



**TOWN BOARD MINUTES**  
**Tuesday, June 21, 2022 at 4:30 p.m.**  
**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, Alan Matzke and Supervisor Sachin Shivaram arrived at 4:37 p.m.

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

**AGENDA APPROVAL**

Chairman P. Danen stated Under Zoning and Planning, the Final Plat for Grande Ridge Estates has been removed as more information is needed from the surveyor and engineer. The Presentation for the Eagle Scout needs to be removed as they were not able to attend.

**Motion by** Chairman P. Danen to approve agenda with the above revisions, **seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote.

**CONSENT AGENDA**

- 1. Regular Board Meeting Minutes: None.
- 2. Routine Reports: None.
- 3. Committee/Commission Reports: None.
- 4. Operator’s Licenses: June 5, 2022 thru June 18, 2022
- 5. Other Committee Minutes. Accept and place on file: None.
- 6. Pay Requests: None.
- 7. Special Event & Street Closure Permits:
  - a. July 24, 2022: St. Mary Parish Picnic - Special Event Permit  
Brant Bergeron - Temp Class “B” Beer, “Class B” Wine License

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

**PUBLIC COMMENT:**

Chairman P. Danen opened public comment at 4:31 p.m.  
After three calls for comments, none were heard. Public comment was closed at 4:32 p.m.

## **PUBLIC HEARING:**

The public hearing was opened at 4:32 p.m. by Chairman P. Danen.

1. Public Hearing and Approval of the Renewal of Annual Alcohol Licenses for the following:

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

True North Energy, LLC dba True North #815;

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

Terry's Wall Street Pub; Grey Ghost Hospitality, LLC dba Toast & Co.; Dillweed, Inc. dba Bleu Restaurant; Graystone Ale House and 21 Gun Roadhouse Saloon.

Staff spoke and explained we were working with Terry with Terry's Wall Street Pub with regards to becoming compliant with in getting her building permit approved so that her outdoor patio area can be added into her premise info which would then allow alcohol to be served and consumed on that patio area.

There were no other issues with the other businesses listed.

Chairman P. Danen made a second call for comment.

### **Dale Grohusky – 1775 Hawthorne Heights Drive:**

Spoke about the speed limit on Scray's Hill Road and would like to see it raised.

Chairman P. Danen explained that the Public Comment time has passed but would still address his concern. Stated that there was a request to lower the speed limit by residents and park users and that it most likely would not be raised.

After a third and final call for comment, none was heard. Public hearing was closed at 4:33 p.m.

**Motion by** Supervisor S. Shivaram to approve the above Alcohol and Cigarette Licenses, **seconded by** Supervisor M. Danen. No further discussion. Public hearing was closed at 4:38 p.m. Motion carried in a voice vote, 5-0.

## **ZONING & PLANNING:**

1. **Discuss and act on** a recommendation from the Zoning and Planning Commission on the Building Site Plan (BSO) request by Brad Seppel (owner), to install a new driveway on parcel D-110-2, 3326 Kewaunee Road.

The petitioner is proposing to add a driveway to provide an access to the southernmost building on the property from Twilight Lane. The drive will measure approximately 230' long and 12' wide. Twilight Lane is a dead-end roadway maintained by the Town. The road serves Bayland Transport and a neighboring residence.

The 2-acre property contains a single-family residence and accessory buildings used for light industrial and construction operations. The property is zoned PDD-BP, Planned Development District—Business Park. In the opinion of staff, the proposed driveway construction and access to Twilight Lane is not significant enough to trigger a public hearing and compliance with the architectural regulation of the Code.

The application has indicated that the proposed driveway will be a "solid surface." The Code requires any area for parking, loading, or driving to be paved with asphalt or concrete. The petitioner must clarify the intended materials of the driveway to ensure compliance. Per the Code, no outdoor storage is permitted on the site without approval of the ZPC, and the area being fully screened from view by fencing and landscape buffer.

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

**Motion made by** Supervisor R. Van Rossum to approve the Building Site Plan (BSO), to install a new driveway on parcel D-110-2, 3326 Kewaunee Road with the following conditions as recommended by ZPC:

1. The proposed driveway improvements are a non-substantial change to the site and a public hearing is not required for a change to a property zoned PDD-BP.
2. Driveway is required to be constructed of asphalt or concrete of a specification as required by the Town Engineer for heavy vehicles/machinery.
3. No outdoor storage of materials or vehicles is permitted on the site without approval of the ZPC, and the storage area being fully screened from view by fencing and landscape buffer per the Zoning Code.
4. Confirmation from the Town Engineer that additional stormwater improvements are not needed.

**Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

2. **Discussion and act on** a recommendation from the Zoning and Planning Commission on a Certified Survey Map (CSM) request by Steve Bieda (agent) to adjust the property lines of parcels D-137, D-137-4 located at 3040, 3050 and 3060 Big Creek Road.

The petitioners are proposing to reconfigure their parcels to create a salable 2.5-acre property between 3040 and 3050 Big Creek Road.

The adopted Comprehensive Plan depicts the area for Single-Family Residential. The land is in the Sewer Service Area, but no added parcels are proposed at this time. The proposed residential development is in keeping with the desired land use for the area and is consistent with the Plan.

Lots in the R-R District are required to have a minimum width of 150-feet at the base setback line, and a minimum area of 60,000 square feet. The proposed lots comply with these requirements.

ZPC recommends approval to Town Board with recommendations.

**Motion made by** Supervisor S. Shivaram to approve the Certified Survey Map (CSM) to adjust the property lines of parcels D-137, D-137-4 located at 3040, 3050 and 3060 Big Creek Road with the following conditions as recommended by ZPC:

1. The following notations added to the CSM:
  - a. "Future bicycle and pedestrian facilities will be installed within the public ROW when the roadway is constructed."
  - b. "All future development will be required to meet the required setbacks from Environmentally Sensitive Areas, including floodplain, wetlands, and navigable waters."
  - c. "All lots are required to connect to public utilities within one year of availability."
2. Any technical corrections required by the Town Engineer or Brown County prior to Town signatures.

**Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. **Recommendation from** Personnel & Finance Committee to revise the employer and employee contribution rates for health, dental and vision insurance benefits for Ledgeview employees.

The Town of Ledgeview made a change in insurance broker change about a year ago, and have been working with M3 Insurance to help ensure Town benefits remain financially stable and help in our retention and recruitment efforts.

The Personnel & Finance Committee recommended to move to a 12% employee contribution for all enrollment tiers effective with the 2022-2023 Renewal (August 1, 2022-July 31, 2022) for both health and dental insurance.

**Motion made by** Supervisor S. Shivaram to approve the employer and employee contribution rates at 12% for health, dental and vision insurance benefits. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried a voice vote, 5-0.

2. **Discussion on** use of ARPA funds for economic assistance to businesses.

Recently a member of the Ledgeview Business Community has inquired about the potential for the Town to consider any economic assistance that may be available for businesses who may have been impacted by COVID.

The Town has chosen the Revenue Loss Standard for how to utilize and report the use of the ARPA Funds. The US Treasury issued the Final Rule for ARPA funds in January 2022. The Rule went 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. The Town has chosen this standard and therefore has determined that entire allocation of ARPA funds may be used for a broad range of items that the Treasury defines as "government services".

The particular business (Java Cream on Swan Road) that has made the inquiry to Town Staff has provided some general statements as to the need for the funds that relate to the need to help with payroll plus the additional increased cost of supplies. If further information is needed by the board in order to further evaluate a request such as this, I would suggest that the Town Board provide guidance to staff as to what additional information may be needed.

As of now, no other municipalities within Brown County have implanted a plan to utilize ARPA funds for economic assistance.

3. **Recommendation from** Beautification Sub-Committee for Final Trail Art Design.

As part of the 2022 Beautification Sub-Committee (BSC) Work Plan, the committee has been working toward outlining goals and next steps to achieve the work plan item: "Elevate Public Art in the Community". An artist, Peter Krsko, has been secured to create two trail paintings along the East River Trail as part of the goal of elevating public art in Ledgeview.

The artist's vision for the paintings is as follows: "The background consists of abstract geometric areas. It is divided in halves to guide traffic, similarly to lanes on a regular roadway. The elements in the front are inspired by the local natural world. The sketch on the following page shows leaves of the trees growing in the area. These elements can be birds, insects, animals, etc. The goal of this ground artwork is to bring attention to the detail of the surrounding nature, therefore acting also as an educational tool. The pedestrians can also utilize the colorful areas for developing games and other interactive activities."

**Motion made by** Supervisor M. Danen to approve the Final Trail Art Design. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a voice vote, 5-0.

4. **Preliminary Developers Agreement** for Grande Ridge Estates First Addition.

The Developer, Ryan Radue on behalf of J & A Lakeside Properties, LLC, for Grande Ridge Estates First Addition has requested the Town finance the construction of public improvements for the proposed subdivision. The Town Board had approved the financing request at the end of 2021.

**Ryan Radue – 1245 S. Broadway:**

Had a concern with the agreement as the assessment amount per lot has increased, as well as the admin fee and engineering costs. He questioned how the costs have increased as much as it did and how that large of an amount was determined and how the fees were assessed.

Chairman P. Danen questioned the various names within the agreement as J & A Lakeside Properties, LLC, and Radue Homes and how who the managing member(s) are.

**Motion made by** Chairman P. Danen to table the approval of Developers Agreement for Grande Ridge Estates First Addition until the details are corrected and cleared up i.e. the sole member of the developer, consistent and correct names of owners throughout entire document. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

**COMMUNICATIONS:** None.

**ORDINANCES:**

1. FIRST Reading [Town Board may approve]
  - a. O-2022-012: To Amend Chapter 19, Burning, Outdoor to Create Article 2 Fireworks.
  - b. O-2022-013: Ordinance to Amend Chapter 71-2 Park and Recreation Facilities, Activities, Programs and Personnel Regulations; Section 2: Prohibited Conduct.

Staff presented by the reason and the need for having a Fireworks Ordinance as the Town doesn't have anything currently. This will allow the Town to create a process for permitting and for enforcement as required by State Statute. The Town would still rely on the County to enforce it.

**Motion made by** Supervisor A. Matzke to approve Ordinance O-2022-012 - To Amend Chapter 19, Burning, Outdoor to Create Article 2 Fireworks. **Motion seconded by** Supervisor M. Danen. No further discussion. Motion carried in a voice vote, 5-0.

**Motion made by** Supervisor A. Matzke to approve Ordinance O-2022-013 - To to Amend Chapter 71-2 Park and Recreation Facilities, Activities, Programs and Personnel Regulations; Section 2: Prohibited Conduct. **Motion seconded by** Supervisor R. Van Rossum. No further discussion. Motion carried in a voice vote, 5-0.

**REPORTS:**

**Administrator:**

- Written report as submitted.

**Planner:** None.

**Zoning Administrator:**

- Mid-Year Stats:  
Single Family Home Permits (37); Accessory Structures and Additions (24); and Fence Permits (17)

**Treasurer:**

- Written report as submitted.

**Clerk:**

- Written report as submitted.
- Sending out absentee ballots by Thursday June 23<sup>rd</sup>.

**Engineer:** None.

**Public Works Director:**

- Written report as submitted.
- Storm sewer being replaced on Secret Garden.

**Park & Recreation Director:**

- Written report as submitted.
- Lost a tree at Two-Dollar Park due to last week's past storm.
- Park Committee will be discussing the Fireworks Ordinance and their concern.
- Planting the Pollinator Garden on Monday June 27.

**Fire Department:**

- Working with zoning and public works to work on fire flows.
- Working on standard recovery model that will match up with the budget.

**Board Comments:** None.

**APPROVAL OF THE VOUCHERS:**

**Motion made by** Supervisor R. Van Rossum to approve the vouchers. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0.

**CLOSED SESSION:**

**Motion made by** Chairman P. Danen, **motion seconded by** Supervisor M. Danen to go into closed session at 5:41 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.

**Motion made by** Chairman P. Danen, **motion seconded by** Supervisor R. Van Rossum to go out of closed session at 5:52 p.m. Roll call vote. Motion carried unanimously.

No action taken.

**ADJOURNMENT:**

**Motion made by** Chairman P. Danen to adjourn, **seconded by** Supervisor A. Matzke. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:53 p.m.

Respectfully submitted,

Jennifer L. Broich  
Clerk

Approved at the July 19, 2022 Town Board Meeting.