

**TOWN OF GREEN BAY
BROWN COUNTY, WI
Minutes of Meeting of August 8, 2023**

Time: 7:00 pm to 9:05 pm

Location: Town Hall

Attendance: Chairman Cary Dequaine, Supervisor Matt Bosman, Supervisor Ryan DeBroux (arrived at 7:02 pm), Clerk Debbie Mercier, Treasurer Lori Mercier, Constable Jeff DuBois and Zoning Administrator Jason Miller

18 Residents Present

It is noted the meeting was properly posted.

1. Call to Order

Chairman Dequaine called the meeting to order at 7:00 pm, opened with the Pledge of Allegiance.

2. Review and Take Action on July meeting minutes

Motion made by Sup DeBroux to approve the minutes of the regular meeting dated July 11, 2023 and the Public Hearing dated July 11, 2023. Second by Chairman Dequaine. Voice vote 3-0 Motion Carried.

3. Review Planning Commission minutes

Motion made by Sup Bosman to approve the Planning Commission minutes dated July 18, 2023. Second by Chairman Dequaine. Voice vote 3-0 Motion Carried.

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

5. Review Zoning Administrator Report and Building Inspector Report

Supervisor Bosman made a motion to approve the Zoning Administrator report dated 7.07.2023 through 8.07.2023 and the Building Inspector report dated June-July 2023. Second by Sup DeBroux. Voice vote 3-0 Motion Carried.

**6. Certified Survey Map – Duquaine Development (Keith Duquaine) and surveyor, Mau & Associates
GB-314-13 – 6240 Sturgeon Bay Rd**

Surveyor, Steve Bieda was present, he stated there was an access point coming out to CTH DK, an access point for the 2nd lot was confirmed. Motion made by Cary to accept the certified survey map for Duquaine Development as indicated above. Second by Sup DeBroux. Voice vote 3-0 Motion Carried. See attached CSM exhibit.

7. Letter to USPS regarding Zip Code boundary and alternate designation of Champion

Board reviewed copy of the letter dated May 17, 2023 from the United States Postal Service to Congressman Mike Gallagher, which stated the interest and request of the National Shrine of Our Lady of Champion concerning an alternate mailing designation. See Exhibit of the letter. Discussion held, support of the alternate designation will not impact the town, the final approval is made from the USPS. Motion made by Sup DeBroux to send a letter to USPS to accept Champion under the 54229 zip code as an alternate designation. Second by Sup Bosman. Voice vote 3-0 Motion Carried.

8. Temporary Liquor License for St. Joseph's Parish

Chad Liebergan was present on behalf of St. Joseph's Parish. Motion made by Sup Bosman to grant a temporary liquor license for St Joseph's Parish for their annual picnic on Sunday, September 10th, 2023. Second by Sup DeBroux. Voice vote 3-0 Motion Carried.

9. Original Liquor License request for Khaptad Minimart LLC, agent Dipak Devkota, dba Uni-Mart

Dipak Devkota was present, Ray Terrien of Red Rocket Shell was also present. Clerk stated she had received the liquor license request as stated above. Clerk stated a special meeting will be scheduled for Monday, August 21st at 6 pm for the Board to review the request and take action, Clerk further mentioned, the liquor license request will be properly published and noticed. Discussion held regarding recent split of parcel and need for a new fire number. Zoning Administrator Jason Miller will order a physical fire number for 5140 Sunset Bluff Dr. Jason stated they could expect to receive the fire number sometime in October.

10. Brown County Municipal Court Budget

Clerk received proposed budget from Lana Ossmann, Treasurer/Secretary for the Brown County Joint Municipal Court. Board reviewed proposed budget. Motion made by Sup DeBroux to approve the 2024 proposed annual budget for the Brown County Joint Municipal Court. Second by Chairman Dequaine. Voice vote 3-0 Motion Carried.

11. Old Business

A. Recreational vehicles within town Ordinance update

Clerk read email from Attorney Matthew Parmentier, he mentioned he has seen this problem in other towns. He stated typically they will modify the zoning ordinance to make residing in an RV or camper for more than a certain amount of time (e.g., consecutive days, total days a month, etc), a conditional use. Then, people would fall into one of three categories:

- People who don't use them enough to trigger the CUP requirement. These people can be left along.
- People who use them enough and apply for a CUP. The Town could then use the permit to regulate their use (amount, connection to septic, etc).
- People who use them enough but did not apply for a CUP. These people would be in violation.

Zoning Administrator, Jason with a conditional use and the 3 bullet points the attorney stated, would allow the town the ability to follow-up on them. He further mentioned, most townships require the resident to file a sanitary permit when you file for a conditional use permit for a camper. He stated the town can set the parameters, this way if there is a call with a concern, the town has something to refer back to. Claudia Hickey asked if someone doesn't stay in the camper, can they get a conditional use permit? Jason explained the Planning Commission will be reviewing the details for a CUP. Jason also explained to Michael Johnson, who was also present, the camper would have to be removed from the property per the town's zoning ordinance in September. Jason further commented in regard to the legal documents regarding the manhole/drain in this area of Edgewater Beach Rd, there are several parcels that are listed that we cannot hold them from building a residence.

Sup DeBroux stated he talked to Kewaunee County Highway Dept. regarding the potholes in the town roads, he explained some towns fill and pack and put tar to seal, he explained the potholes are caused from ground water coming up, or the plow edge catches and pulls it up. Sup DeBroux stated Kewaunee County Highway Dept would put chips so it doesn't stick to the tires, similar to how we fixed shoulders in the past, he mentioned some are holding really good. He explained the cost would be approximately \$8,000 to repair and patch. Discussion held. Sup DeBroux will contact Kewaunee County Highway Dept. to complete the repair of the potholes in the town roads.

Update on the Rob Roberts property, Chairman Dequaine stated one trailer was moved last Wednesday to another property of Mr Roberts located in the Town of Humboldt. He stated there are two more trailers, one is empty, he said the tires are out, Glenn's Towing is coming tomorrow to pick up. He said all the cars are gone, the cars are all lined up in the shed, as well as a pile of tires. Chairman Dequaine stated if it's in the building, there is nothing we can do about it. Chairman Dequaine stated he told Mr. Roberts his other property is next. It was stated all fees the town incurred will go on Mr Roberts property tax bill. It was stated, Mr Roberts has been cordial through this process. The Board will set up a meeting to return to the property.

12. Constable Report – there were no complaints and nothing to report per Constable DuBois

13. Correspondence Received

Chairman Dequaine commented regarding receiving notice of NEW Water servicing in Angelica. It was mentioned, the City of Green Bay holds the largest service area through NEW Water. Sup DeBroux stated there may be an opportunity to get hydrants near Seidl Rd and Church Rd. He further stated that there may be talk or need for water sources that would benefit our town in the future.

Discussion held regarding Abts new construction on corner of Hwy 54 and CTH P. Sup DeBroux mentioned he contacted Brett Guilette, Building Inspector to question use of building, concerns regarding storage of chemicals. Jason Miller indicated a letter was received from the state, the state has issued the permit. John Metzler stated, Mr Abts has three companies. Jason stated he did come to get a land use permit and Brett takes over from there and received notification for

the state to start early permit. Jason makes sure he's off the lot lines and he leaves it up to Brett as to what he's building, understands it to be a 31,000 plus sq ft pole building.

Discussion held regarding the last Fire Commission meeting, the topic was raising the roof of a section of the current fire department building, Chairman Dequaine stated he's okay with it, he stated he doesn't think there's time to build a new station and he doesn't feel with County Rescue, that it won't happen. Sup Bosman stated it seems like a no brainer, Discussion held, the trucks don't fit in the 10' building. The Commission has had Rice Engineering look it. They received bids that were competitive, not a significant amount of money, Fire Chief Kevin Tielens was present, he said the state inspector came and looked at it and didn't see any hidden costs. Not increasing footprint and not an ADA facility. 14' doors can't build higher than 13'6" – Discussion held regarding insurance.

It was mentioned the BUG Fire Dept built a 4.7 million dollar building.

Sup Bosman stated they are as a board looking to approve that building, our town is going to pay 1/3 of the capital purchases. With these types of improvements, it has to be approved by all the townships 2-1.

Sup Bosman mentioned another thing that the Fire Commission is responsible for is EMS and First Responders. Currently County Rescue stated the EMS is fully staffed and we also now have a group of First Responders.

Discussion held regarding Broadband expansion. Bug Tussel will be utilizing the County as a bank for broadband expansion in the Brown County area.

14. Any other Business Authorized by Law

A. Open floor for public comment

Sup DeBroux made a motion to open the floor with a second by Sup Bosman. Voice vote 3-0 Motion Carried.

Dawn Goodman asked what is happening with the barn that collapsed on Hwy T. Zoning Administrator, Jason Miller said they have been hauling boards off, he said he is monitoring the cars going into the yard.

Jason also talked about a request from Jones sign to put up billboards on Daniel Gilson property, right at the waterfall. He said the request is for billboards which are 37' but our ordinance is 30'. Board stated if the request is not allowed in the zoning ordinance, they would have to go to the Board of Appeals to request a variance. Discussion held regarding the Board of Appeals and Planning Commission getting together to watch a training video. This can be done at the town hall and scheduled sometime this fall. Motion made by Sup Bosman to close the floor with a second by Sup DeBroux. Voice vote 3-0 Motion Carried.

15. Clerk and Treasurer Reports

Treasurer read report for the month-end June, 2023. Total monies on hand is \$833,007.92. The income for the month of June, 2023 was \$641.23 and the June, 2023 expenses totaled \$37,017.06 These totals agree with the Clerk's report

Sup DeBroux made a motion to accept both the Clerk and Treasurer reports as presented with a second by Sup Bosman. Voice vote 3-0 Motion Carried.

16. Review Vouchers and Pay Bills

Sup Bosman made a motion to review the vouchers and pay the bills. Second by Sup DeBroux. Voice vote 3-0 Motion Carried. Paid check numbers 16273 to 16292.

17. Next Meeting Dates/Adjourn

There will be a special meeting held Monday, August 21st at 6 pm. The next regular meeting will be held Tuesday, September 12, 2023. Sup DeBroux made a motion to adjourn with a second by Sup Bosman. Voice vote 3-0 Motion Carried. Meeting adjourned at 9:05 pm.

Submitted by: Debbie Mercier, Clerk