

TOWN OF GREEN BAY, BROWN COUNTY, WI
MINUTES OF REGULAR TOWN BOARD MEETING
TUESDAY, DECEMBER 13, 2016

Time: 7:10 pm – 9:10 pm

Location: Town Hall

Next Regular Meeting: January 10, 2017

There will also be a meeting on Tuesday, December 27, 2016 for end of year financial business.

Attendance: Chairman Lee Dechamps, Supervisor Cary Dequaine, Supervisor Ryan DeBroux, Clerk Debbie Mercier, Treasurer, Lori Geniesse, Constable, Gary Jacobs

Also present was Zoning Administrator Gary Jonet and Planning Commission Secretary Dawn Goodman

15 Residents present

Chairman Dechamps called the meeting to order at 7:10 pm with The Pledge of Allegiance recited. It is noted, the meeting was properly posted.

Motion made by Supervisor Dequaine to open the floor with a second by Supervisor DeBroux. Voice vote 3-0 Motion Carried. Leland Baenen of the Town of Scott was present and presented to Chairman Dechamps a Norman Rockwell portrait of a town meeting which he once won at a Wisconsin Town's Association conference. Chairman Dechamps thanked Mr. Baenen for the donation of the portrait to the Town of Green Bay and stated it will be hung up at the town hall.

Motion made by Supervisor DeBroux to close the floor with a second by Supervisor Dequaine. Voice vote. 3-0 Motion Carried.

Motion made by Supervisor Dequaine to move to Item #7 on the agenda. Second by Supervisor DeBroux. Voice vote 3-0 Motion Carried.

1. Review and Take Action on November meeting minutes

Motion made by Supervisor Dequaine to accept the minutes from November 14, 2016 as presented. Second by Supervisor DeBroux. Voice vote – 3-0 Motion carried.

2. Review Planning Commission minutes

Motion made by Supervisor DeBroux to accept the Planning Commission minutes dated November 15, 2016 as presented. Second by Supervisor Dequaine. Voice vote 3-0 Motion carried.

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

4. Review Zoning Administrator Report and Building Inspector Report

Motion made by Supervisor Dequaine to accept the Zoning Administrator report dated 11/14/16 through 12/13/16 and the Building Inspector Report dated November, 2016. Second by Supervisor DeBroux. Voice vote 3-0 Motion carried.

5. Luxemburg Spartan Snowmobile Club Event

Brian Peot present to state the snowmobile race events this year for the Luxemburg Spartan Snowmobile Club will be January 28, 2017 and one on February 25, 2017. The club is requesting a temporary Liquor license permit for both events. Motion made by Supervisor Dequaine to approve a temporary liquor license permit for the Luxemburg Spartan Snowmobile Club for the events which will be held on January 28, 2017 and February

25, 2017. Second by Supervisor DeBroux. Voice vote 3-0 Motion carried.

6. VandenPlas CSM

The surveyor had to add additional restrictive covenants for the County and needed to reprint the CSM; error with printer required a new signature by the Clerk. No board action required as it did not affect the previously approved CSM.

7. Action on Decision and Order Dissolving the New Franken Storm Water Sanitary District (NFSWSD)

Motion made by Supervisor Dequaine to approve the action on Decision and Order Dissolving the New Franken Storm Water Sanitary District (NFSWSD). Second by Supervisor DeBroux. Voice vote 3-0 Motion Carried. It is noted, as of December 31, 2016 New Franken Storm Sewer District will be dissolved & absorbed into Scott Storm Water Utility.

8. Amendment to Town of Green Bay Code of Ordinance in regard to Bed and Breakfast Establishments

Motion made by Supervisor DeBroux to approve amendment # 1019-J which will amend the Town of Green Bay Code of Ordinance to include the addition of "Bed and Breakfast Establishments". Second by Supervisor Dequaine. Voice vote 3-0 Motion Carried. Clerk

9. Public Records Requests in regard to November 8th Election

Clerk indicated she had received an email records request dated November 30, 2016 from Mr. Harvey Wasserman of the Columbus Institute for Contemporary Journalism. The request was for a total of 64 separate items and was stated in part as follows:

"Pursuant to Wis.Stat. 19.35, you are requested to provide copies of the public records listed below containing information concerning the election held on Nov. 8, 2016 ("Election").

Requester requests the opportunity to be present when any and all transfers from original data populated by the Election is fulfilled under this request, including, but not limited to, any and all mirror images of data, produced from any and all media on which the images are stored. Said images are requested in readable native format and if machine language then ported to MS Office 2003 format.

All documents are requested in electronic format on CD's compatible with Microsoft Office 2003 format which can be used to read and search the CD's and requested to be produced from native reports and source data concerning the requested document."

Clerk stated a second records request was received via email dated 12/07/2016 from Mr. Peter Peckarsky from Of Counsel, Fittrakis & Gaddell-Newton LLC out of Columbus, Ohio which indicated the following request:

"On behalf of Jill Stein, we write to request formally pursuant to Wis. Stat. 19.35 that you provide copies of the public records listed below as soon as possible:

1. All ballot images produced by voting for the Nov. 8, 2016 election.
2. All ballot images produced during the recount of Presidential votes cast at the Nov. 8, 2016 election.

If possible, without delaying the production, please produce the images in readable native format and, if in machine language, then ported to MS Office 2003 format."

The Clerk stated she had responded to both Mr. Wasserman and Mr. Peckarsky that a pre-payment fee would be required due to the extensive nature of the public records request; an estimate of the fee would have to be determined. Clerk questioned both parties if they would like to proceed in light of the pre-payment requirement. Clerk stated she had not yet received a response from either Mr. Wasserman or Mr. Peckarsky.

The board indicated Clerk should wait to hear for a response from the parties requesting. Fee would be determined via a Good Faith Estimate of time and materials to handle request.

10. Assessor Contract

Motion made by Supervisor Dequaine to table the assessor contract until the January meeting. Second by Supervisor DeBroux. Voice vote 3-0 Motion Carried.

11. Camera Installation/ Town Hall

Supervisor DeBroux stated the town board could consider the installation of surveillance cameras at the town hall for overall safety and security purposes. Supervisor Dequaine made a motion to have Supervisor DeBroux look into options and cost of camera installation. Second by Supervisor DeBroux. Voice vote 3-0 Motion Carried.

12. Ordinance in regard to Authorization to Fire Chief

Motion made by Supervisor DeBroux to approve an Ordinance in regard to Authorizing Fire Chief to Make and Enforce Lawful Orders, Establish Emergency Fee Schedule, Collect and Disburse Emergency Fees, and Obtain Special Inspection Warrants. Second by Supervisor Dequaine. Voice vote 3-0 Motion Carried. Ordinance added to the Town of Green Bay Code of Ordinance as Chapter No. 10-1.

13. Old Business

A. 6197 Sandy Cove/Villwock – there has been no recent update

B. Property CTH K/Roberts - \$80 up front to Brown County Sheriff's Dept is required in order to have them serve the violation citation. Supervisor Dequaine will deliver to Brown County Sheriff's Dept.

C. George Drive/ use of DeGrave property – Chairman Dechamps stated upon discussion with Mr. DeGrave, he is requesting a lease amount of \$50/month. Discussion held. The board will talk to another land owner on George Drive/Larry Legois and also consult with town's attorney in regard to leasing land.

14. Any Other Business

A. Correspondence received regarding future possible agenda items

Supervisor DeBroux questioned if the Planning Commission is working with the Shrine on the Events Permit? It was stated a representative has been in contact with the Planning Commission and will be attending the meetings. Tom Cherovsky questioned how long does it take obtain a building permit. Gary Jonet stated land use permit is obtained from him and a building permit from the building inspector. Sharon Depeau thanked the Planning Commission and Town Board for all of the time and effort on the work they did in regard to the Bed & Breakfast ordinance and the assistance they had given her.

15. Clerk and Treasurer Reports –

Treasurer read report for Month-end October 2016. Combined balance of accounts totals \$262,545.60 which includes Fire fund balance of \$56,011. Available funds as of 10/31/2016 totals \$168,030.35. Income & money received for the month of October, 2016 was \$25,870.78 and Expenses were \$37,723.05. Clerk presented report which indicates remaining budget balances and reconciles October balances; income and expenses agree with Treasurer. Motion by Supervisor Dequaine to accept the Treasurer and Clerk's reports with a second by Supervisor DeBroux. Voice vote 3-0 Motion carried.

16. Pay Bills

Motion made by Supervisor DeBroux to review the vouchers and pay the bills with a second by Supervisor Dequaine. Voice vote 3-0 Motion Carried. .

17. Adjourn

Motion made by Supervisor Dequaine to adjourn with a second by Supervisor DeBroux. Voice vote 3-0 Motion Carried. Meeting adjourned at 9:10 pm.

Submitted By: Debbie Mercier, Clerk