

**MINUTES OF MEETING
TOWN OF GREEN BAY
BROWN COUNTY, WI
Tuesday, February 13, 2024**

Time: 7:00 pm to 8:35 pm

Location: Town Hall

Attendance: Chairman Cary Dequaine, Supervisor Matt Bosman, Clerk Debbie Mercier, Treasurer Lori Geniesse, Contable Jeff DuBois, Zoning Administrator Jason Miller, Absent: Supervisor Ryan DeBroux

14 Residents Present

It is noted the meeting was properly posted.

1. Call to Order

Chairman Dequaine called the meeting to order at 7 pm.

2. Review and Take Action on previous Town Board meeting minutes

Motion made by Sup Bosman to accept the regular town board meeting minutes (dated January 09, 2024) as presented. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

3. Review Planning Commission minutes - there was no January meeting held

4. Review Board of Appeals minutes – there was no January meeting held

5. Review Zoning Administrator Report and Building Inspector Report

Motion made by Sup Bosman to accept the Building Inspector (dated January, 2024) and Zoning Administrator reports (dated January 9, 2024 through February 12, 2024) as presented. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

6. Entertain a motion to go into executive session pursuant to Wis. Stat. Sec. 19.85(1)(g), “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” specifically regarding potential court action in regard to a zoning offense.

Chairman Dequaine explained the attorney had a medical emergency and was not able to make it to the meeting this evening. This item will be postponed until next month’s meeting.

7. Insurance Renewal

Mark with Denmark Insurance was present, he summarized the insurance renewal and answered questions from the Board. Sup Bosman made a motion to renew the insurance policy with Denmark Insurance. Sup Bosman then amended the motion to add a total annual amount of \$8,730. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

8. Conditional Use Permit Request

Reneé St. Laurent, representing Lamar Advertising, and Property owner Jake Hoffman, are requesting a Conditional Use Permit for an Off-Premise Sign Structure on GB-355.

Legal Description: GB-355 is Located at: 0 Sunset Bluff Drive, New Franken, Wisconsin

Chairman Dequaine explained they had just had the public hearing and there were no objections, there was a recommendation from town planning to accept it. Sup Bosman asked if it is digital? Renee stated one side will be. She stated the lumens are toned down at sunset, she explained it is regulated by the State. Sup Bosman made

a motion to accept the Conditional Use Permit as described above, Conditional Use Permit for an Off-Premise Sign Structure on GB-355. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

9. Stone Pillar Rd / Town of Scott representative

Cari Langenberg Town of Scott Supervisor was present. She explained some of the residents have brought concerns to the Town of Scott regarding Stone Pillar and Edgewater Beach Rd particularly the 2 people at the bottom. They have recorded several accidents or situations where vehicles have gone through their yards. She explained the Town of Scott Board plans to do a few things, they own the last 50'. She stated they don't have control over the rest of it so they are going to take the following actions and ask for the Town of Green Bay's help:

- Stop sign on both sides of the road.
- Cut away brush on both sides
- Town of Scott employs Brown County Sheriff's, they have requested some presence initially to get people to slow down.

Some of the things they talked about:

- Steep slope and speed limit sign, both of which have been put already. The speed limit hadn't been posted, but it is now 25 mph.
- She stated the only other thing they could ask for is that Sunset Bluff and Stone Pillar are a priority in snow plowing. Chairman Dequaine explained this has been done already.
- Chairman Dequaine also stated there are 4 signs there already.

Cari agreed both towns have taken reasonable steps. Sup Bosman also stated the Town of Green Bay could talk to the snow plow service to do half salt and half sand.

Dawn Goodman suggested we could notify Fed Ex, UPS, and Amazon. Chaiman Dequaine stated the Town of Green Bay will work together with the Town of Scott on this.

10. Election Process/2024

Clerk explained she had met with some residents who would like the Town of Green Bay to explore the possibility of hand counting the ballots for the 2024 elections. Clerk explained to them she would check into the process. There are criteria in place with the State of Wisconsin in which the Town of Green Bay would qualify for hand count ballots. Clerk explained to the Board the different options available, either hand count at close of election or secure ballots until next day where the election inspectors would meet again at the town hall with proper notification to open secured ballots, perform the hand count to verify against tape submitted at close of election, again secure the ballots for delivery to the County Clerk's office. Board allowed Clerk to suggest which process she thought would work best for the election inspectors. It was determined, there would be a hand count following the April 2nd 2024 election and potentially the upcoming November, 2024 election.

11. Roadside Mowing Estimate for 2024

Motion made by Sup Bosman to accept proposed roadside mowing contract with Schleis Farms for 2024 in the amount of \$23,000. Second by Chairman Dequaine. Sup Bosman explained the 1st mowing is 10' and second cutting is by September 30th, weather depending. Voice vote 2-0 Motion Carried.

12. Discover Green Bay Guide

Clerk explained it was brought to her attention the Town of Scott is indicated on the Discover Green Bay tourist website; under Explore the Town of Scott, it indicates: The National Shrine of Our Lady of Champion is just minutes away in nearby Champion, WI.

With the Shrine actually being a highlight located in the Town of Green Bay, the Clerk researched what it would entail for Town of Green Bay to be listed on the Discover Green Bay website. The information she received was as follows:

The state's Room Tax Statute allows for several communities to work together to promote tourism by forming a Tourism Zone. The Green Bay Area Tourism Zone has been in existence since approximately 1973 and includes Green Bay, Ashwaubenon, Suamico, Howard, De Pere, Oneida, Allouez and Bellevue.

Room Tax Commission. This would require the adoption of ordinances, a tax ordinance to apply the tax and a short-term room ordinance, and also a third one regarding the hotel.

A room tax is collected and a percentage goes to Discover Green Bay to cover the town's contribution with the balance coming back to the town for economic development, roads, whatever is determined appropriate by the town. 75/25 Discussion held. No action taken at this time.

13. Old Business

A. Roberts Ordinance Violation/County Rd K

Chairman Dequaine stated there is a remaining semi-trailer to be moved, it is full of items, antiques, stuff, etc.. Chairman Dequaine will talk to the attorney regarding the process to remove the remaining items. Trailer, motor home, etc.

B. Tree cutting

Big County Services LLC was present, he performed the tree cutting on Crow Rd to clear the right-of-way along both sides of the road, removed a Cedar on Mercier Rd, a Willow on Gravel Pit Rd, and removed dead Ash trees in the Robinsonville Presbyterian Cemetery.

14. Constable Report

Constable DuBois stated he handled a call he had gotten regarding a raccoon.

15. Correspondence Received

Discussion regarding email from Delmore Consulting regarding the Bridge and Culvert Inventory Assessment Program. Letter regarding Norb Dantine being up for renewal as representative, Chairman Dequaine will contact Norb and the man he received the letter from.

16. Open Floor for Public Comment

Sup Bosman made a motion to open the floor for public comment. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

Delveaux – had questions regarding ATC and the easement (Sunset Bluff Dr), he questioned if they are widening it significantly, Chairman Dequaine explained the town does not have anything to do with it. Mr Delveaux explained he is not getting solid answers from ATC and they are not telling people they are doing this. Discussion held.

Mr Delveaux asked how many dogs he could get. The Board explained multiple dogs, 4-12 requires a kennel license.

Sup Bosman received calls about a nuisance house on Gravel Pit Rd, just past Mary's Rd. Constable DuBois explained he will take a look at it. Discussion held, if they contain the vehicles behind the barn or inside the barn, the town would be good with it. Motion to close the floor made by Chairman Dequaine with a second by Sup Bosman. Voice vote 2-0 Motion Carried.

17. Clerk and Treasurer Reports

Treasurer read report total monies on hand month-end December 2023 was \$676,273.85

Income for the month of December, 2023 totaled \$26,046.46. Expenses for the month of December, 2023 totaled \$35,360.82. Clerk report agrees with Treasurer report. Sup Bosman made a motion to accept the reports as presented. Second by Chairman Dequaine. Voice vote 2-0 Motion Carried.

18. Review Vouchers and Pay Bills

Motion made to review the vouchers and pay the bills by Sup Bosman. Second by Chairman Dequaine. Voice

vote 2-0 Motion Carried. Check numbers paid 16437 to 16466.

19. Next Meeting Dates/Adjourn

Next Regular meeting Tuesday, March 12th, the Financial Audit will be Tuesday, March 26th – 6 pm, Election Tuesday, April 2nd, Regular meeting Tuesday, April 9th, and Annual Meeting Tuesday, April 16th. – 6 pm.

Regular meetings are at 7 pm.

Motion made by Chairman Dequaine to adjourn with a second by Sup Bosman. Voice vote 2-0 Meeting adjourned at 8:35 pm.

Submitted by: Debbie Mercier, Clerk