

**TOWN OF GREEN BAY, BROWN COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, NOVEMBER 12, 2013**

**Time: 7:00 pm – 8:30 pm**

**Location: Town Hall**

**Next Meeting: December 10, 2013 at 7:00 pm.**

Attendance: Chairman Lee Dechamps, Supervisor Cary Dequaine, Supervisor Dianne Jacobs, Treasurer Lori Geniesse, Clerk Debbie Mercier, Constable, Gary Jacobs  
Also present was Zoning Administrator Gary Jonet, and Dawn Goodman, Secretary of the Planning Commission

Chairman Dechamps called the meeting to order at 7:00 pm.  
Opened the meeting with the Pledge of Allegiance  
Clerk verified proper posting.

8 residents present

**1. Review and Take Action on minutes of the October meetings**

Chairman Dechamps stated the VanDorn subdivision has 2 layers of black top on already. Gary Jonet explained Spencer Renier will be putting in a culvert but will be putting in a different location. Motion made to approve the minutes as presented by Supervisor Jacobs with a second by Supervisor Dequaine. Motion Carried. 3-0

**2. Review Planning Commission minutes**

Motion made by Supervisor Jacobs to approve the minutes as read by Clerk Mercier, Second by Supervisor Dequaine. Motion Carried. 3-0

Item. #1 was corrected to read the following: The Planning Commission clarified that the total acres of both lots amounted to approximately 20 acres +/- (Lot 1, the Northern lot, is 7,530; while the adjoining lot is 11.236 acres). The Northern lot is to be owned by the Clabot's son, who could build a home there someday, but with no immediate plans to do so.

**3. Review Board of Appeals minutes – there was no meeting held**

**4. Review Zoning Administrator Report and Building Inspector Report**

Motion made by Supervisor Jacobs to approve the Zoning Administrator report dated 10/08/13 to 11/12/13 and Building Inspector report dated September, 2013.

**5. CSM/Estate of Myrtle DeKaster**

Motion made by Supervisor Dequaine to approve the CSM for the Estate of Myrtle DeKaster. Second by Supervisor Jacobs. Motion Carried. 3-0

**6. Assessor Contract**

The board received a letter regarding the retirement of Assessor Bob DeMuth who plans to retire on January 1, 2014. A proposal for the position of Assessor was received from Mike Denor of Fair Market Assessments. Motion made by Supervisor Jacobs to accept the contract from Fair Market Assessments, Assessor Mike Denor, for the years 2014, 2015, 2016. Second by Supervisor Dequaine. Motion Carried. 3-0

**7. Brown County Winter Maintenance Agreement**

Motion made by Supervisor to accept and sign the Brown County Winter Maintenance Agreement with Brown County. Second by Supervisor Dequaine. Motion Carried. 3-0

**8. Any Other Business**

Clerk explained she received a letter from Continental Western Group regarding policy holder changes. She will distribute copies to the Board.

Chairman Dechamps stated the US Army Corps of Engineers accepted the Gauthier Road project. Clerk to sign and mail letter to Army Corps of Engineers.

Chairman Dechamps explained the Joint Municipal Court will be giving each municipality a copy of the fee ordinance schedule. Chairman Dechamps explained the next Municipal Court meeting is in February, 2014. The Planning Commission will review the fee ordinance schedule and make recommendations to the Town Board. Chairman Dechamps stated he is checking on the possibility of putting a four way stop sign on Mercier Rd and Gauthier Rd. Clerk to list as agenda item for the December meeting. Chairman stated he received the physical address signs. Clerk to publish and post request for bids for the installation of the address signs as a Class I Notice to be opened at the December 10, 2013 meeting.

**a. Tax Collection**

Clerk explained Brown County will be collecting taxes for 2013 and 2014 as agreed upon in the prior contract.

**9. Clerk and Treasurer Reports**

Motion made by Supervisor Dequaine to accept the Clerk and Treasurer reports with a second by Supervisor Jacobs. Motion Carried. 3-0

**10. Pay Bills**

Motion by Supervisor Dequaine to review the vouchers and pay the bills with a second by Supervisor Jacobs. Motion Carried. 3-0

**11. Adjourn**

Motion by Supervisor Dequaine to adjourn with a second by Supervisor Jacobs. Motion Carried. Meeting adjourned at 8:30 pm.

Submitted by: Debbie Mercier, Clerk