

**TOWN OF GREEN BAY  
BROWN COUNTY, WI  
Regular Town Board Meeting  
December 14, 2021**

Time: 6:00 pm to 8:17 pm

Location: Town Hall

Attendance: Chairman Cary Dequaine, Supervisor Ryan DeBroux, Supervisor Matt Bosman, Clerk Debbie Mercier, Treasurer Lori Geniesse, Zoning Administrator Gary Jonet

11 Residents Present

It is noted, the meeting was properly posted.

**1. Call to Order**

Chairman Dequaine called the meeting to order at 6:00 pm.

- 2. ADJOURN TO CLOSED SESSION** – Closed session pursuant to Wis. Stat. Sec. 19.85(1)(g), for purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is likely to become involved that pertains to an ordinance issue.

Resumed to open session at 6:48 pm

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

Motion made by Sup Bosman to approve the minutes of the meeting of November 9, 2021 as presented. Second by Sup DeBroux. Voice vote 3-0 Motion Carried.

**4. Review Planning Commission minutes**

Motion made by Sup DeBroux to approve the minutes of the Planning Commission dated November 16, 2021 as presented. Second by Sup Bosman. Voice vote 3-0 Motion Carried.

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

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

Sup Bosman made a motion to accept the Zoning Administrator report dated 11/09/21 to 12/14/2021 as presented. Second by Sup DeBroux. Voice vote 3-0 Motion Carried. There were no Building permits issued in November.

**7. Review of a Certified Survey Map for GB-59 Robinsonville Presbyterian Church**

The church representatives are separating the cemetery from the balance of the property. Motion made by Sup DeBroux to accept the Certified Survey Map for the Robinsonville Presbyterian Church (GB-59). Second by Sup Bosman. Voice vote 3-0 Motion Carried. Tom Bayer, Moderator of the Administrative Commission for Robinsonville Presbyterian Church, Formerly known as French Presbyterian Church, was present to obtain the necessary signatures for the CSM.

**8. Brown County Solid Waste Agreement**

Sup DeBroux stated he talked to Steve Estes and Mark Walter, he found out our garbage goes up to Sturgeon Bay, gets reloaded and goes to GFL's site to Hilbert. Steve Estes informed Sup DeBroux, that he suggested not to sign the agreement with Brown County. Sup DeBroux also talked to Mark Walter, the garbage goes to Hilbert, gets tallied up and we get paid separately. Brown County will be sending us a new contract to sign only for the recyclables, we would be able to get back in with them in the future if things would change for the Town of Green Bay. Mark said he would send the revised contract within the next month.

**9. Short Term Rental Application**

The Planning Commission met and constructed a short-term rental application for review of the Board. John Metzler had attended the Town of Scott meeting and gave some insight to the town Board. It was stated Zoning Administrator would enforce the short-term rental ordinance and the Clerk would obtain and keep record of all applications. Motion made by Sup Bosman that they accept the newly drafted short term rental agreement. Second by Sup DeBroux. Voice vote 3-0 Motion Carried. See Exhibit

## **10. Appoint Member to Board of Appeals**

Chairman Dequaine made a motion to appoint Kyle Alsteen as the new member to the Board of Appeals. Second by Sup Bosman. Voice vote 3-0 Motion Carried. Kyle was sworn into his new position by the Clerk.

## **11. Appoint Election Inspectors**

Clerk gave names of all the election inspectors to be appointed for the upcoming election cycles.

The names were as follows: Joan Dequaine, Nancy Zellner, Bea Englebert, Dawn Goodman, Marge Abts, Sue Mercier, Jerry Shefchik, Sara VandenPlas, Lori Geniesse, Terri Jacobs, Lori Romuald, Julie Leroy.

Motion to accept the listed election inspectors made by Sup DeBroux. Second by Sup Bosman. Voice vote 3-0 Motion Carried. It is noted, the Clerk has utilized the names provided to her by the political parties; the Town of Green Bay has both a registered Republican and a registered Democrat as election inspectors.

**12. Old Business** - there was no old business to report

**13. Constable Report** – nothing to report

### **a. update on property owner renting out their property for short-term rental**

Clerk explained she had received a call from the property owner along Shore Acres who was renting out their property as a short-term rental. The owner was not yet out of compliance as they had not rented it for more than 10 nights, owner explained it was something they were going to see if they would like to do, but there were no definite plans at this time. I told the owner the town has a short-term rental ordinance in place and we would soon have an application which would be required if they decide to continue with the short-term rentals. Owners had checked with the State and the County and are in compliance with both.

## **14. Correspondence Received**

Statewide Voter MOU (Memorandum of Understanding) between Brown County Clerk's Office and the Town of Green Bay. Clerk to sign and submit to the Brown County Clerk's office. This is the statewide voter system which the County updates for the town.

Sup Bosman received a phone call with questions and complaints regarding Superior's new location. Gary Jonet stated the DNR and necessary permits were already completed. Gary said he spoke with Dale Roberts, the sale was supposed to be complete 2 weeks later. It was questioned if the residential lot was ever cleaned up on the property which was recently sold, it was stated it has not yet been cleaned up at this time.

Sup Bosman stated he warned Spencer that the lot currently is in violation, and it needs to be brought out of violation.

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

### **A. Open Floor for Public Comment**

Motion made by Sup DeBroux to open the floor for public comment. Second by Sup Bosman. Voice vote 3-0 Motion Carried. Vicki Goose questioned why the town does not have an ordinance regarding animals at large. Chairman stated it is something they could look in to. Planning Commission will review in January. Motion to close the floor made by Sup DeBroux with a second by Sup Bosman. Voice vote 3-0 Motion Carried.

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

Treasurer read the report. Total combined balance on hand month-end October 2021 totals \$225,616.49. Expenses totaled \$29,744.77. Income totals \$5,677.59. Clerk's expenses agree. Verification of income totals for October at the year-end meeting. Motion made to accept the Clerk and Treasurer's report as presented by Sup DeBroux with a second by Sup Bosman. Voice vote 3-0 Motion Carried.

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

Motion made by Sup DeBroux with a second by Sup Bosman to review the vouchers and pay the bills. Voice vote 3-0 Motion Carried. (Check # 15746-15765)

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

The next meeting will be Tuesday, December 28<sup>th</sup> for end of the year financial business. Meeting will begin at 6 pm.

Motion made to adjourn the meeting by Sup Bosman with a second by Sup DeBroux. Voice vote 3-0 Motion Carried.

Meeting adjourned at 8:17 pm.

Submitted by: Debbie Mercier, Clerk