

**TOWN OF GREEN BAY  
BROWN COUNTY, WI  
REGULAR TOWN BOARD MEETING  
TUESDAY, FEBRUARY 11, 2020**

Time: 7:00 pm – 8:45 pm

Location: Town Hall

Next regular meeting will be held March 10, 2020

Attendance: Chairman Cary Dequaine, Supervisor Ryan DeBroux, Sup Matt Bosman, Clerk Debbie Mercier, Treasurer Lori Geniesse, and Constable, Jeff DuBois

Excused absence: Zoning Administrator Gary Jonet

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 with reciting the Pledge of Allegiance.

**2. Review and Take Action on January meeting minutes**

Motion made by Sup DeBroux, Second by Sup Bosman to accept the January 14,2020 minutes as presented. Voice vote 3-0 Motion Carried.

**3. Review Planning Commission minutes**

Motion made by Sup Bosman. Second by Sup DeBroux to accept the Planning Commission minutes dated January 21, 2020. 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**

There was no report from either the Building Inspector or Zoning Administrator. Chairman Dequaine stated there is a property owner on Sunset Bluff that needs a culvert. Chairman went and viewed the area where he wants to put a 40' 18" pipe. He will send in for the permit after the Zoning Administrator returns.

**6. Use of Town hall parking lot / Sunday April 26 (Area Rummage Sale)**

Clerk received request from Jeanette DuBois to utilize the parking lot for a truck to park and receive donated items from residents who will be hosting rummage sales during the area wide rummage sale event. Motion made Sup Bosman with a second by Sup DeBroux to allow Jeanette DuBois to utilize the town hall parking lot for the area rummage sale for a truck to load items for donation. The Board agreed Saturday the 25<sup>th</sup> and/or Sunday the 26<sup>th</sup> would be fine for them to utilize the parking lot. Voice vote 3-0 Motion Carried.

**7. Single Parcel Amendments / Scott Municipal Utility District**

Clerk explained she had received an email from Dan Teaters with Brown County Planning and a phone call from Dave Cerny with the Town of Scott Municipal Utility District with concerns of the recent certified survey map approved by the Town of Green Bay Town Board which was located within the (SSA) Sewer Service Area. It was stated to the Clerk that single parcel amendments are not allowed within the metropolitan sewerage district. This CSM was located on the corner of CTH T and Church Rd and was completed for a member of the Ripp family. Both Mr. Teaters and Mr. Cerny were going to do some research as to the best way to handle the CSM. Mr. Teaters had recommended placing a note on the CSM which would state the following: "Any future development associated with Lot 1 is required to be on the Town of Scott Sanitary Sewer which will require a Sewer Service Area Amendment through the Brown County Planning Commission prior to issuing any permits."

Dan stated he wanted to make sure there is something in place that ensures that, in the future, anyone that looks at this project/parcel understands that the SSA amendment is necessary if they plan to hook up to sanitary sewer. Discussion was held. This was informational for both the Planning Commission and the Town Board in the event a future request to divide parcels located within the SSA would be brought forth. Mr. Teaters also notified surveyor Dave Chrouser that this note would be placed on the CSM.

#### **8. 5125 Bank Lane/request to disconnect to public sewer**

Clerk had received a phone call from the son of the owner of 5125 Bank Lane. He was requesting the property be disconnected from the public sewer as it has been vacant for many years. It was noted, there is a mobile home and garage located on the parcel. Board held discussion regarding possible future risk by allowing homes to be disconnected from the public sewer area. It was determined it is not in the best interest of the town to allow disconnections. Motion made by Sup DeBroux with a second by Sup Bosman to deny the request to disconnect the home located on 5125 Bank Lane as long as the house is there. Voice vote 3-0 Motion Carried.

#### **9. Preparation for potential Flooding/sand bags**

Board notified residents, preparation for potential flooding has begun and the town is considering purchasing sand bags to be available for the Town of Green Bay residents. Discussion held regarding Town of Scott as they are also going to have sand bags available for their residents. Board determined they would order 3 pallets of sand bags which have approximately 20 to 25 bags on a pallet. Clerk will post the availability of the sand bags in all 3 posting places and on the website; in addition, Clerk will have a signup sheet on the day of the upcoming election for residents to indicate the interest in purchasing the sand bags. The cost to purchase the bags will be determined by the actual cost to the town.

#### **10. Old Business**

Sup DeBroux stated the tree trimming has been handled. The signs and the barricades have been ordered. There will also be a sign for road closures.

#### **11. Constable Report**

Constable DuBois reported he had met with the owner of a continuous dog complaint and also talked with 3 of the neighbors. After the discussion with the neighbors, he realized there is no issue of a barking dog the issue is a grievance between neighbors.

#### **12. Correspondence Received**

Board stated Advanced Disposal is handling ongoing container issues for garbage and recycling. The contact person is Cheyenne with Advanced Disposal and she can be reached at 920.473.2251. Clerk had received an email regarding concerns of snow plowing from a resident on the corner of Granite Way and Tourmaline Way. Board discussed. The Clerk received an email from Brown County Joint Municipal Court; the next court date will now be Thursday, May 7<sup>th</sup>. Clerk spoke of email received from both Fire Chief Kevin Tielens and Lauri Maki, Brown County Emergency Management Director which read as follows:

To Local Ems:

1. Keep your eyes peeled for a meeting invite in Feb or March for a Local EM Meeting Group involving us getting together to discuss what to be prepared for in the next couple of months from the EM perspective (paperwork, tracking, etc). I'm hoping this can become a regular occurrence.
2. I am helping the planning department gathering information for the All Hazards Mitigation Plan and they need to know if there are any repetitive loss properties in our County. That being said, I do not show any type of list here in the County as we wouldn't necessarily even know if individual houses flooded, etc.

\*\*\*\*\*Q: What is a repetitive loss property?

A: A Repetitive Loss (RL) property is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling ten-year period, since 1978. A RL property may or may not be currently insured by the NFIP. Currently there are over 122,000 RL properties nationwide.

Mr. Maki requested a list of any properties which are located in the municipality that we know of which meet this criteria so they could be added to the All-Hazards Plan.

It is noted, The Town Board has been up to date with the meetings regarding the potential flooding. Clerk also stated, the Wisconsin Elections Commission is requiring the Town possess either a professional information technology staff member, have access to an IT contractor, or have access to a managed service provider that ensures we receive timely security updates and patches to our operating system and software. This is a follow-up to the WEC Election Security Sub grant funds received which contributed towards IT support. Clerk also stated, she receives many emails from the Elections commission regarding required security procedures which will be in place for the upcoming elections.

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

Sup DeBroux stated in the cul de sacs between where the mail boxes and the driveways are, the snow plow drivers are running out of places to push the snow. He stated Cindy Ct and Broadleaf are bad. He questioned if it would be possible to have a bank of mail boxes not in the curves. Sup DeBroux asked to the Planning Commission to look into this.

#### **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 stated if the town would get a webmaster, we could set it up to send out notices via emails. Dave Depeau recommended we do a bulletin as well as a sign. Debbie Olson asked if the Board heard anything more on Chapel Dr. Chairman Dequaine stated he has an upcoming meeting with the Attorney. He further said, the attorney stated it could cost the town as much as \$50,000 for ongoing dispute over Chapel Dr. Debbie Olson commented a precedence would be set as the town has worked the road since 1959. Chairman Dequaine stated again, the question is does the town want to spend that kind of money over this. Debbie Olson also asked if there is an option for storing the 4H supplies at the town hall as not having the supplies there is going to be a problem. She questioned if some of the things could be stored in the basement on shelving. She stated she has temporary storage arrangements made. Sup Bosman asked what other 4H groups in the area do with their supplies. Debbie Olson said they are all different. Chairman Dequaine stated to put them in the basement would be a concern as they may just stay down there. Debbie Olson stated they have the biggest club and because they are allowed to keep the supplies here, they have been able to offer added activities which enabled the kids to participate in the program and has attracted the kids. Motion to close the floor made by Sup DeBroux with a second by Sup Bosman. Voice Vote 3-0. Motion Carried.

### **14. Clerk and Treasurer Reports**

Treasurer read report monies on hand as of end of December, 2019 was \$725,890.50. December Expenses totaled \$54,659.80 and total income for the month of December was \$528,144.12. Totals agree with the Clerk report. Motion made by Sup Bosman with a second by Sup DeBroux to accept the clerk and treasurer reports. Voice vote 3-0 Motion Carried.

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

Motion made to review the vouchers and pay the bills by Sup DeBroux; Second by Sup Bosman. Voice vote Motion Carried. (Check numbers paid: 15231-15252)

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

(Board of Review training, Financial Audit, Annual Meeting) Board will share cost with Town of Scott for Board of Review training materials, (date to be determined), Financial Audit scheduled for March 24, at 7 pm and the Annual Meeting is scheduled for April 14<sup>th</sup> at 7 pm.

Motion made by Sup Bosman; Second by Sup DeBroux to adjourn the meeting. Voice vote 3-0 Motion Carried. Meeting adjourned at 8:45 pm.

Submitted By: Debbie Mercier, Clerk  
Town of Green Bay