



TOWN BOARD MINUTES
Tuesday, October 18, 2022 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, Alan Matzke, Sachin Shivaram were present. Supervisor Mark Danen was excused.

Staff present was Administrator Sarah Burdette, Clerk Jennifer Broich, Planner Dustin Wolff (virtual), 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 the minutes from October 3, 2022 were not complete and to remove from the Consent Agenda.

Motion by R. Van Rossum to approve agenda with the October 3, 2022 Minutes removed. **Motion seconded by Supervisor A. Matzke.** No further discussion. Motion carried in a unanimous vote of 4-0.

CONSENT AGENDA

1. Regular Board Meeting Minutes:
 - a. September 20, 2022 Town Board Minutes
 - ~~b. October 3, 2022 Town Board Minutes~~
2. Routine Reports:
3. Committee/Commission Reports:
4. Operator’s Licenses: October 2, 2022 thru October 22, 2022
5. Other Committee Minutes:
 - a. May 18, 2022 – Board of Review Minutes
 - b. May 17, 2022 – Board of Review Minutes
 - c. September 7, 2022 – Sanitary District Minutes
6. Pay Requests: None.
7. Special Event & Street Closure Permits: None.

Motion made by Supervisor R. Van Rossum to approve the Consent Agenda as with the removal of the October 3, 2022 Town Board Minutes, **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 4:31 p.m. After three calls for comments, none were heard. Public comment was closed at 4:32 p.m.

PUBLIC HEARING:

1. Public Hearing for Approval of a Class “B” Beer, “Class B” Liquor License for Cocoon Brewing LLC, located at 2233 Kaftan Way, De Pere, WI 54115; Appointing the Agent for Cocoon Brewing: Matthew P. Walters at 600 Marble Rock Circle, Green Bay, WI 54311.

Chairman P. Danen made a motion to open the public hearing, and after three calls, no one wanted to be heard, so the public hearing was closed at 4:33 p.m.

Staff explained that Cocoon Brewing is applying for a Class B license to finalize all permitting with regards to making and serving alcohol. They already have their BrewPub License from the State and have met with the State Inspectors as well.

Motion made by Supervisor S. Shivaram to approve the Class “B” Beer, “Class B” Liquor License for Cocoon Brewing, LLC located at 2233 Kaftan Way with the Agent being Matthew P. Walters. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously 4-0.

2. Public Hearing to Approve and Adoption of Zoning Text Amendments in the Town Code of Ordinances Specifically in Chapter 135-11 and 135-16 Pertaining to Building and Use Restrictions and Swimming Pools, Hot Tubs and Spas by Approving Ordinance O-2022-031.

Chairman P. Danen made a motion to open the public hearing, and after three calls, no one wanted to be heard, so the public hearing was closed at 4:36 p.m.

Motion made by Supervisor A. Matzke to approve Ordinance O-2022-031 Pertaining to Building and Use Restrictions and Swimming Pools, Hot Tubs and Spas. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried unanimously 4-0.

ZONING & PLANNING:

1. Recommendation from the Zoning and Planning Commission to Approve a Building, Site and Operations Plan (BSO), on the request by Jon Logan (representative for Brown County) to construct a transfer site at 3800 Heritage Road.

The property was recently rezoned to C-1/IO, Conservancy District with Institutional Overlay. This was accompanied by a retracement CSM. Proposed site improvements include a leachate collection tank, new piping connecting the sanitary system, new pavement, and new security fence. The site will be used for overflow events typically during the fall and spring. The tank is 19-foot long and will be installed mostly below grade with approximately 2-feet exposed. The tank has an inlet pipe that truck will connect to transfer leachate. It is anticipated that during the periodic operations that two to six trucks per hour will access the site.

Zoning and Planning recommended approval of the BSO with conditions.

Motion made by Supervisor R. Van Rossum to approve the BSO to construct a transfer site at 3800 Heritage Road with the following conditions as recommended by Zoning and Planning:

1. Town Engineer and Public Works Director review and approve of the preferred solution and improvements for the overflow/spill collection system.
2. Replacement landscape screening where clearing occurred for the constructions along CTH X at the time of project completion. Installation of screening per recommendation of the Town Planner.

Motion seconded by Supervisor S. Shivaram. No further discussion. Motion carried unanimously by a vote of 4-0.

OLD BUSINESS: None

NEW BUSINESS:

1. Request for Approval of Quote Mowing and Landscaping Services.

The Park and Recreation department recently solicited quotes for the Town’s Lawn care and Landscaping Services. Due to rising costs of services staff felt it was in the best interest of the Town to solicit quotes for the 2023 budget cycle.

Requests for quotes were solicited in September from 5 Green Bay area commercial companies and three quotes for services were received as follows:

Contractor Name	Quote	% increase over 2022 cost
NEW Landscape	\$ 77,580.50	20%
Lizer Lawncare	\$ 75,735.00	18%
Green Cut Inc.	\$ 75,474.00	17%
2022 cost	\$ 62,365.00	

Lawncare and landscaping services are accounted for in 5 different Town funds: Parks, Beautification, Stormwater, Water Utility, and the General Fund.

Staff prepared the 2023 general operating budget to reflect a 20% increase in services. The RFQ for services is for a three-year (3 mowing seasons) agreement with the unit contract price for years two and three to be adjusted by the percentage increase, if any, during the preceding 12 month period, beginning January 1, in the local Consumer Price Index, published by the Bureau of Labor Statistics.

Motion made by Supervisor S. Shivaram to approve quote from Green Cut, Inc for our Mowing and Landscaping Services at \$75,474.00. **Motion seconded by** Supervisor A. Matzke. No further discussion. Motion carried unanimously by a vote of 4-0.

- Approval to change the start time of the next Town Board meeting on November 7, 2022 to start at 5 p.m.

Staff explained the General Election was the day after Town Board and in hopes of starting earlier, there would be more than enough time to set up the Community Center for the expected large crowd.

Motion made by Supervisor A. Matzke to approve moving the start time for Town Board on November 7, 2022 to 5 p.m.

Motion seconded by Supervisor S. Shivaram. No further discussion. Motion carried unanimously by a vote of 4-0.

- Proposed Budget Workshop Session:

Discussion with Staff to Review the 2023 Proposed Budget and the Final 2022 Capital Improvement Plan. Budget items Reviews are for Discussion Only.

Staff went over and clarified to the Board what our Mill Rate and Levy came in at along with our Assessed Value, and the amount that it can be raised and max levy.

Staff is proposing to use the entire max levy at \$4,399,169 or an estimated tax rate of \$3.135, which is due to changes in the budget including the creation of an I.T. Sinking Fund, Snowplowing, a Shift in Benefits Allocation, De Pere Rescue Services, Implementation of Fire Needs and an increase of 17% for Lawncare services.

Considerations for the Town Board

- Sanitary District Proposed Mill rate will range from \$0.17 to \$0.35 which will be set on October 26th.
- The total debt service levy in 2023 is \$2,025,529 which is an increase of \$684,608 from the 2022 budget. Using Park Impact, Cash on Hand, Golf Course and TRIP-D funds, levied debt service has been decreased to \$1,636,310. Of the proposed mill rate of \$3.135, \$1.66 (or 37%) is for debt service.
- \$0.01 if mill equals \$14,030.

After closely reviewing the Town's debt payment schedules and to avoid a rollercoaster mill rate, staff has put a plan in place to use Park Improvement Impact fees, Golf Course lease and State TRIP-D (Scray Hill Road) funds to decrease the debt service portion of the mill rate. As part of the plan please note that not all available impact fees or TRIP funds are used in one year in anticipation of using them throughout the next few years to keep our mill rate steady.

It was explained that the market adjustment increased our assessed value which then decreased our mil rate, even though the overall levy increased.

No motion or action needed to be taken.

COMMUNICATIONS: None.

ORDINANCES: None.

REPORTS:

Administrator:

- Received claim from Suann Dombrowicki
- Wanted to recognize the Treasurer, Renae, celebrating 15 years of service.
- Wanted to recognize Cole with Public Works having 4 years of service.

Clerk:

- Written report as submitted

Planner:

- None.

Zoning Administrator:

- Written report as submitted

Engineer:

- None.

Treasurer:

- Written report as submitted

Park & Recreation:

- Written report as submitted

Public Works:

- Written report as submitted

Fire Chief:

Board Comments:

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 a unanimous vote of 4-0.

CLOSED SESSION: None

ADJOURNMENT:

Motion made by Chairman P. Danen to adjourn. **Motion seconded by** Supervisor S. Shivaram. No further discussion. Motion carried in a verbal unanimous vote of 4-0. Meeting adjourned at 5:56 p.m.

NEXT REGULAR MEETING MONDAY, NOVEMBER 7, 2022 at 5:00 p.m.

Respectfully submitted,

Jennifer L. Broich
Clerk

Approved at the December 20, 2022 Town Board Meeting.