

**MINUTES OF MEETING  
TOWN OF GREEN BAY  
BROWN COUNTY, WI  
Tuesday, December 09, 2025**

Time: 7:00 pm to 8:50 pm

Location: Town Hall

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

8 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 the meeting by reciting the Pledge of Allegiance.

**2. Review and take action on November meeting minutes**

Sup DeBroux made a motion to accept the November meeting minutes as presented. Second by Sup Bosman. 3- Ayes 0 Nay Motion Carried

**3. Review Planning Commission minutes**

Sup Bosman made a motion to accept the Planning Commission minutes of November 18, 2025 as presented. Second by Chairman Dequaine. 3 Ayes 0 Nay Motion Carried

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

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

There was not a Zoning Administrator report received as there were no written reports this month. Zoning Administrator, Jason stated he received a concern from a person regarding a home near Stone Pillar Rd, she believes the home being built across from her is too high over 35'. Jason checked with Building Inspector Brett and he bounced it back to him, the assessor may have the plans, the home owner has confirmed it is 34' 6". Discussion held and determined to be measured off the main floor. Jason will explain to her we measure from the highest ground level.

Motion by Sup DeBroux to accept the building inspector report for the month of November. Clerk provided copies of the Building Inspector new fee schedule she received today. Second by Sup Bosman. 3 Ayes 0 Nay Motion Carried

**6. Short-term rental license renewal – Mertens**

Toni Mertens was present, she is requesting a minimum stay of less than 7-days. The Board explained there was a lot of research, thought and talk about the 7-day minimum stay requirement; this is typical for many short-term rental licenses in the surrounding communities, the Board stated the minimum stay requirement would remain at 7 days. Motion made by Sup Bosman to renew Mertens short-term license rental renewal for the 5360 Sunset Bluff. Second by Sup DeBroux. 3 Ayes 0 Nay Motion Carried

**7. Town ordinance updates**

a. All fees that were listed in the Code of Ordinance will be replaced by those listed on the “Town of Green Bay Fee Schedule”

b. Add Revisions to the wording in the Town of Green Bay Code of Ordinance in the following places, specified in “Appendix B”, in the back of the Code of Ordinance book

c. Add Ordinance Section XXV, also known as the “Champion Area Overlay District” to the Town of Green Bay Code of Ordinances Book (adopted 12/8/20)

With the corrections made, Sup DeBroux recommends to approve the zoning amendment #227-M. Second by Chairman Dequaine. 2 Aye 0 Nay Motion Carried

Sup Bosman had to leave the meeting at 7:20 pm for a work-related emergency

## **8. Edgewater Beach Driveway Concerns**

Chairman DeQuaine explained he received concern of new homes on Edgewater Beach Rd, the driveways are not paved yet, they will have to do something before paving because the water runs down into the neighbor across to their garage. Chairman DeQuaine stated he talked to both owners; he further stated they will have to put in a drain or make a change regarding the water runoff.

## **9. Election preparedness – Emergency Contingency Plan**

Discussion held, will work on putting a plan together at a later date. Sup DeBroux stated he will look at the sample plan provided to the clerk and will be able to provide some ideas.

## **10. Assessor Contract**

Sup DeBroux made a motion to accept the Assessor Contract for the years 2026, 2027, and 2028. Second by Chairman DeQuaine. 2 Ayes 0 Nays Motion Carried

## **11. Snow and Ice Road Maintenance Monitoring**

Chairman DeQuaine stated he received a few complaints, not extravagant. Sup DeBroux stated when the roads aren't froze, the chip sealing can strip right off, they try to be light for the concerns about the road, they stay away from the edges to preserve the shoulders, discussion regarding the drifting, Sup DeBroux stated it is generally north south, or east west, anything can effect it, the height of the field, buildings, so many things effect it. In the past they made educated guesses as to which roads would be checked. He stated they will make an educated guess, if there will be a nasty storm, the Chairman will contact him, and they will discuss what the plan is. Currently they salt intersections and hills. If the Board would decide to have the roads salted, it was stated Town of Humboldt basically does the same as Town of Green Bay, salt corners and hills, plow as needed.

## **12. Old Business**

### **a. Brown County request to vacate portion of Bayshore Park Rd**

Chairman DeQuaine explained, Matt Kriese, Brown County Parks Director will be here for the January meeting. There will be questions for him at next month's meeting.

## **13. Constable Report**

Constable stated he met with the owner/occupant on Cty Rd SS, through an interpreter he communicated what we need to have done to clear the property violation. He also stated, there's been a dog running at large for a couple of weeks, he's not been able to catch the dog, but he got a tip who the owner was, he spoke with her and she will be handling it. Chairman DeQuaine stated he received a call regarding a kitten. It was stated the Humane Society in Green Bay wouldn't take it because the Town of Green Bay doesn't have a contract with them; eventually they did take it. Jeff stated he will check into it so he doesn't have any problems in the future.

## **14. Correspondence Received**

Chairman DeQuaine received a call, requesting if we could put more 45 mph speed limit signs up. Discussion held. Clerk obtained information letter reg: Insurance PFAS, Sup DeBroux stated it is not a concern for the Town, Christmas cards from County Rescue and Renning Lewis a& Lacy. Discussed the treasurer bond and the mailing of the taxes to allow additional time due to new US postal time stamp process.

## **15. Any other Business Authorized by Law**

### **A. Open floor for public comment**

Chairman DeQuaine made a motion to open the floor for public comment. Second by Sup DeBroux. 2- Aye 0 Nay Motion Carried No comments. Chairman DeQuaine made a motion to close the floor. Second by Sup DeBroux 2-Ayes 0 Nay Motion Carried.

## **16. Clerk and Treasurer Reports**

Treasurer read the October, 2025 report. Balance on hand as of month end October, 2025 is \$625,441.52. October expenses were \$66,044.47 and October Income of \$33,665.64; treasurer's September, 2025 report was also provided. Motion to accept the Treasurer's September, and October reports and the October Clerk's report. Sup DeBroux made a motion to approve the clerk and treasurer reports with a second by Chairman DeQuaine. 2 Ayes 0 Nay Carried

## **17. Review Vouchers and Pay Bills**

Motion made by Sup DeBroux to review the vouchers and pay the bills. Second by Chairman Dequaine. 2 Aye 0 Nay Motion Carried. Check numbers paid 17020 to 17056. It is noted, last month's (November) check numbers paid 16997 to 17019.

### **a. End of year Financial Business**

Sup DeBroux made a motion to transfer \$6,270 from General Govt to General Funds. Second by Chairman Dequaine. 2 Ayes 0 Nay Motion Carried

Sup DeBroux made a motion to transfer \$17,104.27 from General Funds to Public Safety. Second by Chairman Dequaine. 2 Ayes 0 Nay Motion Carried

Sup DeBroux made a motion to transfer \$30,000 from Capital Outlay to Fire Fund. Second by Chairman Dequaine 2 Aye 0 Nay Motion Carried

Sup DeBroux made a motion to transfer \$21,120.58 from Public Works to General Funds. Second by Chairman Dequaine 2 Aye 0 Nay Motion Carried

## **18. Next Meeting Dates/Adjourn**

Next meeting will be January 13<sup>th</sup> at 7 pm.

Motion made by Chairman Dequaine to adjourn with a second by Sup DeBroux. Meeting adjourned at 8:50 pm.

Submitted by: Debbie Mercier, Clerk