, but no formal action was taken.

To ensure consistency, staff brought this item forward and presented it to the Park, Recreation and Forestry (PRF) Committee at the May 17, 2022 meeting, in which the Committee approved (vote 6-0), and Town Board just needs to finalize via resolution.

Motion made by Supervisor A. Matzke to approve the Van Straten Park Master Plan via Resolution R-2022-030. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 4-0.

5. **Discussion** on sidewalk installation on Silverstone Trail from O'Keefe to Heritage Roadway.

Staff would like to complete construction of the sidewalk on the West side of Silverstone Trail from O'Keefe Road to Heritage Road, as this is listed as a high pedestrian priority in our 2019 Bike and Ped plan. The Town of Ledgeview has

past practice where the total cost is assessed to the property owners, areas where the cost was split 50/50 and areas where the Town has paid for installation and maintenance of the sidewalk.

The parcels affected are zoned B-2 Business. Staff is recommending that the property owners be assessed the full cost of sidewalk installation for the width of their parcel.

Motion made by Supervisor A. Matzke to approve going forward with regards to the sidewalk installation requirements on Silverstone Trail from O’Keefe to Heritage Roadway. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 4-0.

6. **Approval** of the 2023 Budget Calendar and Financial Policies.

Staff went through and highlighted the main dates for this years’ budgeting process.

Motion made by Supervisor M. Danen to approve the 2023 Budget Calendar and Financial Policies. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 4-0.

7. **Discussion on** Dollar Road Urbanization Grant Fund.

The Town of Ledgeview has applied to receive a grant for Dollar Road urbanization from Dollar Lane to Half Crown Run through the Town Road Improvement Discretionary Program (TRID), which is a component of the Local Roads Improvement Program (LRIP). The Town’s project was one of 81 projects selected for funding in the 2022-23 biennium. Ledgeview will receive \$373,275.00 of federal funding for our project estimated at \$876,562.50.

Staff is recommending the property owners adjacent to the Dollar Road urbanization project be assessed \$40/LF of frontage that will be paid 1/10th per year at the Town’s current borrowing interest rate plus 0.5%.

Motion made by Supervisor M. Danen to approve going forward with the Dollar Road Urbanization. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 3-0, with Supervisor A. Matzke abstaining.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator: None

Planner: None

Zoning Administrator: None

Treasurer: None

Clerk: None

Engineer: None

Public Works Director:

- Funding and different stages with regards to the design of the Southern Bridge
- The County is making the final push to have the DOT connection of CTH EH by connecting STH 29 to Main Street.

Park & Recreation Director: None

Fire Department:

- Received a shared grant to be used for tactical gear

Board Comments: None

APPROVAL OF THE VOUCHERS:

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

CLOSED SESSION: None.

ADJOURNMENT:

Motion made by Acting Chair R. Van Rossum to adjourn, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Jennifer L. Broich
Clerk

Approved at the July 19, 2022 Town Board Meeting.