



AGENDA OF THE COMMON COUNCIL

**MONDAY, FEBRUARY 18, 2019, 6:00 PM
COUNCIL CHAMBERS
ROOM 203, CITY HALL**

- A. Roll Call.**
- B. Pledge of Allegiance.**
- C. Invocation.**
- D. Approval of Minutes.**

I. Approval of the minutes of the January 15, 2019 meeting.

- E. Approval of the Agenda.**
- F. Report by the Mayor.**
- G. Announcements.**
- H. Appointments.**

I. Re-Appointments:

Redevelopment Authority

Gary Delveaux, 446 Stella Vista Drive, Green Bay, WI 54302

Term to expire: March 1, 2024

Matt Schueller, 1022 S. Van Buren Street, Green Bay, WI 54301

Term to expire: March 1, 2024

I. Public Hearings.

I. Planning Ordinance No. 1-19

An ordinance amending the Official Map of the the City of Green Bay to approve a Plat of right-of-way for the Erie Road.

J. Ordinances - Second Reading for Adoption.

1. Zoning Ordinance No. 16-18
An ordinance rezoning property located at 2405 West Mason Street (Frontage Road) from Business Park (BP) District to General Commercial (CI) District.
2. Planning Ordinance No. 1-19
An ordinance amending the Official Map of the the City of Green Bay to approve a Plat of right-of-way for the Erie Road.

K. Report of the Protection & Policy Committee (February 4, 2019 AND February 11, 2019).

1. To approve a resolution amending the procedure for accepting "Class B" Liquor licenses. (February 4, 2019)
2. To approve an application by Tapatio Jalisco, LLC at 1638 University Ave. for a Class "A" Beverage and a "Class A" Liquor license with a licensed premises as "store," with the approval of the proper authorities. (Previously licensed as an individual Ruben Rodriguez) (February 4, 2019)
3. To approve an application by Tapatio Jalisco, LLC at 1638 University Ave. for a "Class B" Combination License with a licensed premises as "restaurant, wait staff area, kitchen," with the approval of the proper authorities. (Previously licensed as an individual Ruben Rodriguez) (February 4, 2019)
4. To deny an appeal by Gary Wisneski regarding his reinspection fees. (February 4, 2019)
5. To approve General Ordinance No. 3-19, an ordinance amending Section 2.06(9), Green Bay Municipal Code, relating to reference to committees. (February 4, 2019)
6. To receive and place on file a request by Ald. Wery stating "review with possible action on ordinance 27.203 regulation of noise for the purpose of amending with weekend hours (New daytime :09:00-20:00)," previously discussed at the November 26, 2018 & Jan. 7, 2019 Protection & Policy meeting. (February 4, 2019)
7. To approve a request by Overtime Grill & Pub at 1423 S. Broadway to temporarily extend their licensed premises to the parking lot for a private event June 29, subject to complaint. (February 4, 2019)
8. To approve an appeal by Rachel Anker regarding the denial of her operator's license. (February 4, 2019)
9. To deny a request by Skogen's Foodliner, Inc. at 2430 University Ave. to amend their liquor license description from "One story cement building SEP W&S Storage and checkouts" to "one story cement building, approximately 80,110 sq. ft., with separate wine and spirits storage and checkout, including designated stalls in parking lot for online grocery pickup," on the basis that there is no municipal ordinance in place to adequately regulate this type of licensed activity. (February 4, 2019)

10. To deny a request by Ultimate Mart, LLC at 1819 Main St. to amend their liquor license to read "1 story retail grocery and liquor at 1819 Main St.: including the exterior parking stalls specifically designated for the online merchandise order & pickup service and the pathway utilized to access the parking stalls," on the basis that there is no municipal ordinance in place to adequately regulate this type of licensed activity. (February 4, 2019)
11. To approve an application for a "Class B" Combination License by V3, LLC at 2056 Main St. Suite 1 with a licensed premise description as bar, walk in cooler, storage, with the approval of the proper authorities (Previously V3 Entertainment, LLC). (February 4, 2019)
12. To approve an application for a "Class B" Combination license by Kavarna Café, LLC at 143 N. Broadway with a licensed premises as "kitchen, dining zones, storage cooler," with the approval of the proper authorities. (Currently licensed as Kavarna, LLC) (February 4, 2019)
13. To approve an application by Skaliwags High Cotton Club Limited at 121 N. Adams St. for a reserve "Class B" Combination License with a licensed premises as "restaurant, bar," with the approval of the proper authorities. (February 4, 2019)
14. To refer to staff to draft an ordinance to regulate vaping to prevent selling to minors and prohibit minors from possessing vaping paraphernalia. (February 4, 2019)
15. To receive and place on file a request by Ald. Scannell to create an ordinance regarding sober servers. (February 4, 2019)
16. To refer to staff to amend General Ordinance No. 1-19, an ordinance creating section 29.513, Green Bay Municipal Code, relating to leaving keys in a vehicle, to reduce fine to \$50 and to provide a 2-year sunset clause. (February 4, 2019)
17. To receive and place on file the Liquor Violation Report from the Police Department for January 28, 2019. (February 4, 2019)
18. To approve an application for a Class "B" Beer license for Centro Botanero La Carreta, LLC at 1742 E. Mason St. Suite 4 with a licensed premises as "dining area (storage within dining area)," with the approval of the proper authorities. (February 11, 2019)
19. To approve a request by Pepper at 114 S. Broadway to be granted an extension to issue their liquor license due to a remodel/addition (granted at the 12/4/2018 Common Council Meeting). (February 11, 2019)
20. To approve a request by Amphora Wine Bar, LLC at 131 N. Broadway to be granted extension to issue their liquor license due to a remodel/addition (granted at the 11/5/2018 Common Council Meeting). (February 11, 2019)
21. To grant a "Class B" Combination license by Code 920, Inc. at 805 Klaus St. and amend the license premise description as "behind the bar and storage room, with the approval of the proper authorities (Previously licensed as Rinconcito, LLC). (February 11, 2019)
22. To receive and place on file a request by Ald. Wery to request legal review: Should the Mayor and city staff be using city time and resources to plan a private event? (February 11, 2019)

23. To receive and place on file the Liquor Violation Report from the Police Department for February 11, 2019. (February 11, 2019)

L. Report of the Protection & Policy Committee Granting Operator Licenses.

1. Report of the Protection & Policy Committee granting Operator Licenses.

M. Report of the Redevelopment Authority (February 15, 2019).

1. To approve Initial Resolution regarding Redevelopment Exempt Facility Revenue Bond Financing for Green Bay Packaging, Inc. Project.

N. Report of the Improvement & Services Committee (February 13, 2019).

1. To hold request by Ald. Wery on future repairs/upgrades to Shawano Avenue from Ashland to Oneida.
2. To hold request by Ald. Wery that the City take ownership and/or maintenance of the drainage pond serving Hannah Street.
3. To approve request by Department of Public Works to enter into a professional service agreement with OMNNI Associates for the design of Gray Street in the amount of \$68,800.
4. To approve request by Department of Public Works, in conjunction with the Purchasing Department, for prior authorization to award a contract for the purchase of traffic signal poles to the low responsive bidder at a staff level upon receipt of bids.
5. To approve the 2019 Special Assessment factors and rates.
6. To approve the report of the Purchasing Manager:
 - A. To award the purchase of Half Duplex Radios and Lightning Arrestors for the SCADA System for City Lift Stations to TCIC, Inc. for \$73,800.
 - B. To award a sole source contract to Gridsmart Technologies for the purchase of traffic signal control equipment to be used at seven intersections on West Mason Street as part of WisDOT Safety Improvement Project in the amount of \$147,262.
7. To receive and place on file the report of award of contract RAZING BUILDINGS FOR WEBSTER AVE. RECONSTRUCTION - Group #4 to the low, responsive bidder, Best Enterprises, LLC, in the amount of \$26,900.
8. A. To hold the contract ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID.
 - B. To deny the award of contract RAY NITSCHKE MEMORIAL BRIDGE HYDRAULIC REPAIRS - REBID.
 - C. To approve the award of contract WEST SIDE MUNICIPAL GARAGE TRENCH DRAIN REPLACEMENT to the low, responsive bidder, Martell Construction Inc., in the amount of \$28,996.50.

9. To approve the application for Concrete Sidewalk Builders License by Martell Construction, Inc.
10. To approve the applications for Tree & Brush Trimmer Licenses by the following:
 - A. Economy Tree Service LLC
 - B. Holtger Bros., Inc.
 - C. Nelson Tree Service LLC
 - D. Yesterday's Trees

O. Report of the Plan Commission (February 11, 2019).

1. To authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, subject to the following conditions:
 - a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.
 - b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
 - c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
 1. Police calls and other documented safety concerns.
 2. Inadequate facilities.
 - d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
 - e. Conformance with the operating plan submitted by the applicant.
 - f. Compliance with all other regulations of the Green Bay Municipal Code.
 - g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).
 - h. Tax Parcels 14-882 and 14-876 be combined into one parcel.
 - f. The facility may conduct activities to serve residents and may occasionally conduct neighborhood outreach events on site, but shall not conduct an ongoing soup kitchen.
2. To authorize a Conditional Use Permit (CUP) for a minor auto repair facility at 2425 West Mason, subject to the following conditions:
 - a. Inoperable or unregistered vehicles not associated with repair work shall not be stored on-site.
 - b. No outdoor repair work and no outdoor storage will be permitted. All vehicle parts and tires shall be stored inside the enclosed building.
 - c. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the conditional-use permit, including standard site plan review and approval compliant with Chapter 13-1800.
 - d. Compliance with the submitted operating plan.

3. To authorize a Conditional Use Permit (CUP) for an adult daycare facility at 338 Hartung Street, subject to compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.
4. To amend Zoning Ordinance (ZO) 12-18: Planned Unit Development (PUD) removing internal side yard setback requirements at the 200 Block of North Van Buren Street, subject to the draft Planned Unit Development (PUD).
5. To vacate a public walkway located near 626 Pinehurst Avenue, subject to the following condition:
 - a. A private walkway from the existing public walkway to the school shall exist and be maintained until such time that the public walkway is vacated.
6. To grant the variance from Sections 14-727 of the Subdivision and Platting Ordinance to allow for a land division without frontage on a public street at 2405 West Mason Street, subject to the following conditions:
 - a. The approval of the Variance for Proposed Lot 3 does not negate a potential future need for a Variance for Proposed Lot 1 is ZP 18-30 is not approved by Common Council.
 - b. With any amendment to existing dedicated roadways or Area Development Plan 21, Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel.
 - c. Proposed Lot 3 shall be changed to Outlot 1 as part of the Certified Survey Map application.
7. To appoint to the Downtown Business Improvement District (BID) Board as nominated by the BID and approved by the Economic Development staff and Mayor Schmitt.
8. To amend Green Bay Municipal Code Sections 13-215, 13-1503(1)(a), 13-1507(1)(b)(7)(a), 13-1507(1)(b)(7)(b) and 13-1514 related to the Landmarks Commission.
9. To refer to staff a request by Ald. John Vander Leest, District 11, regarding the creation of an Area Development Plan.

P. Report of the Finance Committee (January 29, 2019).

1. To approve action on a request by the City Assessor's office to cancel certain property taxes.
2. Approval to award a contract for Law Enforcement Tires for GBPD to the Goodyear Tire and Rubber Company for ~\$53,390.
3. To approve action on requested amendments to Claims Administration Procedure Ordinance (GBMC 7.01 et seq).
4. To refer to Staff and bring back to a future Protection and Policy Committee meeting to create an emergency response plan for residents affected by failures in City-owned infrastructure/assets for which inadequate means exist to rectify which may or may not include ordinance changes, funding solutions or staff response time.

5. To receive and place on file the report of the Claims Committee.

The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of 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. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

6. To approve the updated Investment Policy.
7. To receive and place on file the Report of the Finance Director.

Q. Report of the Park Committee (February 13, 2019).

1. To approve the purchase of playground equipment for East River Van Beaver Park and Fort Howard/Jefferson Park from Northland Recreation for a total cost of \$110,000 and to refer the recommendation to the Redevelopment Authority for final approval.
2. To refer the staff request to bond an additional \$570,000 for the elevator renovation project to the Finance Committee for discussion.
3. To refer the staff recommendation for the Parks, Recreation & Forestry Department's 2019 Capital Improvement Plan to the Finance Committee for discussion.
4. To approve the proposed Danz Park/School property trade with the Green Bay School District.
5. To approve the Parks, Recreation and Forestry Department policy for promoting private fundraising efforts on the Parks webpage for City Park projects.

R. Report of the Personnel Committee (January 29, 2019).

1. To approve request from Parks, Recreation & Forestry Department to reclassify the vacant Mechanic Foreperson position to a Mechanic position.
2. To approve amendment of City of Green Bay Personnel Policy Chapter 11 Travel and Reimbursement to eliminate prior authorization for cost neutral or out-of-state travel.
3. To approve amendment of City of Green Bay Personnel Policies Chapter 17 – Safety and Chapter 22 – Dress Code to include policies for Key/Card Access Control and Employee Identification Badges.

S. Report of the Traffic, Bicycle, and Pedestrian Commission (January 21, 2019 AND February 11, 2019).

1. To receive and place on file the report by the Police Department of the 2018 4th quarter serious injury and fatality crashes. (January 21, 2019)
2. To eliminate Municipal Code Sec. 29.503 - Obstruction of Crossing by Trains - due to a recent Wisconsin Court of Appeals ruling upholding the regulations of the Federal Railroad Safety Act. (January 21, 2019)

3. To remove and adopt by ordinance the NO PARKING DURING SCHOOL HOURS zone on the west side of Irwin Avenue from Cass Street to a point 200 feet north of Cass Street. (January 21, 2019)
4. To remove and adopt by ordinance the 2-HOUR PARKING 7 AM TO 7 PM MONDAY THRU FRIDAY zone on the west side of N Oakland Ave from a point of 58 feet north of Shawano Avenue to a point 130 feet south of Hubbard Street. (January 21, 2019)
5. To optimize the morning arrival and afternoon school release traffic signal timings at East Mason Street and Alpine Drive using the lowest possible cycle length while maintaining the existing signal displays. (February 11, 2019)
6. To remove and adopt by ordinance the NO PARKING zone on the south side of Mather Street from a point 50 feet west of Gray Street to a point 100 feet east of Gray Street. (February 11, 2019)
7. To remove and adopt by ordinance the NO PARKING zone on the north side of Mather Street from Gray Street to Roy Avenue. (February 11, 2019)
8. To establish and adopt by ordinance a NO PARKING BIKE LANE zone on both sides of Mather Street from Gray Street to Vroman Street. (February 11, 2019)
9. To establish and adopt by ordinance a NO PARKING zone on the south side of Mather Street from a point 50 feet west of Gray St to Gray St. (February 11, 2019)

T. Report of the Sustainability Commission (January 9, 2019).

1. To approve the creation of the Sustainability Commission's mission.
2. To amend the Sustainability Commission's goals as needed.
3. To receive and place on file the creation of the Sustainability Commission's strategy.
4. To receive and place on file on attending a Community Listening Session hosted by community organizations.
5. To receive and place on file on creating a community outreach plan.

U. Receive and Place on File.

1. Building Permit Report for January 2019.
2. Municipal Court Report for January 2019.

V. Resolutions.

1. Resolution authorizing transfer of 2019 budgeted revenues between accounts.
2. Resolution to accept sidewalks and issue assessments.
3. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for the installation of asphalt resurfacing.

4. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for the installation of concrete pavement.
5. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for the installation of sanitary sewer and/or sanitary sewer laterals.
6. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for installation of storm sewer and/or storm sewer laterals.
7. Resolution approving the release of easement for the reconstruction of N. Webster Avenue from University Avenue to Radisson Street Project I.D. 4987-02-64.
8. Resolution drawing final orders to contractors for February 18, 2019.
9. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for the installation of water main and water services.
10. Resolution approving a relocation order for Erie Road from Padi-Wood Lane to South City limits.
11. Resolution amending the procedure for accepting "Class B" Liquor licenses.
12. Resolution regarding vacation of a public walkway at 626 Pinehurst Avenue.
13. Resolution authorizing a variance from Section 14-727 of Subdivision and Platting, Green Bay Municipal Code, to allow for creation of a lot without frontage for a parcel located at 2405 West Mason Street.
14. Resolution authorizing conditional-use approval at 430 South Clay Street for a shelter facility.
15. Resolution authorizing conditional-use approval at 2425 West Mason Street for a minor auto facility.
16. Resolution authorizing conditional-use approval at 338 Hartung Street an adult daycare facility.

W. Ordinances - First Reading.

1. General Ordinance No. 3-19
An ordinance amending Section 2.06(9), Green Bay Municipal Code, relating to reference to committees.
2. General Ordinance No. 8-19
An ordinance amending Section 9.21, Green Bay Municipal Code, relating to right-of-way excavation and occupancy.
3. General Ordinance No. 10-19
An ordinance amending Section 9.25, Green Bay Municipal Code, relating to license for sidewalk builders.

4. General Ordinance No. 7-19
An ordinance amending Section 9.20, Green Bay Municipal Code, relating to Tree and Brush Trimmer License required.
5. General Ordinance No. 9-19
An ordinance amending Section 9.24, Green Bay Municipal Code, relating to construction and repair of streets and sidewalks.
6. General Ordinance No. 6-19
An ordinance amending Section 6.35, Green Bay Municipal Code, relating to underground sprinkler systems.
7. General Ordinance No. 20-18
An ordinance amending Chapter 7, Green Bay Municipal Code, relating to claims administration.
8. General Ordinance No. 11-19
An ordinance amending Green Bay Municipal Code Sections 13-215, 13-1503(1)(a), 13-1507(1)(b)(7)(a), 13-1507(1)(b)(7)(b) and 13-1514 related to the Landmarks Commission.
9. Zoning Ordinance No. 1-19
An ordinance amending and superseding Zoning Ordinance 12-18: Planned Unit Development Located in the 200 Block of North Van Buren Street.
10. General Ordinance No. 4-19
An ordinance amending Section 29.208, Green Bay Municipal Code, relating to parking regulations.
11. General Ordinance No. 5-19
An ordinance amending Section 29.503, Green Bay Municipal Code, relating to obstruction of crossing by trains.

X. Referral of Petitions & Communications.

Y. Adjournment.

- 1) SUPPLEMENTAL INFORMATION: The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at www.greenbaywi.gov/Meetings.
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

PLANNING ORDINANCE NO. 1-19

**AN ORDINANCE
AMENDING THE OFFICIAL MAP OF THE
CITY OF GREEN BAY TO APPROVE A PLAT OF RIGHT-OF-WAY
FOR ERIE ROAD
(ROW 18-02)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The Official Map of the City of Green Bay, as created by Section 12.02, Green Bay Municipal Code, is hereby amended to establish the Plat of Right-of-Way required for Erie Road, as depicted on a map attached hereto and made a part of this ordinance as though fully set forth herein.

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 12.03, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2019.

APPROVED:

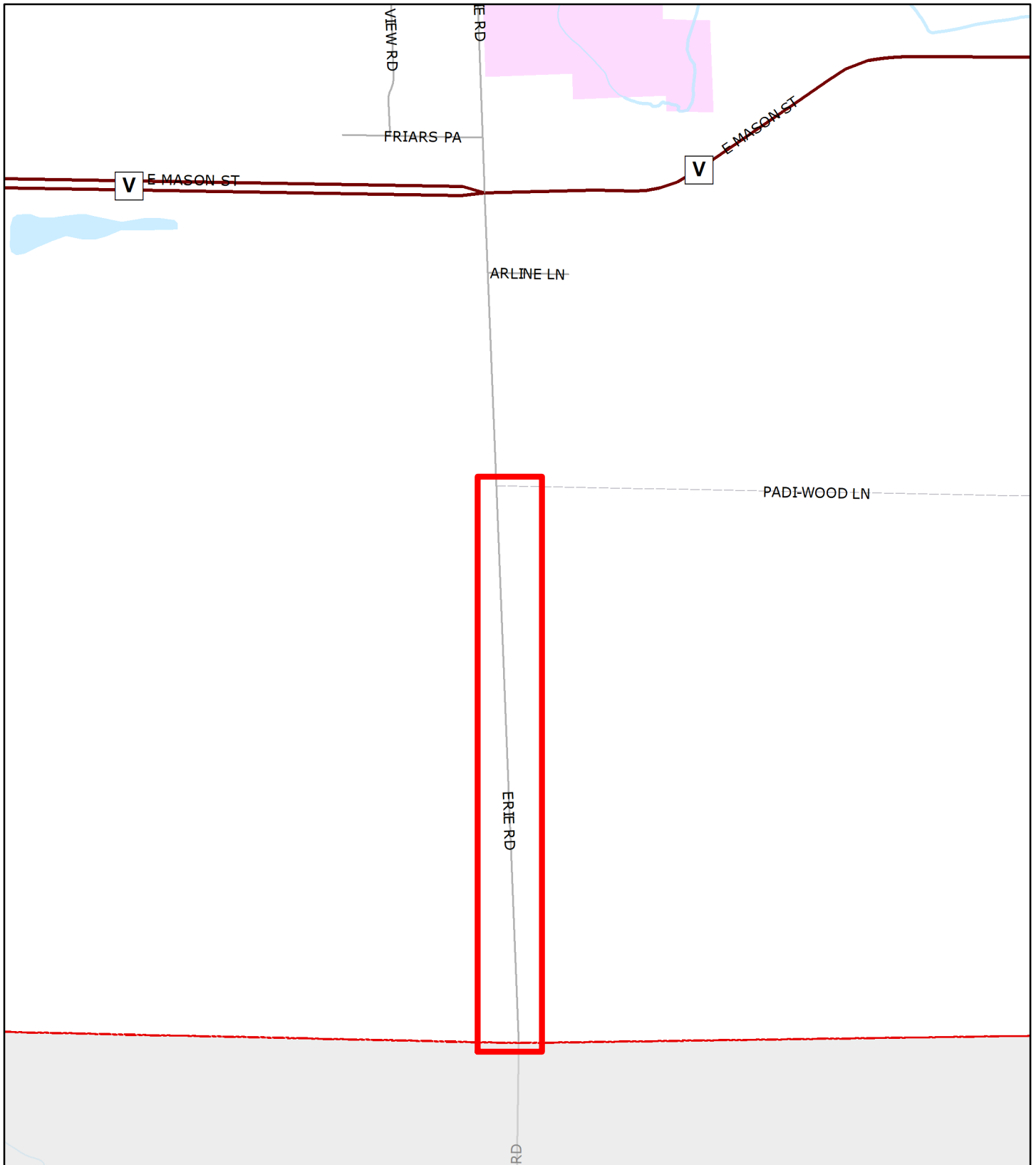
Mayor

ATTEST:

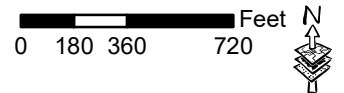
Clerk

SJH

Attachments – Legal Description and Map



(ROW 18-02) Plat of Right-of-Way for Erie Road from Padi Wood Lane to southern City Limits



 Reconstruction Area

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 1 – Fee Title

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 35.0 feet of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin. Excepting Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East); and Except that part previously conveyed for street purposes.

Part of tax parcel number 21-184.

Parcel 1 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The westerly 10.0 feet of the Easterly 45.0 feet of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin. Excepting Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East).

Part of tax parcel number 21-184.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 2 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 5.0 feet of Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East); City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-184-1.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 3 – Fee Title

Grantor: Kelly L. Boucher and Linda Pagonis

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2646282, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204-1.

Parcel 3 – Temporary Limited Easement for Sloping and Grading

Grantor: Kelly L. Boucher and Linda Pagonis

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2646282, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204-1.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 4 – Fee Title

Grantor: Thomas O. Boucher, Timothy A. Boucher and Barbara Rundle

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2646281, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204-3.

Parcel 4 – Temporary Limited Easement for Sloping and Grading

Grantor: Thomas O. Boucher, Timothy A. Boucher and Barbara Rundle

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2646281, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204-3.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 5 – Fee Title

Grantor: Daniel J. Boucher and Denise E. Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2067305, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204.

Parcel 5 – Temporary Limited Easement for Sloping and Grading

Grantor: Daniel J. Boucher and Denise E. Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2067305, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 6 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the South $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part described in Brown County Document Number 2067305; and that part previously conveyed for street purposes.

Part of tax parcel number 21-204-2.

Parcel 6 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the South $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part described in Brown County Document Number 2067305; and that part previously conveyed for street purposes.

Part of tax parcel number 21-204-2.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 7 – Fee Title

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 35.0 feet of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-187.

Parcel 7 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The westerly 10.0 feet of the Easterly 45.0 feet of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-187.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 8 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel A, Brown County Document Number 2510440.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-2.

Parcel 8 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel A, Brown County Document Number 2510440.

Part of tax parcel number 21-205-2.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 9 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel B, Brown County Document Number 2510440.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205.

Parcel 9 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel B, Brown County Document Number 2510440.

Part of tax parcel number 21-205.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 10 – Fee Title

Grantor: William G. Boucher and Karen A. Boucher AND Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 2510441.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-3.

Parcel 10 – Temporary Limited Easement for Sloping and Grading

Grantor: William G. Boucher and Karen A. Boucher AND Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part Brown County Document Number 2510441.

Part of tax parcel number 21-205-3.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 11 – Fee Title

Grantor: Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 826097 as recorded in Jacket 44, Image 34.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-1.

Parcel 11 – Temporary Limited Easement for Sloping and Grading

Grantor: Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 826097 as recorded in Jacket 44, Image 34.

Part of tax parcel number 21-205-1.

ZONING ORDINANCE NO. 16-18

**AN ORDINANCE
REZONING PROPERTY LOCATED
AT 2405 WEST MASON STREET (FRONTAGE ROAD)
FROM BUSINESS PARK (BP) DISTRICT
TO GENERAL COMMERCIAL (C1) DISTRICT
(ZP 18-30)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described portion of property located at 2405 W. Mason Street from Business Park (BP) District to General Commercial (C1) District:

NORTH 475 FEET OF LOT 14 S29 T24N R20E EXCEPT SOUTH 70
FEET OF NORTH 1150 FT & EXCEPT J10473-28 FOR STREET

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2018.

APPROVED:

Mayor

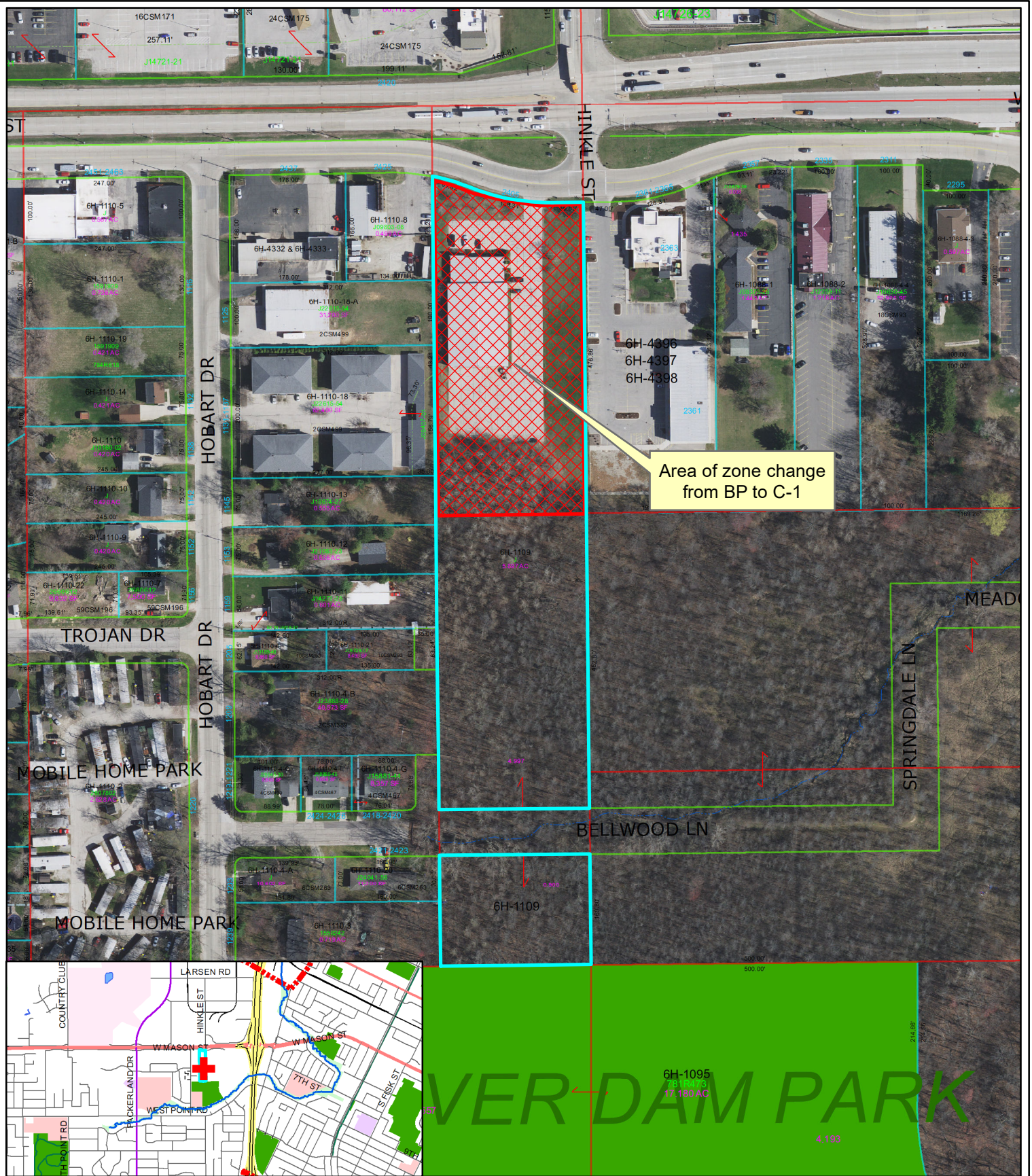
ATTEST:

Clerk

DB

10/02/18

Attachment – Map



 Subject Property

Zoning Petition (ZP 18-30)

Request for a zone change of a portion of the property located at 2405 West Mason Street (Frontage Road) from the Business Park (BP) to General Commercial (C-1) District.

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by DB



0 100 200 Feet



PLANNING ORDINANCE NO. 1-19

**AN ORDINANCE
AMENDING THE OFFICIAL MAP OF THE
CITY OF GREEN BAY TO APPROVE A PLAT OF RIGHT-OF-WAY
FOR ERIE ROAD
(ROW 18-02)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The Official Map of the City of Green Bay, as created by Section 12.02, Green Bay Municipal Code, is hereby amended to establish the Plat of Right-of-Way required for Erie Road, as depicted on a map attached hereto and made a part of this ordinance as though fully set forth herein.

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 12.03, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2019.

APPROVED:

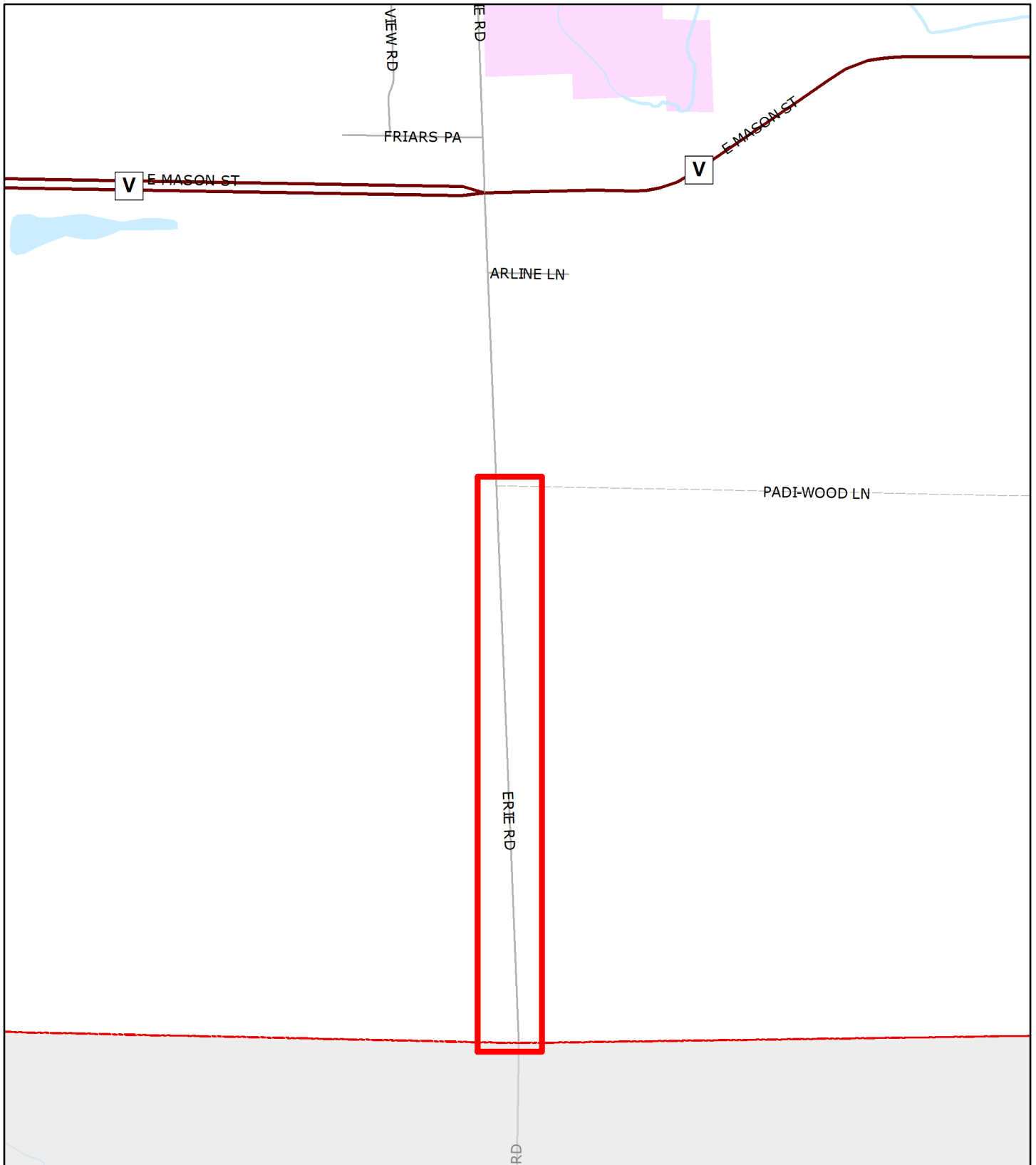
Mayor

ATTEST:

Clerk

SJH

Attachments – Legal Description and Map



**(ROW 18-02) Plat of Right-of-Way for
Erie Road from Padi Wood Lane to
southern City Limits**

0 180 360 720 Feet N

 Reconstruction Area



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 1 – Fee Title

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 35.0 feet of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin. Excepting Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East); and Except that part previously conveyed for street purposes.

Part of tax parcel number 21-184.

Parcel 1 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The westerly 10.0 feet of the Easterly 45.0 feet of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin. Excepting Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East).

Part of tax parcel number 21-184.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 2 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 5.0 feet of Lot 1, Brown County Certified Survey Map Number 2430, as filed in Volume 11 of Certified Survey Maps, Page 229, (being part of said Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East); City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-184-1.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 3 – Fee Title

Grantor: Kelly L. Boucher and Linda Pagonis

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2646282, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204-1.

Parcel 3 – Temporary Limited Easement for Sloping and Grading

Grantor: Kelly L. Boucher and Linda Pagonis

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2646282, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204-1.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 4 – Fee Title

Grantor: Thomas O. Boucher, Timothy A. Boucher and Barbara Rundle

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2646281, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204-3.

Parcel 4 – Temporary Limited Easement for Sloping and Grading

Grantor: Thomas O. Boucher, Timothy A. Boucher and Barbara Rundle

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2646281, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204-3.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 5 – Fee Title

Grantor: Daniel J. Boucher and Denise E. Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of that part of Brown County Document Number 2067305, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-204.

Parcel 5 – Temporary Limited Easement for Sloping and Grading

Grantor: Daniel J. Boucher and Denise E. Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of that part of Brown County Document Number 2067305, in the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Part of tax parcel number 21-204.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 6 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the South $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part described in Brown County Document Number 2067305; and that part previously conveyed for street purposes.

Part of tax parcel number 21-204-2.

Parcel 6 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the South $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part described in Brown County Document Number 2067305; and that part previously conveyed for street purposes.

Part of tax parcel number 21-204-2.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 7 – Fee Title

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 35.0 feet of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-187.

Parcel 7 – Temporary Limited Easement for Sloping and Grading

Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The westerly 10.0 feet of the Easterly 45.0 feet of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$, Section 11, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-187.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 8 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel A, Brown County Document Number 2510440.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-2.

Parcel 8 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel A, Brown County Document Number 2510440.

Part of tax parcel number 21-205-2.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 9 – Fee Title

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel B, Brown County Document Number 2510440.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205.

Parcel 9 – Temporary Limited Easement for Sloping and Grading

Grantor: Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Parcel B, Brown County Document Number 2510440.

Part of tax parcel number 21-205.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 10 – Fee Title

Grantor: William G. Boucher and Karen A. Boucher AND Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 2510441.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-3.

Parcel 10 – Temporary Limited Easement for Sloping and Grading

Grantor: William G. Boucher and Karen A. Boucher AND Gerald J. Boucher and Rita Boucher

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part Brown County Document Number 2510441.

Part of tax parcel number 21-205-3.

RIGHT-OF-WAY REQUIRED FOR ERIE ROAD
FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

Parcel 11 – Fee Title

Grantor: Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Westerly 35.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 826097 as recorded in Jacket 44, Image 34.

Except that part previously conveyed for street purposes.

Part of tax parcel number 21-205-1.

Parcel 11 – Temporary Limited Easement for Sloping and Grading

Grantor: Grantor: Dorothy M. Zuidmulder

Grantee: City of Green Bay, a Wisconsin Municipal Corporation

Legal Description:

The Easterly 10.0 feet of the Westerly 45.0 feet of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, Section 12, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin being part of Brown County Document Number 826097 as recorded in Jacket 44, Image 34.

Part of tax parcel number 21-205-1.



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.I.

To approve a resolution amending the procedure for accepting "Class B" Liquor licenses. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution - Class B Liquor Licenses

**RESOLUTION AMENDING THE PROCEDURE FOR
ACCEPTING AND APPROVING
“CLASS B” LIQUOR LICENSES**

FEBRUARY 5, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the State of Wisconsin has enacted legislation limiting the number of “Class B” Liquor Licenses which the City may issue; and

WHEREAS, the legislation is silent as to the process by which to review multiple applications when the City has a limited number of “Class B” Liquor Licenses available;

WHEREAS, the City desires to adopt a procedure for the acceptance and review of multiple applications when the City has a limited number of “Class B” Liquor Licenses available to ensure a fair and efficient process;

WHEREAS, the City desires to increase the tax base of the City through the development and growth of business.

NOW, THEREFORE, BE IT RESOLVED that the following procedure be observed in accepting and reviewing applications for “Class B” liquor licenses as defined in Section 33.01 Green Bay Municipal Code:

1. Consideration shall only be given to fully completed applications, which include all requirements established by state and local laws, rules and ordinances.
2. All applications shall include a business plan defining all aspects of the business to be operated in conjunction with the liquor license.
3. In reviewing the business plan, the Council shall give consideration to following criteria:
 - a. The applicant’s and manager’s experience and capabilities in operating a licensed establishment;
 - b. The design, type and size of the proposed establishment, including such operation details as security in and outside the establishment; noise, crowd and parking lot control methods;
 - c. Availability of parking;

- d. Proximity to other licensed establishments, residential areas, schools or other licensed activities within the City;
 - e. Ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times;
 - f. Impact on surrounding neighbors and businesses due to, among other things, increased traffic, noise and litter;
- 4. Each application for a "Class B" license shall be evaluated based upon the criteria listed above and where multiple applications are competing for available licenses, licenses may be granted to the applicant that most favorably meets the criteria listed. If multiple applicants are equally favorable then preference will be given to the license which applied first in time.
 - 5. This resolution shall supersede prior resolutions regarding the procedure for the acceptance and approval of liquor licenses.
 - 6. The above considerations shall not apply to transfer applications wherein the current licensee submits documents of the intent to surrender its licenses upon approval of the transfer applicant.

Adopted _____

Approved _____

Mayor

Clerk

JIB



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.2.

To approve an application by Tapatio Jalisco, LLC at 1638 University Ave. for a Class "A" Beverage and a "Class A" Liquor license with a licensed premises as "store," with the approval of the proper authorities. (Previously licensed as an individual Ruben Rodriguez) (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. floor plan
2. El Tapatio Bakery



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.3.

To approve an application by Tapatio Jalisco, LLC at 1638 University Ave. for a "Class B" Combination License with a licensed premises as "restaurant, wait staff area, kitchen," with the approval of the proper authorities. (Previously licensed as an individual Ruben Rodriguez) (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. restaurant floor plan
2. el tapatio restaurant



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.4.

To deny an appeal by Gary Wisneski regarding his reinspection fees. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1227 Stuart Street - Complaint 89077 Background- 1-28-2019
2. GaryWisneskiReinspectionfee



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.5.

To approve General Ordinance No. 3-19, an ordinance amending Section 2.06(9), Green Bay Municipal Code, relating to reference to committees. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GO 3-19

GENERAL ORDINANCE NO. 3-19

AN ORDINANCE
AMENDING SECTION 2.06(9),
GREEN BAY MUNICIPAL CODE,
RELATING TO REFERENCE TO COMMITTEES

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 2.06(9), Green Bay Municipal Code, is hereby amended to read:

(9) Reference to committees. All communications, petitions, requests, and complaints shall be in writing and shall be referred to a committee before action is taken thereon by the council. Referral to committee can be done by referral of the common council or by consent of the chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the common council for action.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ day of _____ 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

Date of first reading



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.6.

To receive and place on file a request by Ald. Wery stating "review with possible action on ordinance 27.203 regulation of noise for the purpose of amending with weekend hours (New daytime :09:00-20:00)," previously discussed at the November 26, 2018 & Jan. 7, 2019 Protection & Policy meeting. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.7.

To approve a request by Overtime Grill & Pub at 1423 S. Broadway to temporarily extend their licensed premises to the parking lot for a private event June 29, subject to complaint. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. OVERTIME GRILL & PUB REQUEST



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.8.

To approve an appeal by Rachel Anker regarding the denial of her operator's license. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. RACHELANKER DENIAL



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.9.

To deny a request by Skogen's Foodliner, Inc. at 2430 University Ave. to amend their liquor license description from "One story cement building SEP V&S Storage and checkouts" to "one story cement building, approximately 80,110 sq. ft., with separate wine and spirits storage and checkout, including designated stalls in parking lot for online grocery pickup," on the basis that there is no municipal ordinance in place to adequately regulate this type of licensed activity. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Festival_Foods_2430 University Ave.



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.10.

To deny a request by Ultimate Mart, LLC at 1819 Main St. to amend their liquor license to read "I story retail grocery and liquor at 1819 Main St.: including the exterior parking stalls specifically designated for the online merchandise order & pickup service and the pathway utilized to access the parking stalls," on the basis that there is no municipal ordinance in place to adequately regulate this type of licensed activity. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PS186 CLICKLIST SITE PLANS 10.09
2. PS186 CLICKLIST SITE PLANS 10.09 pg 2
3. 10.129.193.47 SMTP_via_LDAP_10-31-2018_15-14-07



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.I I.

To approve an application for a "Class B" Combination License by V3, LLC at 2056 Main St. Suite 1 with a licensed premise description as bar, walk in cooler, storage, with the approval of the proper authorities (Previously V3 Entertainment, LLC). (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. V3 application
2. v3 floor plan
3. MCLEOD STATEMENT



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.12.

To approve an application for a "Class B" Combination license by Kavarna Café, LLC at 143 N. Broadway with a licensed premises as "kitchen, dining zones, storage cooler," with the approval of the proper authorities. (Currently licensed as Kavarna, LLC) (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. cpt. florence recc. business plan
2. karvana applicaiton
3. karvana business plan
4. Broadway Moratoruim

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN THE BROADWAY AREA

Green Bay, Wisconsin
September 16, 1997

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council of the City of Green Bay is concerned with the redevelopment of the Broadway area and the present high concentration of licensed establishments in the Broadway area. The high concentration of these establishments in this area has impaired the public peace, safety, welfare, and order; and

WHEREAS, there are currently 34 establishments which hold a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License. The names and addresses of said establishments are:

Lenny's Tap	431 North Broadway
333 Bar	333 North Broadway
Blazing Saddles	331 North Broadway
The Cannery	319 North Broadway
King's X	313 North Broadway
Titletown Brewing	200 Dousman Street
Carol's Ritz Lounge	119 Dousman Street
Nom's Thai Orchid	240 North Broadway
Central Bar	231 North Broadway
Broadway Cafe	128 North Broadway
Rev's Brass Rail	109 North Broadway
West Pitcher Show	100 South Broadway
Maria's Mexican Family Restaurant	106 South Broadway
Ginny's Heart of Broadway	112 South Broadway
Connie's	128 South Broadway
Country Club Bar & Grill	201 South Broadway
Kar's Place	226 South Broadway
Alamo	301 South Broadway
Nepalese Lounge	515 South Broadway
Blue Side	709 South Broadway
Shnicker's	813 South Broadway
Bourbon Street	821 South Broadway
Sass	840 South Broadway
The Lion's Den	1100 South Broadway
Carol's 9 th Street Tap	316 Ninth Street
The Camelot	1301 South Broadway
Manci's Tuxedo Lounge	1313 South Broadway
Good Times	1332 South Broadway
The Packer Stadium Lounge	1342 South Broadway
Terminal Bar	1423 South Broadway

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN THE BROADWAY AREA
Page 2

Hammer Inn
Thirsty's
Loch's Bar
Cropsey's Bar

1208 State Street
1234 State Street
1238 State Street
1336 State Street

WHEREAS, pursuant to the powers reserved under Ch. 125, Wis. Stats., the Common Council wishes to decrease the number of Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses issued to establishments in the Broadway area; and

WHEREAS, it is the intent of this resolution to allow the present Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses to maintain and renew their establishments in accordance with Ch. 125, Wis. Stats.; and

WHEREAS, it is the intent of this Resolution to effectuate a decrease in the number of Class "B" Fermented Malt Beverage and Class "B" Combination Liquor licensed establishments in the limitation area whenever an establishment goes out of business and does not renew its license;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Limitation Area. The area to which the terms and conditions of this section apply is that area on Broadway or business fronting either side of Broadway and those areas east of Broadway to the Fox River, within the city of Green Bay, Brown County, Wisconsin.
2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer of any existing Class "B" Fermented Malt Beverage or Class "B" Combination Liquor Licenses within the limitation area, except restaurants as defined in paragraph 4 hereof.
3. Exceptions.
 - a. This subsection shall not prohibit the renewal of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License for an existing premises in the limitation area.

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN THE BROADWAY AREA
Page 3

- b. This subsection shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License for a previously licensed premises provided that such application is made within 60 days of any of the following:
 - i. Surrender by the prior licensee of the license issued for that premises; or
 - ii. Sale of the premises by the prior licensee; or
 - iii. Termination of the prior licensee's lease for the premises; or
 - iv. Revocation of the prior license, for cause.

If application under this subsection is sought after 60 days, the owner of the previously licensed premises may apply to the Protection and Welfare Committee for an extension of the application time on the basis that application of the moratorium would have a substantial adverse effect on the owner's ability to use or enjoy the property. The party requesting the extension must demonstrate this effect by clear, satisfactory and convincing evidence.

- c. All applications and renewals shall be subject to review as provided by Ch. 125, Wis. Stats.

4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License to the operator of a restaurant, where the principal business conducted is that of a restaurant, as defined in Ch. 125, Wis. Stats. If the premises are operated under a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN THE BROADWAY AREA
Page 4

- b. A restaurant licensee operating within the limitation area which fails to maintain a principal business of operating a restaurant at any time later than 60 days after the granting of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be subject to revocation.
- c. "Principal business" means the primary activity as determined by analyzing the amount of capital, labor, time, attention and floor space devoted to each business activity, and by analyzing the sources of net income and gross income. The name, appearance and advertisement of the entity may also be taken into consideration in determining "principal business."

Adopted 9/14/97

Approved 9/17/97

13/ David H. August
Mayor

13/ David H. August
Clerk

LMS:bc



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.13.

To approve an application by Skaliwags High Cotton Club Limited at 121 N. Adams St. for a reserve "Class B" Combination License with a licensed premises as "restaurant, bar," with the approval of the proper authorities. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. skaliwags
2. Downtown Moratorium
3. skaliwags_floor plan
4. skaliwags_application

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN AND AROUND
THE 200 BLOCK OF NORTH WASHINGTON STREET

Green Bay, Wisconsin
February 16, 1998

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council of the City of Green Bay is concerned with the present high concentration of licensed establishments in and around the area of the 200 block of North Washington Street. The high concentration of these establishments in this area has impaired the public peace, safety, welfare, and order; and

WHEREAS, there are currently seven establishments which hold a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License. The names and addresses of said establishments are:

Candlestick Lounge	119 North Adams St.
C Street	312 Cherry St.
Confetti's Club	217 East Walnut St.
Oasis	201 North Washington St.
Brewbaker's Pub	209 North Washington St.
Sowerby's Public House	217 North Washington St.
Maloney's Pub	219-221-223-225 North Washington St.

WHEREAS, pursuant to the powers reserved under Ch. 125 Wis. Stats., the Common Council wishes to limit the number of Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses, issued to establishments in and around the area of the 200 block of North Washington Street; and

WHEREAS, it is the intent of this resolution to allow present Class "B" Fermented Malt Beverage and Class "B" Combination Liquor Licenses to sell, maintain, renew or transfer their licenses within such area.

NOW, THEREFORE, BE IT RESOLVED:

1. Limitation Area. Any property within the following-described area:
 - a. North Boundary: The center line of Pine Street;
 - b. East Boundary: The center line of Monroe Avenue;
 - c. South Boundary. The center line of East Walnut Street.
 - d. West Boundary: The east shore of the Fox River.

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN AND AROUND
THE 200 BLOCK OF NORTH WASHINGTON STREET

Page 2

2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License within the limitation area, except restaurants, as defined in paragraph 4 hereof.

3. Exceptions.

- a. This subsection shall not prohibit the renewal of a Class "B" Fermented Malt Beverage or Class "B" Combination License for an existing premises in the limitation area.
- b. This subsection shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License for a previously licensed premises provided that such application is made within 60 days of any of the following:
 - i. Surrender by the prior licensee of the license issued for that premises; or
 - ii. Termination of the prior licensee's lease for the premises; or
 - iii. Revocation of the prior license, for cause.

If application under this subsection is sought after 60 days, the owner of the previously licensed premises may apply to the Protection and Welfare Committee for an extension of the application time on the basis that application of the moratorium would have a substantial adverse effect on the owner's ability to use or enjoy the property. The party requesting the extension must demonstrate this effect by clear, satisfactory and convincing evidence.

- c. All applications and renewals shall be subject to review as provided by Ch. 125, Wis. Stats.

19a

RESOLUTION LIMITING THE NUMBER OF
LICENSED ESTABLISHMENTS IN AND AROUND
THE 200 BLOCK OF NORTH WASHINGTON STREET
Page 3

4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License to the operator of a restaurant, where the principal business conducted is that of a restaurant, as defined in Ch. 125, Wis. Stats. If the premises are operated under a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License, the principal business conducted is presumed to be the sale of alcohol beverages, but the presumption may be rebutted by competent evidence.
- b. A restaurant licensee operating within the limitation area which fails to maintain a principal business of operating a restaurant at any time later than 60 days after the granting of a Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Fermented Malt Beverage or Class "B" Combination Liquor License shall be subject to revocation.
- c. "Principal business" means the primary activity as determined by analyzing the amount of capital, labor, time, attention and floor space devoted to each business activity, and by analyzing the sources of net income and gross income. The name, appearance and advertisement of the entity may also be taken into consideration in determining "principal business."

Adopted _____

Approved _____

Mayor

Clerk

LMS:bc

196.
—



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.14.

To refer to staff to draft an ordinance to regulate vaping to prevent selling to minors and prohibit minors from possessing vaping paraphernalia. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ENDS Neenah Ord.-2018-12-Vaping-Ordinance



211 Walnut Street
Neenah, WI 54956

AN ORDINANCE:

Re: Creating Neenah Code § 11-101 – Possession
of Tobacco and Vapor Products By Minors
Prohibited

ORDINANCE NO. 2018-12

Introduced: September 19, 2018

Committee/Commission Action:

RECOMMENDED FOR PASSAGE

AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

Section 1. Section 11-101 of the Code of Ordinances of the City of Neenah is created to read as follows:

Sec. 11-101: Possession of Tobacco and Vapor Products By Minors

(A) Statement of Purpose.

(1) The purpose of this ordinance is to protect the public health, safety and welfare of the property and persons in the city by prohibiting persons under eighteen (18) years of age from possessing tobacco products and vapor products, and prohibiting the sale of tobacco products and vapor products to persons under eighteen (18) years of age.

(2) Persons under age eighteen (18) are prohibited by law from purchasing or possessing cigarettes and other tobacco products, and retailers are prohibited from selling them to minors. There are new tobacco-less products, however, commonly referred to as “electronic cigarettes,” “e-cigarettes,” “e-cigars,” “e-cigarillos,” “e-pipes,” “e-hookahs,” or “electronic nicotine delivery systems,” which allow the user to simulate cigarette smoking. These products may be purchased by minors and are being marketed without age restrictions or health warnings and come in different flavors that appeal to young people.

(3) E-cigarettes, and similar devices, are a relatively new nicotine delivery system. While devices vary in their appearance and specific method of operation, they have a few basic elements in common. A solution of water, dissolved nicotine, and other ingredients (usually flavoring) is heated with a heating element (usually battery-powered). This vaporizes the nicotine solution, which passes into a mouthpiece and is inhaled in a manner similar to cigarette smoking. Often, glycerol or propylene glycol is added to the solution to give the appearance of smoke when the solution is vaporized. The concentration of nicotine contained in the solution can be customized by the retailer to the buyer’s specifications, and many manufacturers make nicotine-free solutions.

(4) The production and distribution of e-cigarettes is not currently regulated by federal or state authorities, and the U.S. Food and Drug Administration has not completed

testing of these products. But, initial studies by the FDA have determined that e-cigarettes can increase nicotine addiction among young people and contain chemical ingredients known to be harmful, which may expose users and the public to potential health risks.

(5) The use of e-cigarettes and similar devices has increased significantly in recent years.

(6) Existing studies on electronic smoking devices' vapor emissions and cartridge contents have found a number of dangerous substances including:

- Chemicals known to cause cancer such as formaldehyde, acetaldehyde, lead, nickel and chromium;
- PM_{2.5}, acrolein, tin, toluene, and aluminum, which are associated with a range of negative health effects such as skin, eye, and respiratory irritation, neurological effects, damage to reproductive systems, and even premature death from heart attacks and stroke.

(7) Some cartridges used by electronic smoking devices can be refilled with liquid nicotine solution, creating the potential for exposure to dangerous concentrations of nicotine.

(8) Clinical studies about the safety and efficacy of these products have not been submitted to the FDA for the over four hundred (400) brands of electronic smoking devices that are on the market and for this reason, consumers have no way of knowing whether electronic smoking devices are safe, what types of potentially harmful chemicals the products contain, and what dose of nicotine the products deliver.

(9) Electronic smoking devices often mimic conventional tobacco products in shape, size, and color, with the user exhaling a smoke-like vapor similar in appearance to the exhaled smoke from cigarettes and other conventional tobacco products.

(10) The use of electronic smoking devices in smoke-free locations threatens to undermine compliance with smoking regulations and reverses the progress that has been made in establishing a social norm that smoking is not permitted in public places and places of employment.

(11) It is the intent of the city council, in enacting the ordinance codified in this section, to provide for the public health, safety and welfare by facilitating uniform and consistent enforcement of smoke-free air laws; by reducing the potential for re-normalizing smoking in public places and places of employment; by reducing the potential for children to associate the use of electronic smoking devices with a normative or healthy lifestyle; and by prohibiting the sale or distribution of electronic smoking devices to minors.

(12) Therefore, the City of Neenah Common Council determines that prohibiting the sale, giving, or furnishing of e-cigarettes to minors and prohibiting the purchase, possession, or use of e-cigarettes by minors is in the City's best interest and will promote public health, safety, and welfare.

(B) Definitions

For the purpose of construction and application of this section, the following definitions shall apply:

Minor means an individual who is less than eighteen (18) years of age.

Person who sells tobacco products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of tobacco products subject to the state sales tax.

Person who sells vapor products at retail means a person whose ordinary course of business consists, in whole or in part, of the retail sale of vapor products.

Possession of a tobacco product shall mean either actual physical control of the tobacco product without necessarily owning that product, or the right to control the tobacco product even though it is in a different room or place than where the person is physically located.

Public place means a public street, sidewalk, or park or any area open to the general public in a publically owned or operated building or premises, or in a public place of business or school.

Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, non-cigarette smoking tobacco, or smokeless tobacco, as those terms are defined in Section 2 of the Tobacco Products Tax Act, and cigars. Tobacco product does not include a vapor product or a product regulated as a drug or device by the United States Food and Drug Administration.

Use a tobacco product or vapor product means to smoke, chew, suck, inhale, or otherwise consume a tobacco product or vapor product.

Vapor product means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device shall include any component part of such a product whether or not sold separately. Electronic delivery device shall not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment or other medical purposes, and is being marketed and sold solely for that approved purpose.

(C) Prohibited conduct

(1) Consistent with Wis. Stat. 254.92, a minor shall not do any of the following:

- (a) Purchase or attempt to purchase a tobacco product or vapor product.
- (b) Possess or attempt to possess a tobacco product or vapor product.
- (c) Use a tobacco product or vapor product in a public place.

(d) Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a tobacco product or vapor product.

(2) No individual, regardless of age, who is enrolled in secondary school may possess or attempt to possess a tobacco product or vapor product while on school property.

(3) An individual who violates subsection (1) shall be subject to the penalties listed in the juvenile bond schedule.

(4) An individual who violates subsection (2) shall be subject to the following penalties:

(a) For the first violation, the person is responsible for a civil infraction punishable by a civil fine of fifty dollars (\$50.00).

(b) For a second and subsequent violation, the person is responsible for a civil infraction punishable by a civil fine of seventy-five dollars (\$75.00).

(5) Subsection (1) does not apply to a minor participating in any of the following:

(a) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the minor's employer and with the prior approval of the local prosecutor's office as part of an employer-sponsored internal enforcement action.

(b) An undercover operation in which the minor purchases or receives a tobacco product or vapor product under the direction of the state police or a local police agency as part of an

enforcement action, unless the initial or contemporaneous purchase or receipt of the tobacco product or vapor product by the minor was not under the direction of the state police or the local police agency and was not part of the undercover operation.

(c) Compliance checks in which the minor attempts to purchase tobacco products for the purpose of satisfying federal substance abuse block grant youth tobacco access requirements, if the compliance checks are conducted with the prior approval of the state police or a local police agency.

(6) Subsection (1) does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of that minor's employment.

(7) This section does not prohibit an individual from being charged with, convicted of or found responsible for, or sentenced for any other violation of law that arises out of the violation of subsection (1).

(D.) *Furnishing to minors.*

Consistent with Wis. Stat. 134.66;

(1) A person shall not sell, give or furnish any vapor product to a minor, including, but not limited to, through a vending machine. A person who violates this subsection or subsection (h) of this section is subject to a fine of not more than one hundred dollars (\$100.00) for each violation.

(2) Subsection (1) of this section does not apply to the handling or transportation of a tobacco product or vapor product by a minor under the terms of the minor's employment.

(3) Before selling, offering for sale, giving, or furnishing a vapor product to an individual, a person shall verify that the individual is at least eighteen (18) years of age by doing one (1) of the following:

(a) Examining a government-issued photographic identification that establishes that the individual is at least eighteen (18) years of age.

(b) For sales made by the internet or other remote sales method, performing an age verification through an independent, third-party age verification service that compares information available from a commercially available database, or aggregate of databases, that are regularly used by government agencies and businesses for the purpose of age and identity verification to the personal information entered by the individual during the ordering process that establishes that the individual is eighteen (18) years of age or older.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

Approved:

Dean Kaufert, Mayor

Attest:

Patricia A. Sturn, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:
Assistant City Attorney Adam James VandenHeuvel
211 Walnut Street
Neenah, WI 54956
State Bar No. 1098561



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.15.

To receive and place on file a request by Ald. Scannell to create an ordinance regarding sober servers.
(February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. sober_server-UW Wisconsin alcohol policy project I

Sober Server and Impaired Server Ordinances in Wisconsin

What are “Sober Server” or “Impaired Server” ordinances?

Many states have statutes, rules or regulations prohibiting individuals selling or serving alcohol from drinking on the job or working while intoxicated. Many establishments, including chains and franchise operations have a blanket ban on servers drinking or working when intoxicated. In Wisconsin, there is no state law or rule limiting server alcohol consumption. Wisconsin places most of the responsibility for alcohol control on municipal government; accordingly local ordinances prohibiting intoxicated servers have been adopted by some communities to prevent and sanction alcohol impaired servers.

The states that ban intoxicated servers or drinking on duty include:

- Arkansas bans owners, licensees, and “crowd control employees” from consuming alcohol or being “under the influence” of alcohol on duty.ⁱ
- North Carolina does not allow consumption while on duty or in the premises if the employee will return to duty or wearing a work uniform.ⁱⁱ
- Oregon prohibits employees, including individuals checking identification, and agents from drinking or being “under the influence” of alcohol on duty.ⁱⁱⁱ
- Michigan prohibits a licensee or employee from being intoxicated on premises.^{iv}

Why are impaired and intoxicated servers a problem?

Impaired servers may be unable to perform the duties assigned them on behalf of the licensee, such as refusing to serve under age or intoxicated patrons. Server impairment contributes to a range of problems that occur when they are unable to meet their responsibilities to the licensee and the public.

When a municipality licenses a location to sell and serve alcohol the licensee assumes specific responsibilities. Two of the most important responsibilities fall primarily on servers and serving staff; 1) refusing alcohol to individuals who are intoxicated (cutting people off) and 2) determining that customers have reached the minimum legal drinking age (with narrow exceptions) before serving alcohol to them (checking ID).

According to the Centers for Disease Control (CDC), a person with a BAC between .02—.05 experiences impaired judgment, lowered alertness, and a decline in their ability to perform two tasks at the same time^v. Even when only mildly impaired, servers may be less likely to recognize intoxication in others, carefully review ID for age or respond appropriately in an emergency.

Impaired servers also present a risk for law enforcement. For example; Wausau Chief Jeff Hardel estimated that his officers find an impaired server approximately half the time police respond to a problem at a bar or tavern. He noted that impaired servers are often uncooperative and belligerent.^{vi}

Locations that sell or serve alcohol are licensed businesses. Before any new location serving alcohol opens, the municipality licenses the location, the manager and some servers. At least one individual, a “licensed operator” must be present during business hours. This isn’t unusual or punitive regulation, many professions and businesses are licensed in Wisconsin including hairdressers, pharmacists and auctioneers.

Limiting and prohibiting servers from being impaired or drinking on the job isn’t an uncommon business practice. Many establishments, including chains and franchise operations have a blanket ban on servers drinking or working when intoxicated for both legal and financial reasons. Individual businesses are able to set individual policies for server alcohol consumption as long as those policies are not inconsistent with local ordinance. For example, if a community establishes a ceiling on the acceptable blood alcohol level for servers the establishment may set a higher standard or prohibit alcohol consumption on duty.

What do the Sober Server or Impaired Server ordinances adopted in Wisconsin prohibit?

While the specific language varies, these ordinances either 1) prohibit drinking on duty or 2) limit acceptable levels of blood alcohol content or concentration (BAC) while on duty/working.

The primary distinction between communities setting limits on consumption is that some communities simply prohibit serving alcohol or working in an establishment while “under the influence” of alcohol, drugs or a combination of both substances while others set .08 BAC as the threshold for a violation.

What level of impairment is allowed?

Two municipalities, Madison and Kenosha have ordinances which prohibits serving while “under the influence” of alcohol, drugs or a combination of the two. Kenosha provides a more detailed standard; “Under the influence means that the person has consumed a sufficient amount of alcohol, controlled substance or combination of both to cause the person to be less able to exercise clear judgment and reasonable care in the exercise of services performed.”^{vii} Madison does not provide additional criteria or standard in its ordinance.

Using a .08 BAC standard for impairment for servers mirrors Wisconsin Operating While Intoxicated (OWI or drunk driving) standard for most drivers but it is not the only possible standard. The 2010, report *from the Wisconsin State Council on Alcohol and Other Drug Abuse, Changing Wisconsin’s Alcohol Environment to Promote Safe Healthy Lives* (the ACE report) recommended municipal ordinances limiting server BAC to .04.^{viii} The specific .04 level was selected because .04 BAC constitutes operating while intoxicated for those holding a Commercial Drivers’ License while driving a commercial motor vehicle.^{ix}

The City of Wausau's Impaired Server ordinance adopts the SCAODA standard making any server registering a .04 or higher BAC an impaired server and subject to sanctions.

Who does a Sober Server ordinance apply to?

Most sober server ordinances in Wisconsin apply to all serving staff, bartenders and wait staff. The Village of Jackson places a limit on alcohol consumption by the agent or licensee only.

As noted earlier, some state rules or statutes require security and crowd control staff to remain sober.

Who is sanctioned under a Sober Server Ordinance?

Each municipality has the authority to create a standard and penalty for impaired servers. Most communities chose to sanction the server, but several retain the option of sanctioning the licensee.

These are the individuals covered among ordinances in effect on January 1, 2014:

- City of La Crosse: Both the server and the licensee may be cited, but the server is most commonly cited.^x
- Village of Jackson: The ordinance is limited to licensee or agent, refusing to take a preliminary breath test upon request by law enforcement may be cause for suspension, revocation or non-renewal of the individual or establishment license
- City of Neenah: Sanctions are limited to the offending server.
- City of Madison: Sanctions apply to the server.
- City of Kenosha: Sanctions are limited to the offending server
- City of Wausau: Sanctions are limited to the server and supervisor, with the potential for demerit point assigned to the licensee.

How are these ordinances enforced?

Three communities, Kenosha, Wausau and the Village of Jackson allow law enforcement to request a preliminary breath test (PBT) upon belief the server is impaired or intoxicated. The initial determination is possible during a visit for any of the frequent reasons law enforcement may enter a licensee such as; responding to a call for service, conducting alcohol age compliance checks, conducting a bar "walk through" (a common law enforcement practice where uniformed officers simply walk through a licensed establishment looking for signs of underage drinking, over-serving and dangerous impaired customers) or checking compliance with license conditions.

Communities with this ordinance have not undertaken specific operations to identify violators.

Are Sober Server ordinances effective?

Defining the impact of a single specific alcohol policy is often difficult. Not all outcomes are evident, unintended consequences may occur and not all outcomes are equally valued by the community. A sober server ordinance *alone* will - at best - have minimal impact on drunk driving or binge drinking rates. However, the same ordinance may reduce violence in licensed establishments and improve the ability of law enforcement to sanction uncooperative or obstructionist licensees.

None of the sober or impaired server ordinances in Wisconsin have been evaluated by an independent evaluator or reviewer. However, it is known that a “complementary system of strategies” engaging a number of evidence-based policies and practices is more likely to be effective in the long term.^{xi}

Although similar, there are important differences between the six sober sever ordinances in effect on February 1, 2014. The six existing ordinances offer a range of restrictions listed below from the least restrictive to the most restrictive:

1. City of La Crosse: Servers banned from drinking on duty
2. Village of Jackson: Limits acceptable level of intoxication to .08 for licensee or agent on duty while on duty.
3. City of Neenah: Limits acceptable level of intoxication to .08 for servers on duty while on duty.
4. City of Madison: Prohibits employees from being under the influence of alcohol and other controlled substances or a combination of substances while performing services in a licensed establishment.
5. City of Kenosha: Prohibits any licensee or employee from being under the influence of an intoxicant or a controlled substance or a combination of the two in a “sufficient amount” to cause the person to be less able to exercise clear judgment and reasonable care in the exercise of services performed.”
6. City of Wausau: Limits acceptable level of impairment to .04BAC for the licensee, agent and all employees.

If licensed establishments are in fact supervised alternatives to non-commercial venues, it is reasonable for municipalities to take steps to require alcohol servers to remain unimpaired. Establishing a standard that allows for server drinking either as part of the job or simply expected hospitality is difficult but a task well suited to local decision making.

ⁱ Arkansas Administrative Code: AR ADC 006.02.1-1.79

ⁱⁱ North Carolina Administrative Code: 4NCAC 2S.0212

ⁱⁱⁱ Oregon Administrative Rules OR ADC 845-006-0345

^{iv} Michigan Liquor Control Code, Administrative Rule 436.1707(3)

^v Centers for Disease Control and Prevention, Effects of Blood Alcohol Concentration.

http://www.cdc.gov/Motorvehiclesafety/Impaired_Driving/bac.html, accessed January 21, 2014.

^{vi} Testimony of Chief Handel, Wausau City Council January 14, 2014.

^{vii} Kenosha General Ordinances 10.05 (C.) (2)

^{viii} Wisconsin State Council on Alcohol and Other Drug Abuse, Prevention Committee, Alcohol Culture and Environment Work Group, April 2010, page 9.

^{ix} It is illegal to operate, drive a commercial vehicle with any measurable BAC or within 4 hours of consuming an alcohol beverage, (§346.63(7)). A BAC of .04- .08 is defined as Operating While Intoxicated for commercial vehicles in §346.63(5).

^x Conversation with Lt. Patrick Hogan, January 10, 2014.

^{xi} Babor, T., Caetano, R., Casswell, S. et. al. Alcohol: Not Ordinary Commodity, research and policy. Second edition, Oxford University Press, 2010 Page 251



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.16.

To refer to staff to amend General Ordinance No. 1-19, an ordinance creating section 29.513, Green Bay Municipal Code, relating to leaving keys in a vehicle, to reduce fine to \$50 and to provide a 2-year sunset clause. (February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT - Ordinance Relating to Leaving Keys in Unlocked Vehicle

GENERAL ORDINANCE NO. 1-19

**AN ORDINANCE
CREATING SECTION 29.513,
GREEN BAY MUNICIPAL CODE,
RELATING TO LEAVING KEYS IN A VEHICLE**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 29.513, Green Bay Municipal Code, is hereby created to read:

29.513. **Leaving Keys in A Vehicle.** No person having custody of a motor vehicle shall permit the vehicle to stand or remain unattended upon any street, alley or public place in the city without first removing from the vehicle the key(s) used to lock, unlock, and operate the vehicle. This section shall not apply to emergency vehicles or City vehicles being used for City operations.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this Day day of Month, 2018.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

Date of first reading



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.17.

To receive and place on file the Liquor Violation Report from the Police Department for January 28, 2019.
(February 4, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 19LiqVioForm
2. Report January 28 2019
3. 18LiqVio



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.18.

To approve an application for a Class "B" Beer license for Centro Botanero La Carreta, LLC at 1742 E. Mason St. Suite 4 with a licensed premises as "dining area (storage within dining area)," with the approval of the proper authorities. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1742 e mason application
2. 1742 e mason business plan
3. 1742 e mason floor plan
4. Stipulation.ALLENJA.471-2019123171245478
5. AMENDED FRONT PAGE



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.19.

To approve a request by Pepper at 114 S. Broadway to be granted an extension to issue their liquor license due to a remodel/addition (granted at the 12/4/2018 Common Council Meeting). (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. pepperrequest
2. sharpsscans@greenbaywi.gov_20190206_093616
3. security plan
4. floor plan
5. pepper application



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.20.

To approve a request by Amphora Wine Bar, LLC at 131 N. Broadway to be granted extension to issue their liquor license due to a remodel/addition (granted at the 11/5/2018 Common Council Meeting). (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. amphora liquor request
2. amphorasecurityplan
3. amphora application
4. past 60 days letter
5. amphora extension request



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.21.

To grant a "Class B" Combination license by Code 920, Inc. at 805 Klaus St. and amend the license premise description as "behind the bar and storage room, with the approval of the proper authorities (Previously licensed as Rinconcito, LLC). (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 805 klaus application
2. floor plan



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.22.

To receive and place on file a request by Ald. Wery to request legal review: Should the Mayor and city staff be using city time and resources to plan a private event? (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Wery request



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # K.23.

To receive and place on file the Liquor Violation Report from the Police Department for February 11, 2019.
(February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 19LiqVioForm
2. Report February 11 2019

**REPORT OF THE PROTECTION AND POLICY COMMITTEE
GRANTING OPERATOR LICENSES**

February 18, 2019

The Protection and Welfare Committee wishes to request that the following applications for Operator Licenses be granted.

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Acosta, Isis V	MALONE, MICHELLE R
Baril, Brooke A	Martens, David A
Barnica, Christian V	McCormick, Chelsea L
Bianco, Lauren S	MEFFORD, ANGEL M
Brock, Mitchell F	MYSZEWSKI, KAREN R
Burkel, Emily A	Parma, Monica R
Carey, Jewel A	Peterson, Jeremy J
Charles, Barbara A	Poellinger, David D
Christiansen, Maryiah L	Pranke, Tiffeny J
Cline, Grayson M	REYNOLDS, MAKENNA E
Compton, Lukas D	Ringel, Abigail E
Coussons, Madeline C	Schaffer, Karen R
Elliott, Justine D	Schuyler, Heather S
Fernandez, Stacy A	Sclesky, Kristopher J
Forston, Jennifer s	SIEGLER, MATTHEW C
Gatien, Jackie A	SODERGREN, JORDEN P
Geohegan, Paulette M	TREPANIER, BROOKE L
Gerczak, Samantha A	Vanderleest, Adriana M
Geurts, Melanie A	Vierra, Shaleen M
GILE, LANNY M	WACHOWSKI, LORRAINE
Giltner, Sabrina K	Walker, Angela M
Halbur, Mathias D	Walker, Bryan K
Halonen, Bobbi S	Zirbel, Jennifer L
Huempfner, Andrew J	
Ibsen, Michelle L	
Jahnke, Deryl J	
Johnson, Sue A	
KALBES, SCOTT J	
KASSEL, WILLIAM J	
Liedeka, Kristin M	
MALNOR, ERIC P	



Report to the
Redevelopment Authority
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Kevin J. Vonck, CED Director, Stephanie
Schmutzer, Staff

AGENDA ITEM # M.1.

To approve Initial Resolution regarding Redevelopment Exempt Facility Revenue Bond Financing for Green Bay Packaging, Inc. Project.

BACKGROUND

In June 2018, the RDA and City approved a Development Agreement with Green Bay Packaging, Inc. to construct a mill at 1601 North Quincy St. that will convert recycled materials and mixed paper waste into a liner-board and corrugating medium.

The company is asking the RDA to consider an Initial Resolution for the conduit issuance of up to one hundred and fifty million dollars (\$150,000,000.00) Redevelopment Exempt Facility Revenue Bonds to finance this project.

The RDA will act strictly as a conduit, which enables the company to borrow at a lower rate of interest. Neither the RDA or City will be liable for any payments or monitoring. The bonds do not count against the borrowing capacity of the City.

RECOMMENDATION

Approve Initial Resolution Regarding Redevelopment Exempt Facility Revenue Bonds Financing for Green Bay Packaging, Inc. Project.

FISCAL IMPACT

ATTACHMENTS

1. GBP Exempt Facility Bond Summary
2. Initial Bond Resolution (RDA) - Green Bay Packaging
3. Distribution List - Green Bay Packaging
4. 4845-9143-2072.1 COMPARE Initial Bond Resolution (RDA) - Green Bay Packaging
5. 4829-7870-7079.3 Initial Bond Resolution (RDA) - Green Bay Packaging

Summary
Request for Redevelopment Authority of the City of Green Bay, Wisconsin to Serve as
Conduit Issuer
for
Not to Exceed \$150,000,000 Redevelopment Exempt Facility Revenue Bonds
to Benefit Green Bay Packaging Inc. Project

This will summarize the request of Green Bay Packaging Inc. a Wisconsin corporation (the “Company”), asking that the Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”) to consider an Initial Resolution to benefit the Company through the conduit issuance of Redevelopment Exempt Facility Revenue Bonds (the “Bonds”) to finance a project consisting of the (i) construction of an approximately 451,980 square foot facility located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Facility”) to be operated by Green Bay Packaging Inc. to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance.

Exempt Facility Bonds must comply with both Federal (Sections 141 and 142 of Internal Revenue Code) and State (66.1333(5) Wis. Stats.) laws. In such a bond transaction, a state or local governmental entity issues bonds and loans the proceeds from the sale of the bonds to a private entity for an authorized project. In Wisconsin, cities, villages and towns, as well as duly constituted redevelopment authorities and community development authorities may issue such Bonds.

These Bonds are municipal bonds; however, they are not general obligations of the City nor do they constitute indebtedness of the Authority. If the Authority agrees to issue bonds to benefit the proposed Project:

1. Neither the City nor the Authority will be liable for payment of the principal and interest on the Bonds;
2. Neither the City nor the Authority will have ongoing responsibilities of monitoring or reporting with regard to the Bonds or the Project.
3. The Bonds do not count against the City’s borrowing capacity. The City will not levy a tax for payment of the Bonds.
4. The City and the Authority will be reimbursed for all reasonable fees and costs incurred because of the Bonds.

The Authority acts strictly as a conduit, which enables the Company to borrow at a lower rate of interest.

Because the Bonds are issued by a governmental entity, the holders of the Bonds may exclude the interest on the Bonds from gross income for federal tax purposes. Because the Bonds are being issued by the Authority, the holders (Wisconsin residents) of the Bonds may also exclude interest on the Bonds from gross income for Wisconsin tax purposes.

Inducement/Reimbursement

Companies considering bond financing must obtain an Initial Resolution, also sometimes referred to as an “inducement resolution” or “qualified reimbursement resolution” from the municipality in which the Project being financed is located in order to preserve the option to use Bonds. The Initial Resolution is preliminary approval only and is non-binding as to the Authority or the Company but is required by Federal tax law and State law. If the Initial Resolution is adopted by the Authority, this will assure that when and if Bonds are issued, all eligible project costs incurred no more than 60 days prior to the date of the Initial Resolution (including reimbursement of equity contributions or refunding of conventional financing), may be included in the ultimate bond financing. Failure to have a qualified resolution may result in disqualifying certain costs.

By acting as the conduit issuer, the Authority can grant the Company a significant monetary benefit, at no cost to the Authority or the City, because the Company will enjoy a lower interest rate as a result of using a bond structure. A lending institution will either directly purchase the Bonds or issue its letter of credit providing for the timely payment of principal and interest on the Bonds. The lender for the Bonds will look solely to the Company for repayment and reimbursement. Bondholders will not look to the Authority or the City for payment. The Authority will assign all of its rights, liability and responsibilities under the Bonds to the lender as the bondholder or to an independent third party Trustee for the benefit of bondholders. The Company will be fully responsible for repaying the loan and must make the arrangements with the lender for the payment on the Bonds. If the Company is not able to meet its payment obligations, the lender will realize on its collateral and enforce its rights against the Company. Neither the Authority nor the City will be liable for payment.

The foregoing is just a brief discussion of tax-exempt financing. By issuing the Bonds, the Authority will give the Company an interest rate benefit, because the tax-exempt Bonds will be tax-exempt in the hands of the bondholders and, therefore, the cost savings will be passed along to the Company. It must be emphasized that neither the Authority nor the City will be liable in any way for repayment of the Bonds; the Bonds are special, limited obligations of the Authority.

The Company respectfully asks that the Authority Board consider the Initial Resolution on February 12, 2019. For agenda purposes, the Authority should please describe the Initial Resolution as follows:

“Consideration of Initial Resolution Regarding Redevelopment Exempt Facility Revenue Bond Financing for Green Bay Packaging Inc. Project”

A representative of the Company will attend the Authority Board meeting on February 12, 2019 to answer any questions regarding the proposed Project.

REDEVELOPMENT AUTHORITY OF THE
CITY OF GREEN BAY, WISCONSIN

RESOLUTION NO. 648

**INITIAL RESOLUTION REGARDING
REDEVELOPMENT EXEMPT FACILITY
REVENUE BOND FINANCING FOR
GREEN BAY PACKAGING INC. PROJECT**

WHEREAS, the Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), is a public body corporate and politic duly organized and existing under and pursuant to Section 66.1333 of the Wisconsin Statutes, as amended (the “Act”); and

WHEREAS, the City of Green Bay, Wisconsin (the “City”) adopted a resolution on September 25, 2018 to approve the creation of “Tax Incremental District Twenty-One (TID 21): Green Bay Packaging” (herein “TID 21”) and adopt the project plan for TID 21 (the “Project Plan”) for the purpose of rehabilitation and blight elimination of property located within TID 21; and

WHEREAS, the property located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Project Site”) owned by Green Bay Packaging Inc., a Wisconsin corporation (“Green Bay Packaging”) is within TID 21, and such property is in need of rehabilitation and blight elimination in accordance with the Act and the Project Plan; and

WHEREAS, the Authority is authorized and empowered pursuant to Section 66.1333(5) of the Wisconsin Statutes, as amended, within the City to:

- (a) acquire or assist private acquisition, improvement and development of blighted property for the purpose of eliminating its status as blighted property; and
- (b) issue bonds or other indebtedness for such purposes; and

WHEREAS, bonds issued pursuant to the Act are to be payable solely from the income, proceeds, revenues and funds of the Authority derived from projects under the Act; and

WHEREAS, Green Bay Packaging and/or a related entity (collectively, the “Borrower”) desires to finance a project consisting of the (i) construction of an approximately 451,980 square foot facility located at the Project Site (the “Facility”) to be operated by Green Bay Packaging to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”), all of which would contribute to the well-being of the City; and

WHEREAS, the Borrower intends to make capital expenditures for the Project (the “Expenditures”) and expects to reimburse the Expenditures with proceeds of the Bonds (as defined below); and

WHEREAS, the cost of the Project is presently estimated to be approximately \$628,000,000, and the amount proposed to be financed with redevelopment exempt facility revenue bonds does not exceed \$150,000,000; and

WHEREAS, the Authority wishes to promote the development of the Project proposed by the Borrower and is willing to exercise its power to this end.

NOW, THEREFORE, BE IT RESOLVED by the Authority as follows:

1. Based upon representations of the Borrower, it is the finding and determination of the Authority that the Project is eligible for financing under the Act and that the purpose of the Authority’s financing costs of the Project is and the effect thereof will be to promote the public purposes set forth in the Act. The Authority shall pursue a financing plan (“Financing”) under which it will:

- (a) Finance the Project in an aggregate amount not to exceed \$150,000,000; and
- (b) Issue redevelopment exempt facility revenue bonds in an amount not to exceed \$150,000,000 (the “Bonds”) in order to finance certain eligible costs of the Project; and
- (c) Enter into one or more agreements (the “Revenue Agreements”) with the Borrower providing the Authority with revenue sufficient to pay the principal of, premium, if any, and interest on the Bonds when due; and
- (d) Assign any Revenue Agreements to the owners of the Bonds or to a trustee for their benefit, and enter into any other appropriate arrangements to secure the payment of the Bonds.

2. The aforesaid plan of Financing contemplates and is conditioned upon the following:

- (a) The Bonds shall not constitute an indebtedness of the Authority or the City within the meaning of the State constitutional provision or statutory limitation.
- (b) The Bonds shall not constitute or give rise to a pecuniary liability of the Authority or the City or a charge against the City’s or Authority’s general credit or the City’s taxing powers. The Authority will issue the Bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the Bonds.
- (c) The Borrower shall be responsible for finding a purchaser or purchasers for all of the Bonds.
- (d) A notice of public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, shall be published in a newspaper of general circulation in the City and a public hearing shall be held to provide interested individuals or parties the opportunity to testify as to the Project and the issuance of the Bonds. The appropriate officers of the Authority are hereby authorized and directed to publish or cause to

be published in the official newspaper of the City, a Notice of Public Hearing substantially similar to that attached to this Resolution as Exhibit A.

(e) The Bonds shall be issued pursuant to the Act, and the delivery of the Bonds shall be accompanied by the unqualified approving legal opinion of a nationally recognized firm of bond attorneys as shall be acceptable to the Authority and the Borrower.

(f) All reasonable out-of-pocket costs of the Authority and City, including attorneys' fees, in connection with the issuance and sale of the Bonds shall be paid either from the proceeds of the Bonds or by the Borrower.

(g) All documents in connection with the issuance of the Bonds shall have been duly executed and delivered by the parties.

3. The appropriate officers of the Authority are authorized to negotiate the terms of the Financing and all related documents will be subject to this Resolution and the Act and said plan of Financing shall not be legally binding upon the Authority nor be finally implemented unless and until:

(a) The details and mechanics of the Financing are authorized and approved by a further resolution of the Authority;

(b) A public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, has been held;

(c) An unqualified approving legal opinion of bond counsel, Husch Blackwell LLP, or such other tax counsel, and an opinion of counsel to the Authority are executed and delivered; and

(d) All documents required to consummate the Financing have been duly authorized and delivered.

4. Based upon representations by the Borrower, the Authority reasonably expects to reimburse the Expenditures with proceeds of the Bonds issued by the Authority in a principal amount which will not exceed \$150,000,000.

5. No Bonds shall be issued until the terms and conditions of any guidelines or resolutions governing the issuance of revenue bonds which may be adopted by the Authority have been complied with.

6. This Resolution shall be effective immediately upon its passage and approval.

Adopted and approved this 12th day of February, 2019.

**REDEVELOPMENT AUTHORITY
OF THE CITY OF GREEN BAY, WISCONSIN**

By: _____
Gary Delveaux, Chairperson

By: _____
Kevin J. Vonck, Executive Director

CERTIFICATION BY EXECUTIVE DIRECTOR

I, Kevin J. Vonck, being first duly sworn, hereby certify that I am the duly qualified and acting Executive Director of the Redevelopment Authority of the City of Green Bay, Wisconsin (the "Authority"), and as such I have in my possession, or have access to, the complete corporate records of the Authority; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. _____ entitled:

INITIAL RESOLUTION
REGARDING REDEVELOPMENT EXEMPT FACILITY REVENUE BOND FINANCING
FOR GREEN BAY PACKAGING INC. PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Authority at a meeting held at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, at _____ p.m. on February 12, 2019. Said meeting was a _____ (*insert regular or special*) meeting of the Authority and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the City of Green Bay.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following commissioners were present:

_____	_____
_____	_____
_____	_____

and that the following commissioners were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all commissioners who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

_____	_____
_____	_____
_____	_____

NAY:

_____	_____
_____	_____

ABSTAIN:

_____	_____
_____	_____

WHEREUPON, the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Authority hereto on this 12th day of February, 2019.

**REDEVELOPMENT AUTHORITY OF
THE CITY OF GREEN BAY, WISCONSIN**

[SEAL]

By: _____
Kevin J. Vonck, Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING

The Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), will hold a public hearing at _____ p.m. on _____, 2019 at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, regarding the proposed issuance of the Redevelopment Authority of the City of Green Bay, Wisconsin Redevelopment Exempt Facility Revenue Bonds, Series 2019 (Green Bay Packaging Inc. Project), in an aggregate amount not to exceed \$150,000,000, pursuant to Section 66.1333 of the Wisconsin Statutes, to finance a project to be owned by Green Bay Packaging Inc., a Wisconsin corporation, and/or a related entity (collectively, the “Borrower”).

The project consists of the (i) construction of an approximately 451,980 square foot facility located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Facility”) to be operated by Green Bay Packaging Inc. to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”). The bonds will be special, limited obligations of the Authority and will not constitute an indebtedness of the Authority within the meaning of any state constitutional provision or statutory limitation or a charge against its general credit or the City’s taxing powers. The Authority will issue the bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the bonds.

At the hearing, all persons will be afforded a reasonable opportunity to express their views, both orally and in writing, on the proposed bonds and the location and nature of the Project proposed to be financed.

Published: _____, 2019

Executive Director
Redevelopment Authority of the
City of Green Bay, Wisconsin

\$150,000,000
Redevelopment Authority of the City of Green Bay, Wisconsin
Redevelopment Exempt Facility Revenue Bonds, Series 2019
(Green Bay Packaging Inc. Project)

DISTRIBUTION LIST

ISSUER

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REDEVELOPMENT AUTHORITY OF THE
CITY OF GREEN BAY, WISCONSIN

RESOLUTION NO. _____

**INITIAL RESOLUTION REGARDING
REDEVELOPMENT EXEMPT FACILITY
REVENUE BOND FINANCING FOR
GREEN BAY PACKAGING INC. PROJECT**

WHEREAS, the Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), is a public body corporate and politic duly organized and existing under and pursuant to Section 66.1333 of the Wisconsin Statutes, as amended (the “Act”); and

WHEREAS, the City of Green Bay, Wisconsin (the “City”) adopted a resolution on September 25, 2018 to approve the creation of “Tax Incremental District Twenty-One (TID 21): Green Bay Packaging” (herein “TID 21”) and adopt the project plan for TID 21 (the “Project Plan”) for the purpose of rehabilitation and blight elimination of property located within TID 21; and

WHEREAS, the property located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Project Site”) owned by Green Bay Packaging Inc., a Wisconsin corporation (“Green Bay Packaging”) is within TID 21, and such property is in need of rehabilitation and blight elimination in accordance with the Act and the Project Plan; and

WHEREAS, the Authority is authorized and empowered pursuant to Section 66.1333(5) of the Wisconsin Statutes, as amended, within the City to:

- (a) acquire or assist private acquisition, improvement and development of blighted property for the purpose of eliminating its status as blighted property; and
- (b) issue bonds or other indebtedness for such purposes; and

WHEREAS, bonds issued pursuant to the Act are to be payable solely from the income, proceeds, revenues and funds of the Authority derived from projects under the Act; and

WHEREAS, Green Bay Packaging and/or a related entity (collectively, the “Borrower”) desires to finance a project consisting of the (i) construction of an approximately 451,980 square foot facility located at the Project Site (the “Facility”) to be operated by Green Bay Packaging to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”), all of which would contribute to the well-being of the City; and

WHEREAS, the Borrower intends to make capital expenditures for the Project (the “Expenditures”) and expects to reimburse the Expenditures with proceeds of the Bonds (as defined below); and

WHEREAS, the cost of the Project is presently estimated to be approximately \$628,000,000, and the amount proposed to be financed with redevelopment exempt facility revenue bonds does not exceed \$150,000,000; and

WHEREAS, the Authority wishes to promote the development of the Project proposed by the Borrower and is willing to exercise its power to this end.

NOW, THEREFORE, BE IT RESOLVED by the Authority as follows:

1. Based upon representations of the Borrower, it is the finding and determination of the Authority that the Project is eligible for financing under the Act and that the purpose of the Authority’s financing costs of the Project is and the effect thereof will be to promote the public purposes set forth in the Act. The Authority shall pursue a financing plan (“Financing”) under which it will:

- (a) Finance the Project in an aggregate amount not to exceed \$150,000,000; and
- (b) Issue redevelopment exempt facility revenue bonds in an amount not to exceed \$150,000,000 (the “Bonds”) in order to finance certain eligible costs of the Project; and
- (c) Enter into one or more agreements (the “Revenue Agreements”) with the Borrower providing the Authority with revenue sufficient to pay the principal of, premium, if any, and interest on the Bonds when due; and
- (d) Assign any Revenue Agreements to the owners of the Bonds or to a trustee for their benefit, and enter into any other appropriate arrangements to secure the payment of the Bonds.

2. The aforesaid plan of Financing contemplates and is conditioned upon the following:

- (a) The Bonds shall not constitute an indebtedness of the Authority or the City within the meaning of the State constitutional provision or statutory limitation.
- (b) The Bonds shall not constitute or give rise to a pecuniary liability of the Authority or the City or a charge against the City’s or Authority’s general credit or the City’s taxing powers. The Authority will issue the Bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the Bonds.
- (c) The Borrower shall be responsible for finding a purchaser or purchasers for all of the Bonds.
- (d) A notice of public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, shall be published in a newspaper of general circulation in the City and a public hearing shall be held to provide interested individuals or parties the opportunity to testify as to the Project and the issuance of the Bonds. The appropriate officers of the Authority are hereby authorized and directed to publish or cause to be published in the

official newspaper of the City, a Notice of Public Hearing substantially similar to that attached to this Resolution as Exhibit A.

(e) The Bonds shall be issued pursuant to the Act, and the delivery of the Bonds shall be accompanied by the unqualified approving legal opinion of a nationally recognized firm of bond attorneys as shall be acceptable to the Authority and the Borrower.

(f) All reasonable out-of-pocket costs of the Authority and City, including attorneys' fees, in connection with the issuance and sale of the Bonds shall be paid either from the proceeds of the Bonds or by the Borrower.

(g) All documents in connection with the issuance of the Bonds shall have been duly executed and delivered by the parties.

3. The appropriate officers of the Authority are authorized to negotiate the terms of the Financing and all related documents will be subject to this Resolution and the Act and said plan of Financing shall not be legally binding upon the Authority nor be finally implemented unless and until:

(a) The details and mechanics of the Financing are authorized and approved by a further resolution of the Authority;

(b) A public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, has been held;

(c) An unqualified approving legal opinion of bond counsel, Husch Blackwell LLP, or such other tax counsel, and an opinion of counsel to the Authority are executed and delivered; and

(d) All documents required to consummate the Financing have been duly authorized and delivered.

4. Based upon representations by the Borrower, the Authority reasonably expects to reimburse the Expenditures with proceeds of the Bonds issued by the Authority in a principal amount which will not exceed \$150,000,000.

5. No Bonds shall be issued until the terms and conditions of any guidelines or resolutions governing the issuance of revenue bonds which may be adopted by the Authority have been complied with.

6. This Resolution shall be effective immediately upon its passage and approval.

Adopted and approved this ~~12~~¹⁵th day of February, 2019.

**REDEVELOPMENT AUTHORITY
OF THE CITY OF GREEN BAY, WISCONSIN**

By: _____
Gary Delveaux, Chairperson

By: _____
Kevin J. Vonck, Executive Director

CERTIFICATION BY EXECUTIVE DIRECTOR

I, Kevin J. Vonck, being first duly sworn, hereby certify that I am the duly qualified and acting Executive Director of the Redevelopment Authority of the City of Green Bay, Wisconsin (the "Authority"), and as such I have in my possession, or have access to, the complete corporate records of the Authority; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. _____ entitled:

INITIAL RESOLUTION
REGARDING REDEVELOPMENT EXEMPT FACILITY REVENUE BOND FINANCING
FOR GREEN BAY PACKAGING INC. PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Authority at a meeting held at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, at ~~_____~~ 7:45 a.m. on February ~~12~~, 15, 2019. Said meeting was a _____ (*insert regular or special*) meeting of the Authority and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the City of Green Bay.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following commissioners were present:

_____	_____
_____	_____
_____	_____

and that the following commissioners were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all commissioners who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

_____	_____
_____	_____
_____	_____

NAY:

_____	_____
_____	_____

ABSTAIN:

_____	_____
_____	_____

WHEREUPON, the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Authority hereto on this ~~12~~¹⁵th day of February, 2019.

**REDEVELOPMENT AUTHORITY OF
THE CITY OF GREEN BAY, WISCONSIN**

[SEAL]

By: _____
Kevin J. Vonck, Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING

The Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), will hold a public hearing at _____ p.m. on _____, 2019 at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, regarding the proposed issuance of the Redevelopment Authority of the City of Green Bay, Wisconsin Redevelopment Exempt Facility Revenue Bonds, Series 2019 (Green Bay Packaging Inc. Project), in an aggregate amount not to exceed \$150,000,000, pursuant to Section 66.1333 of the Wisconsin Statutes, to finance a project to be owned by Green Bay Packaging Inc., a Wisconsin corporation, and/or a related entity (collectively, the “Borrower”).

The project consists of the (i) construction of an approximately 451,980 square foot facility located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Facility”) to be operated by Green Bay Packaging Inc. to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”). The bonds will be special, limited obligations of the Authority and will not constitute an indebtedness of the Authority within the meaning of any state constitutional provision or statutory limitation or a charge against its general credit or the City’s taxing powers. The Authority will issue the bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the bonds.

At the hearing, all persons will be afforded a reasonable opportunity to express their views, both orally and in writing, on the proposed bonds and the location and nature of the Project proposed to be financed.

Published: _____, 2019

Executive Director
Redevelopment Authority of the
City of Green Bay, Wisconsin

Document comparison by Workshare 9.5 on Thursday, February 14, 2019 9:56:43 AM

Input:	
Document 1 ID	netdocuments://4829-7870-7079/2
Description	Initial Bond Resolution (RDA) - Green Bay Packaging
Document 2 ID	netdocuments://4829-7870-7079/3
Description	Initial Bond Resolution (RDA) - Green Bay Packaging
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
<u>Moved from</u>	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	9
Deletions	8
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	17

REDEVELOPMENT AUTHORITY OF THE
CITY OF GREEN BAY, WISCONSIN

RESOLUTION NO. _____

**INITIAL RESOLUTION REGARDING
REDEVELOPMENT EXEMPT FACILITY
REVENUE BOND FINANCING FOR
GREEN BAY PACKAGING INC. PROJECT**

WHEREAS, the Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), is a public body corporate and politic duly organized and existing under and pursuant to Section 66.1333 of the Wisconsin Statutes, as amended (the “Act”); and

WHEREAS, the City of Green Bay, Wisconsin (the “City”) adopted a resolution on September 25, 2018 to approve the creation of “Tax Incremental District Twenty-One (TID 21): Green Bay Packaging” (herein “TID 21”) and adopt the project plan for TID 21 (the “Project Plan”) for the purpose of rehabilitation and blight elimination of property located within TID 21; and

WHEREAS, the property located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Project Site”) owned by Green Bay Packaging Inc., a Wisconsin corporation (“Green Bay Packaging”) is within TID 21, and such property is in need of rehabilitation and blight elimination in accordance with the Act and the Project Plan; and

WHEREAS, the Authority is authorized and empowered pursuant to Section 66.1333(5) of the Wisconsin Statutes, as amended, within the City to:

- (a) acquire or assist private acquisition, improvement and development of blighted property for the purpose of eliminating its status as blighted property; and
- (b) issue bonds or other indebtedness for such purposes; and

WHEREAS, bonds issued pursuant to the Act are to be payable solely from the income, proceeds, revenues and funds of the Authority derived from projects under the Act; and

WHEREAS, Green Bay Packaging and/or a related entity (collectively, the “Borrower”) desires to finance a project consisting of the (i) construction of an approximately 451,980 square foot facility located at the Project Site (the “Facility”) to be operated by Green Bay Packaging to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”), all of which would contribute to the well-being of the City; and

WHEREAS, the Borrower intends to make capital expenditures for the Project (the “Expenditures”) and expects to reimburse the Expenditures with proceeds of the Bonds (as defined below); and

WHEREAS, the cost of the Project is presently estimated to be approximately \$628,000,000, and the amount proposed to be financed with redevelopment exempt facility revenue bonds does not exceed \$150,000,000; and

WHEREAS, the Authority wishes to promote the development of the Project proposed by the Borrower and is willing to exercise its power to this end.

NOW, THEREFORE, BE IT RESOLVED by the Authority as follows:

1. Based upon representations of the Borrower, it is the finding and determination of the Authority that the Project is eligible for financing under the Act and that the purpose of the Authority’s financing costs of the Project is and the effect thereof will be to promote the public purposes set forth in the Act. The Authority shall pursue a financing plan (“Financing”) under which it will:

- (a) Finance the Project in an aggregate amount not to exceed \$150,000,000; and
- (b) Issue redevelopment exempt facility revenue bonds in an amount not to exceed \$150,000,000 (the “Bonds”) in order to finance certain eligible costs of the Project; and
- (c) Enter into one or more agreements (the “Revenue Agreements”) with the Borrower providing the Authority with revenue sufficient to pay the principal of, premium, if any, and interest on the Bonds when due; and
- (d) Assign any Revenue Agreements to the owners of the Bonds or to a trustee for their benefit, and enter into any other appropriate arrangements to secure the payment of the Bonds.

2. The aforesaid plan of Financing contemplates and is conditioned upon the following:

- (a) The Bonds shall not constitute an indebtedness of the Authority or the City within the meaning of the State constitutional provision or statutory limitation.
- (b) The Bonds shall not constitute or give rise to a pecuniary liability of the Authority or the City or a charge against the City’s or Authority’s general credit or the City’s taxing powers. The Authority will issue the Bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the Bonds.
- (c) The Borrower shall be responsible for finding a purchaser or purchasers for all of the Bonds.
- (d) A notice of public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, shall be published in a newspaper of general circulation in the City and a public hearing shall be held to provide interested individuals or parties the opportunity to testify as to the Project and the issuance of the Bonds. The appropriate officers of the Authority are hereby authorized and directed to publish or cause to

be published in the official newspaper of the City, a Notice of Public Hearing substantially similar to that attached to this Resolution as Exhibit A.

(e) The Bonds shall be issued pursuant to the Act, and the delivery of the Bonds shall be accompanied by the unqualified approving legal opinion of a nationally recognized firm of bond attorneys as shall be acceptable to the Authority and the Borrower.

(f) All reasonable out-of-pocket costs of the Authority and City, including attorneys' fees, in connection with the issuance and sale of the Bonds shall be paid either from the proceeds of the Bonds or by the Borrower.

(g) All documents in connection with the issuance of the Bonds shall have been duly executed and delivered by the parties.

3. The appropriate officers of the Authority are authorized to negotiate the terms of the Financing and all related documents will be subject to this Resolution and the Act and said plan of Financing shall not be legally binding upon the Authority nor be finally implemented unless and until:

(a) The details and mechanics of the Financing are authorized and approved by a further resolution of the Authority;

(b) A public hearing required by federal law for purposes of Section 147(f) of the Internal Revenue Code, as amended, has been held;

(c) An unqualified approving legal opinion of bond counsel, Husch Blackwell LLP, or such other tax counsel, and an opinion of counsel to the Authority are executed and delivered; and

(d) All documents required to consummate the Financing have been duly authorized and delivered.

4. Based upon representations by the Borrower, the Authority reasonably expects to reimburse the Expenditures with proceeds of the Bonds issued by the Authority in a principal amount which will not exceed \$150,000,000.

5. No Bonds shall be issued until the terms and conditions of any guidelines or resolutions governing the issuance of revenue bonds which may be adopted by the Authority have been complied with.

6. This Resolution shall be effective immediately upon its passage and approval.

Adopted and approved this 15th day of February, 2019.

**REDEVELOPMENT AUTHORITY
OF THE CITY OF GREEN BAY, WISCONSIN**

By: _____
Gary Delveaux, Chairperson

By: _____
Kevin J. Vonck, Executive Director

CERTIFICATION BY EXECUTIVE DIRECTOR

I, Kevin J. Vonck, being first duly sworn, hereby certify that I am the duly qualified and acting Executive Director of the Redevelopment Authority of the City of Green Bay, Wisconsin (the "Authority"), and as such I have in my possession, or have access to, the complete corporate records of the Authority; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. _____ entitled:

INITIAL RESOLUTION
REGARDING REDEVELOPMENT EXEMPT FACILITY REVENUE BOND FINANCING
FOR GREEN BAY PACKAGING INC. PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Authority at a meeting held at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, at 7:45 a.m. on February 15, 2019. Said meeting was a _____ (*insert regular or special*) meeting of the Authority and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the City of Green Bay.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following commissioners were present:

_____	_____
_____	_____
_____	_____

and that the following commissioners were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all commissioners who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

_____	_____
_____	_____
_____	_____

NAY:

_____	_____
_____	_____

ABSTAIN:

_____	_____
_____	_____

WHEREUPON, the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Authority hereto on this 15th day of February, 2019.

**REDEVELOPMENT AUTHORITY OF
THE CITY OF GREEN BAY, WISCONSIN**

[SEAL]

By: _____
Kevin J. Vonck, Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING

The Redevelopment Authority of the City of Green Bay, Wisconsin (the “Authority”), will hold a public hearing at _____ p.m. on _____, 2019 at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, regarding the proposed issuance of the Redevelopment Authority of the City of Green Bay, Wisconsin Redevelopment Exempt Facility Revenue Bonds, Series 2019 (Green Bay Packaging Inc. Project), in an aggregate amount not to exceed \$150,000,000, pursuant to Section 66.1333 of the Wisconsin Statutes, to finance a project to be owned by Green Bay Packaging Inc., a Wisconsin corporation, and/or a related entity (collectively, the “Borrower”).

The project consists of the (i) construction of an approximately 451,980 square foot facility located at 1601 North Quincy Street in the City of Green Bay, Wisconsin (the “Facility”) to be operated by Green Bay Packaging Inc. to convert recycled materials and mixed paper waste to produce liner-board and corrugating medium, (ii) acquisition and installation of related equipment at the Facility and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”). The bonds will be special, limited obligations of the Authority and will not constitute an indebtedness of the Authority within the meaning of any state constitutional provision or statutory limitation or a charge against its general credit or the City’s taxing powers. The Authority will issue the bonds solely acting as a conduit, and the Borrower is solely responsible for payment of principal and interest on the bonds.

At the hearing, all persons will be afforded a reasonable opportunity to express their views, both orally and in writing, on the proposed bonds and the location and nature of the Project proposed to be financed.

Published: _____, 2019

Executive Director
Redevelopment Authority of the
City of Green Bay, Wisconsin



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.I.

To hold request by Ald. Wery on future repairs/upgrades to Shawano Avenue from Ashland to Oneida.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.2.

To hold request by Ald. Wery that the City take ownership and/or maintenance of the drainage pond serving Hannah Street.

BACKGROUND

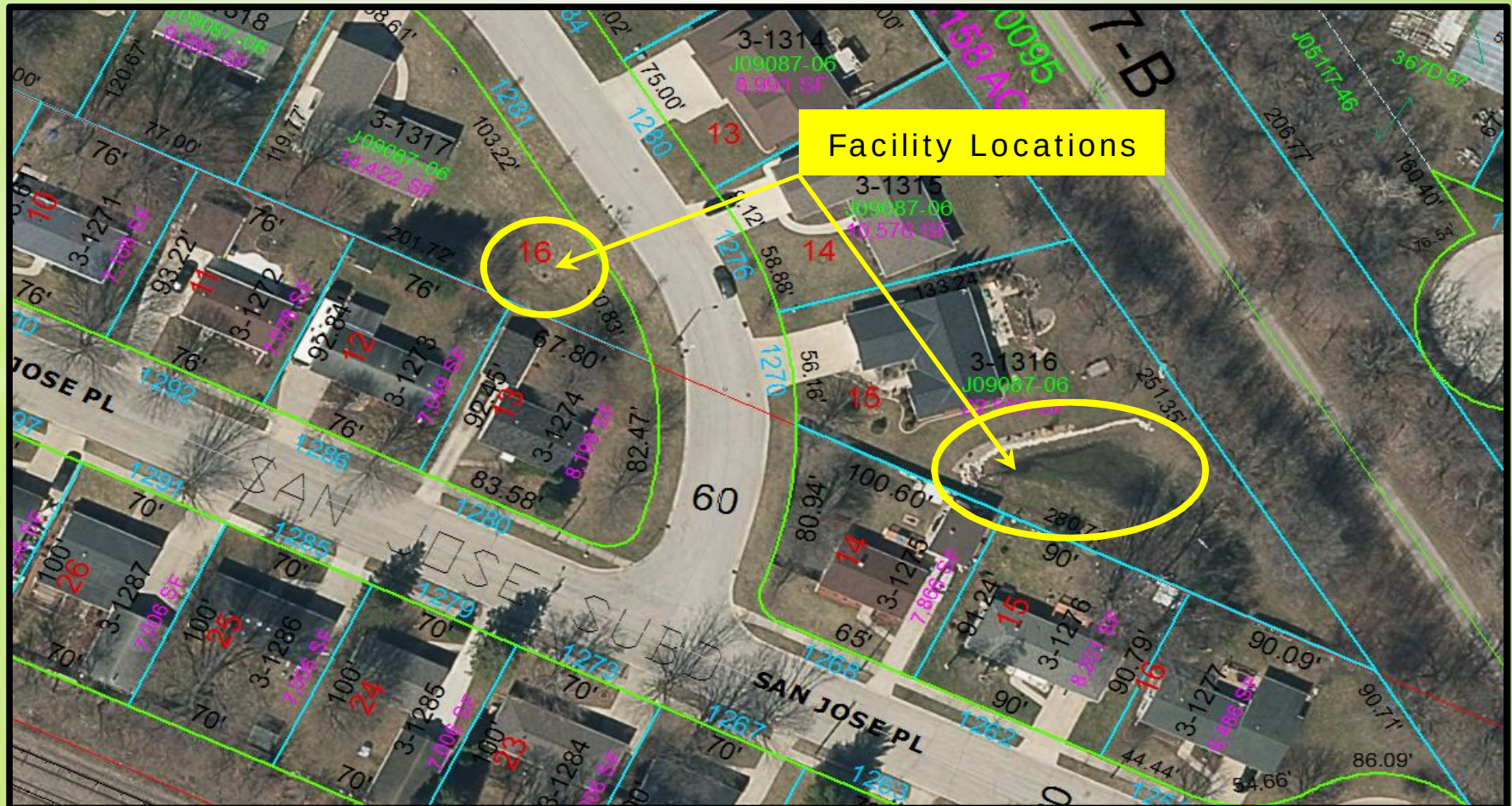
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Hannah Heights Platten Place Storm Water Facility

Hannah Heights/Platten Place Storm Water Facility





Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.3.

To approve request by Department of Public Works to enter into a professional service agreement with OMNNI Associates for the design of Gray Street in the amount of \$68,800.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.4.

To approve request by Department of Public Works, in conjunction with the Purchasing Department, for prior authorization to award a contract for the purchase of traffic signal poles to the low responsive bidder at a staff level upon receipt of bids.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.5.

To approve the 2019 Special Assessment factors and rates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Proposed 2019 Special Assessment Factors and Rates

CITY OF GREEN BAY		
SPECIAL ASSESSMENT FACTORS AND RATES		
PROPOSED 2019 FACTORS AND RATES		
I. <u>SANITARY SEWER</u>	<u>2018 RATES</u>	<u>PROPOSED 2019 RATES</u>
Sewer	\$65.00 Per Front Foot	\$65.00
Sewer with Rock Excavation	\$95.00 Per Front Foot	\$95.00
4" Sanitary Connection with Rock Excavation	\$1,425.00 Each \$2,425.00 Each	\$1,475.00 \$2,475.00
6" Sanitary Connection with Rock Excavation	\$1,600.00 Each \$2,600.00 Each	\$1,700.00 \$2,700.00
II. <u>STORM SEWER</u>		
Sewer	\$65.00 Per Front Foot (New Streets, and Type B Streets in Urban Expansion & Reserve Districts and new main installation)	\$65.00
6" Storm Connection	\$950.00 Each	\$970.00
12" Storm Connection	\$1,675.00 Each	\$1,720.00
Stormwater Management (Fee in lieu of)	\$2,700.00 Per ERU	\$2,800.00
III. <u>WATER</u>		
Residential and Other Ordinary Users with Rock Excavation	\$65.00 Per Front Foot \$95.00 Per Front Foot	\$75.00 \$105.00
User Requiring Larger Than 8" Mains with Rock Excavation	\$75.00 Per Front Foot \$105.00 Per Front Foot	\$85.00 \$115.00
1" Lateral with New Water Main with Rock Excavation	\$1,700.00 Each \$2,700.00 Each	\$1,700.00 \$2,700.00
1" Lateral on Existing Water Main with Rock Excavation	\$3,700.00 Each \$4,700.00 Each	\$3,700.00 \$4,700.00
New 1" Service Connection	Actual Cost	Actual Cost
New Larger than 1" Service Connection	Actual Cost	Actual Cost

IV. <u>STREET CONSTRUCTION</u>	<u>2018 RATES</u>		<u>PROPOSED 2019 RATES</u>	
	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>	<u>ASPHALT PAVEMENT</u>	<u>CONCRETE PAVEMENT</u>
	<u>ASSESSMENT RATES</u> Assessment Factor =	\$125.00	\$150.00	\$230.00
1. <u>Type "A" Street</u> (New Street, Not Previously Open to Traffic)				
Residential Zones	\$125.00	\$125.00	\$150.00	\$150.00
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$125.00	\$205.00	\$150.00	\$230.00
2. <u>Type "B" Street</u> (Existing Street, No Curb & Gutter)				
Residential Zones	\$75.00	\$75.00	\$90.00	\$90.00
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$112.50	\$184.50	\$135.00	\$207.00
3. <u>Type "C" Street</u> (Existing Street, Has Pavement and Curb & Gutter)				
A. Local Streets				
Residential Zones	\$37.50	\$37.50	\$45.00	\$45.00
Residential Zones on Bus and/or Heavy Traffic Routes	\$33.75	\$33.75	\$40.50	\$40.50
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$81.30	\$133.30	\$97.50	\$149.50
B. STP and NHS Streets				
Residential Zones	\$25.00	\$25.00	\$30.00	\$30.00
Residential Zones on Bus and/or Heavy Traffic Routes	\$22.50	\$22.50	\$27.00	\$27.00
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$81.30	\$133.30	\$97.50	\$149.50

V. <u>ASPHALT RESURFACING</u> <u>ALL STREET TYPES</u> Assessment Factor =	2018 RATES <u>ASPHALT RESURFACING</u> \$28.40	PROPOSED 2019 RATES <u>ASPHALT RESURFACING</u> \$32.00
Residential Zones	\$17.00	\$19.20
Residential Zones on Bus and/or Heavy Traffic Routes	\$15.30	\$17.28
All Other Zone Classifications (1 and 2 Family Use Apply Residential Zones Rate)	\$25.60	\$28.80
INTEREST RATE FOR UNPAID SPECIAL ASSESSMENTS	<u>2018 RATES</u> 4.75%	<u>PROPOSED 2019 RATES</u> 4.50%



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.6.

To approve the report of the Purchasing Manager:

A. To award the purchase of Half Duplex Radios and Lightning Arrestors for the SCADA System for City Lift Stations to TCIC, Inc. for \$73,800.

B. To award a sole source contract to Gridsmart Technologies for the purchase of traffic signal control equipment to be used at seven intersections on West Mason Street as part of WisDOT Safety Improvement Project in the amount of \$147,262.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2-13-19 IS SCADA Radios
2. Madson Project_V2



CITY OF GREEN BAY - PURCHASING DIVISION

TO: I&S Committee
 FR: Rick Jensen, Purchasing Manager
 DT: February 13, 2019
 RE: Purchasing Report
 Cc: Steve Grenier, James Brunette, Diana Ellenbecker

Report of the Purchasing Manager:

1. Request approval to award the purchase of Half Duplex Radios and Lightning Arrestors for the SCADA System for City Lift Stations to TCIC, Inc. for \$73,800.

The following items are replacements for our SCADA system at the lift stations. This vendor is the only one who can provide equipment that can be integrated into our existing network for compatibility.

Improvement and Services - Report of the Purchasing Manager					
Description	Spec #	Funding Source	Awarded Vendor	# Responses	\$ Amount
SCADA System Radios and Arrestors for Lift Stations		428520-55150 429525-55150 Sewer New Equipment	TCIC, Inc.	Sole Source	\$73,800

TCIC Inc		QUOTATION		
628 Mendelssohn AVE N Golden Valley, MN 55427 (763) 557-6648 FAX (763) 557-6408 jr@tcicinc.com		Quotation No 110518		
Roy Campbell City of Green Bay Water Department Henry St Green Bay, WI 54304 920-391-3650 phone		Date Issued 11/5/2018		
John Rudick		Net 30		
Item Number	Description	Quantity	Unit Price	Total Price
MYA4506N	Maxrad 450-470 MHz Yagi Antenna, 10.2 db	0	\$123.00	\$0.00
CSP1NB90	Critec Lightning Arrestor	30	\$60.00	\$1,800.00
APSQ-N400-SSC-HD-22-ENAA	4RF SR+, BR,400-470 MHz, SSC, Half Duplex, 2E2S,EN,AA	30	\$2,400.00	\$72,000.00
NOTES:	Delivery---1-2 weeks			\$73,800.00
Payment terms for this sale are NET 30 days. See Terms below.				
Prices do not include tax or shipping charges.				
Restocking fee: Based on Manufacturer's Terms Minimum Order: \$150				
John Rudick				
Authorized by				



GRIDSMART Technologies Inc.
10545 Hardin Valley Road
Knoxville, TN 37932
USA

Expiration Date 2/28/2019

Quote Number 00001480

Payment Terms Net 30

Prepared By Chuck Wilson
Email chuck.wilson@gridsmart.com

Contact Name Dave Hansen
Phone (920) 448-3098
Email daveha@greenbaywi.gov

Bill To Name Green Bay, WI
Bill To 100 North Jefferson Street
Green Bay, Wisconsin 54301
United States

Ship To Name Green Bay, WI

Product Code	Product	Sales Price	Quantity	Total Price
GS-3-TEN	1.9" to 4.5" Tenon Bracket	\$150.00	7.00	\$1,050.00
GS-3-CAT5	Burial Grade Cat5e	\$450.00	7.00	\$3,150.00
GS-3-GS2	GRIDSMART GS2 Processor	\$9,760.00	7.00	\$68,320.00
GS-3-TCA	GRIDSMART® Traditional Camera Advanced Solution	\$0.00	4.00	\$0.00
GS2-TS2-OPT	GS2 Processor TS2 Module	\$31.00	7.00	\$217.00
GS-3-PFM+	Performance Plus Module	\$4,400.00	7.00	\$30,800.00
GS-3-SMK	SMARTMOUNT	\$3,315.00	13.00	\$43,095.00
GS-3-TS2	TS2 Interface Cable	\$90.00	7.00	\$630.00

Total Price \$147,262.00

Grand Total \$147,262.00

I agree to the above pricing and terms, and would like to place the above product on order.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

To help us serve you better, please make sure Purchase Orders reference Part Number(s), Quantity, Pricing, Quotation Number, along with any special instructions or shipping preferences. Please submit via email to orders@gridsmart.com or fax to 865-249-6608. Thank you.

This quote is subject to GRIDSMART Technologies Inc. Terms and Conditions. Freight, at cost or prearranged by buyer, will be added to all orders FOB Factory. All pricing is in U.S. Dollars (USD\$).



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.7.

To receive and place on file the report of award of contract RAZING BUILDINGS FOR WEBSTER AVE. RECONSTRUCTION - Group #4 to the low, responsive bidder, Best Enterprises, LLC, in the amount of \$26,900.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public RAZING BUILDINGS FOR WEBSTER AVE RECONSTRUCTION Group 4

CITY OF GREEN BAY, WISCONSIN

SUMMARY OF BIDS FOR CONTRACT

**RAZING BUILDINGS FOR WEBSTER AVE. RECONSTRUCTION -
Group #4**

Tuesday, January 22, 2019

Contractor	Bid	Bid Bond
BEST ENTERPRISES, LLC	\$26,900	5%
BADGERLAND DEMOLITION & EARTHWORK	\$32,350	5%
OSTRENGA EXCAVATING, INC	\$46,907	5%
EXPRESS EXCAVATING, INC	\$48,990	5%
Any questions, call 920-448-3100		



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.8.

- A. To hold the contract ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID.
- B. To deny the award of contract RAY NITSCHKE MEMORIAL BRIDGE HYDRAULIC REPAIRS - REBID.
- C. To approve the award of contract WEST SIDE MUNICIPAL GARAGE TRENCH DRAIN REPLACEMENT to the low, responsive bidder, Martell Construction Inc., in the amount of \$28,996.50.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Bid Summary - Public ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID
- 2. Bid Summary - Public RAY NITSCHKE MEMORIAL BRIDGE HYDRAULIC REPAIRS - REBID
- 3. Bid Summary - Public WEST SIDE MUNICIPAL GARAGE TRENCH DRAIN REPLACEMENT

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID

Tuesday, January 22, 2019

Contractor	Base Bid	Alt 1	Alt 2	Alt 3	Bid Bond
ZEISE CONSTRUCTION CO., INC.	\$833,595	\$26,950	\$11,700	\$30,100	5%
Any questions, call 920-448-3100					

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

RAY NITSCHKE MEMORIAL BRIDGE HYDRAULIC REPAIRS - REBID

Tuesday, February 12, 2019

Contractor	Bid	Bid Bond
ZENITH TECH	\$2,974,010	5%
Any questions, call 920-448-3100		

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

WEST SIDE MUNICIPAL GARAGE TRENCH DRAIN REPLACEMENT

Tuesday, January 29, 2019

Contractor	Bid	Bid Bond
MARTELL CONSTRUCTION	\$28,996.50	5%
EXPRESS EXCAVATING, INC.	\$31,594.50	5%
IEI GENERAL CONTRACTORS	\$34,225.00	5%
RJM CONSTRUCTION, LLC	\$34,760.00	5%
FISCHER-ULLMAN CONSTRUCTION, INC.	\$38,659.40	5%
VINTON CONSTRUCTION CO.	\$40,169.80	5%
SOMMERS CONSTRUCTION CO., INC.	\$56,500.00	5%
ZEISE CONSTRUCTION CO., INC.	\$59,577.00	5%
Any questions, call 920-448-3100		



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.9.

To approve the application for Concrete Sidewalk Builders License by Martell Construction, Inc.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # N.10.

To approve the applications for Tree & Brush Trimmer Licenses by the following:

- A. Economy Tree Service LLC
- B. Holtger Bros., Inc.
- C. Nelson Tree Service LLC
- D. Yesterday's Trees

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # O.I.

To authorize a Conditional Use Permit (CUP) for a shelter facility in an Office/Residential (OR) District located at 430 South Clay Street, subject to the following conditions:

- a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.
- b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
 1. Police calls and other documented safety concerns.
 2. Inadequate facilities.
- d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
- e. Conformance with the operating plan submitted by the applicant.
- f. Compliance with all other regulations of the Green Bay Municipal Code.
- g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).
- h. Tax Parcels 14-882 and 14-876 be combined into one parcel.
- f. The facility may conduct activities to serve residents and may occasionally conduct neighborhood outreach events on site, but shall not conduct an ongoing soup kitchen.

BACKGROUND

Reason for Request: To authorize a Conditional Use Permit (CUP) to allow for a shelter facility.

Surrounding Zoning and Land Uses:

Subject Property: Office/Residential (OR) – vacant-former nursing home

North: Office/Residential (OR) Off-street parking

South: Office/Residential (OR) Single-family uses

East: Low Density Residential (R1) Single-family uses

West: Office/Residential (OR) Multi-family uses

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as High Intensity Retail, Office and Housing (HIROH).

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement; the proposed Conditional Use Permit is consistent with the current zoning of the property.

Report: The Transformation House plans to convert 430 South Clay Street from a vacant nursing home

into a shelter to provide a residence for individuals seeking housing as part of the Transformation House. A total of 46 residents are proposed with both a day and night manager on site. A narrative from the applicant is attached within this agenda packet.

The Transformation House, formerly operated a shelter facility, at 436 South Jefferson Street and had been operating there for approximately six (6) years starting in 2012 until last year. Previously, a Conditional Use Approval (CUP) was granted for a room and boarding house at 311 South Jefferson Street which failed to open. The Transformation House currently has office and programming services at 610 South Broadway. It is staff's understanding that the uses on South Broadway will be incorporated to the shelter use at 430 South Clay Street.

The existing structure at 430 South Clay Street is a three-story brick structure built in 1927 and the nursing home use ending late last year. The lot is approximately 19,079 sq. ft. /0.44 acre lot with an adjoining lot with approximately 4400 sq. ft. or 0.10 acre lot that contains parking for the former nursing home.

The applicant has consulted with an architect regarding building code compliance and documentation has been provided within this agenda packet. The use of communal living arrangements for four or more people is permitted with a CUP and must meet minimum criteria that includes the ability to provide parking, no more than four unrelated individuals may share a room (minimum 50 sq. ft. per person), one bath and restroom be provided per every eight individuals, and one kitchen area, one laundry facility and a 600 sq. ft. common area be provided for at least 12 individuals.

Staff did require the applicant to conduct an informational meeting with immediate neighbors. This meeting was conducted on Tuesday, January 15, 2019 and nine individuals from the neighborhood attended.

Staff is recommending approval of the request with conditions. Ald. B. Galvin, the Navarino Neighborhood Association and adjacent property owners within 200 ft. of the subject area have been noticed of the request. As of the drafting of this report, staff has received two inquires with concerns regarding the request and one text message in opposition, see attached.

RECOMMENDATION

Approval of the request, subject to:

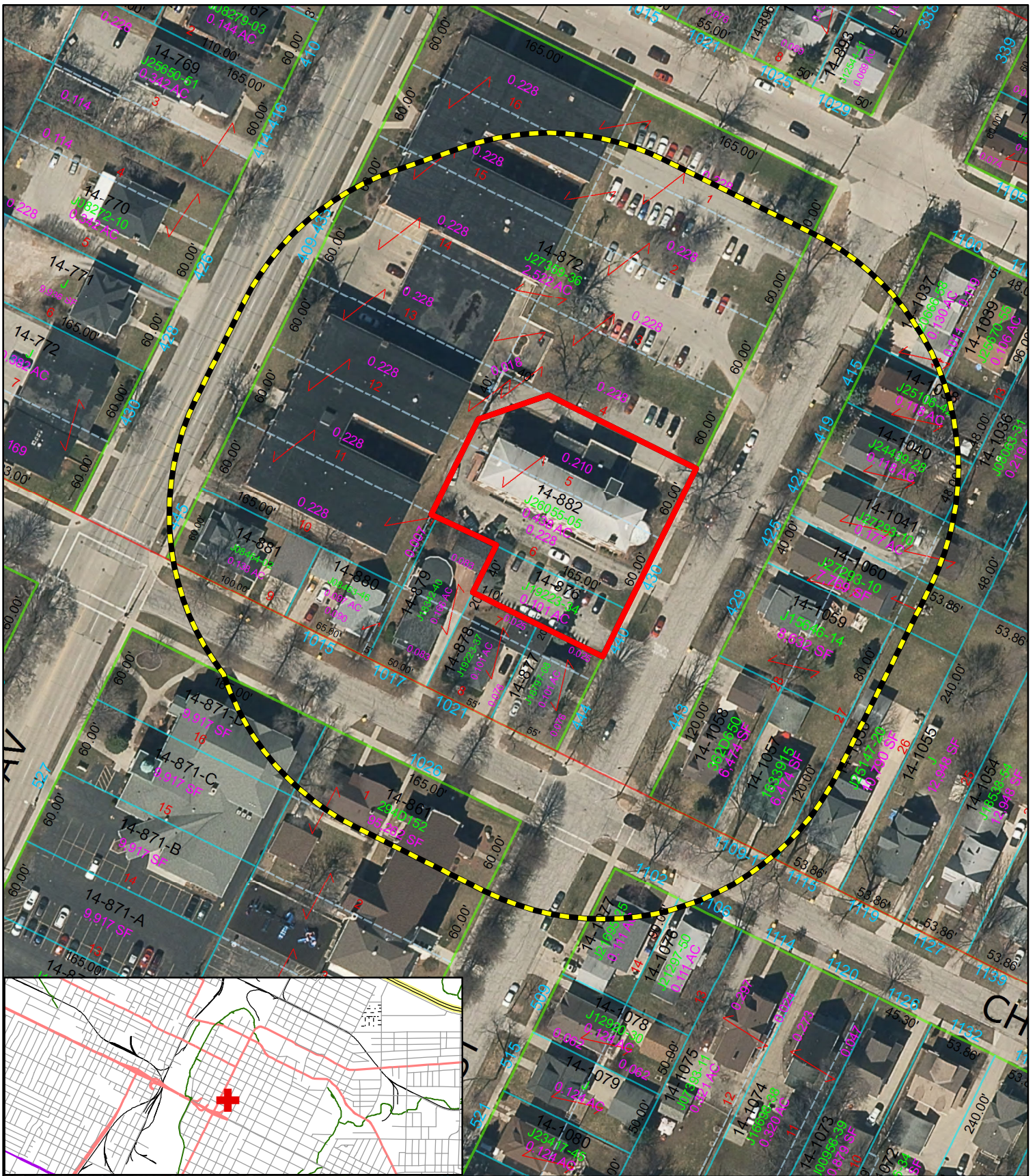
- a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.
- b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
 1. Police calls and other documented safety concerns.
 2. Inadequate facilities.
- d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
- e. Conformance with the operating plan submitted by the applicant.

- f. Compliance with all other regulations of the Green Bay Municipal Code.
- g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).
- h. Tax Parcels 14-882 and 14-876 be combined into one parcel.

FISCAL IMPACT

ATTACHMENTS

- 1. ZP 18-37 letter
- 2. Transformation Proposal
- 3. perform letter 1.30.19
- 4. Larry Gille -Reformatted Text



- Subject Area
- 200' Property Owner Notice



0 5,000 10,000
Feet

Zoning Petition (ZP 18-37)
Proposed Conditional Use Permit (CUP) -
430 South Clay Street

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by PN

Transformation House Inc.

Proposal

Manuelus Reacco

11/12/2018

Encouraging “men to be men”; by providing them with shelter at a reduced/affordable rate while nurturing their Spiritual, Personal, Educational, and Social Development.

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WHAT IS TRANSFORMATION HOUSE INC.

Mission Statement

Encouraging "men to be men"; by providing them with shelter at a reduced/affordable rate while nurturing their Spiritual, Personal, Educational, and Social Development.

Purpose

Transformation House Inc. is dedicated to helping men with emergency and transitional housing needs. Transformation House Inc. is supported by Faith Tabernacle Outreach Ministries, in the Green Bay, WI area and seeks to meet the needs of the whole person, including the physical, emotional, and spiritual dimensions of their lives.

We offer temporary, transitional housing, counseling, job search assistance, specialized seminars, linkage with churches and social services, and other such assistance as needed by our clients.

Our primary purpose is to empower men to retain their independence. We will admit only those men that agree to participate in a program designed to assist them in resolving their present situation. We will allow them to remain only so long as they continue to make steady progress toward that goal.

We recognize that the Church community can provide a network of assistance for the homeless, and we encourage participation between both parties, particularly as it relates to the spiritual growth of the client.

Because we believe that God is deeply concerned with redemption, we encourage (without requiring) individuals to consider Jesus Christ as Lord of their lives, and to participate in Church attendance and on-site Bible studies provided by local Churches.

Transformation House Inc. will not accept funding from any source that demands or otherwise expects the curtailment of the free exercise of its spiritual programs and purposes. Transformation House will not incur any financial liabilities beyond its assets or its ability to repay in a timely and secure manner.

Conviction:

Further the Kingdom of God by reaching out to the poor, the addicted, the hurting, the homeless, the displaced, and the "unwanted" with the message of success in Life through Jesus Christ.

Target:

To evangelize the unchurched, and the unreached in Green Bay who would normally not respond to a traditional church or traditional witness of Jesus Christ. With a strong emphasis, on the working poor.

Goal:

1. Teach that there is victory over current circumstances in life through a committed relationship with Jesus Christ.
2. Train people to look beyond the horizon of possibility in their life, and make powerful commitments for change.
3. Redevelop positive self image in those that are hurting.
4. Watch people move from governmental assistance reliance and dependency towards self reliance and God dependency.

Method:

1. Transformation House Inc. is a managed housing project and life skills training ground for men
2. Soup Kitchen: Hot meal program and point of contact for relational witnessing
3. Food Pantry: Community residents can get free bags of groceries
3. Community Closet: Free clothing, house wares, emergency pantry, and personal hygiene items.
4. TADA (Transformation of Alcoholic and Drug Abusers): Christian recovery group
5. Life support: Individual counseling for emotional problems, financial counseling, money management, job/ business skills, etc.

PROGRAM OVERVIEW

Objectives of the Program

The case management program is the primary method whereby Transformation House Inc. achieves its fundamental goal of helping men find solutions to their current situation, make contact with the church community, and address critical issues that affect their physical, emotional, and spiritual well-being.

Client Management

- Enable clients to identify key problems that have caused their current situation
- Help client create manageable goals that will result in a successful transition to a normal lifestyle with a steady stream of income and housing.
- Help client break goals down into manageable steps
- Monitor clients progress, give encouragement, create accountability, motivate
- Work with other case managers to identify & problem areas and possible solutions
- Assist the client's contact and progress with programs that promote their physical,

emotional, and spiritual well-being.

Staffing

Staffing is the process of meeting with other staff, program personnel, and key volunteers to determine the effectiveness of the program as it relates to specific client cases. Some of the objectives of the staffing process include:

- Keep confidentiality of personal client information
- Assess effectiveness of case management
- Resolve conflicts that arise between the client and the program or staff
- Promote solutions to difficult problems
- Become informed about community resources; their availability and ongoing changes.

RESIDENT ASSESSMENT

Purpose

There must be a way to accurately assess an individual coming into our program if we are going to effectively enable them to regain their independence from homelessness.

We must know when to allow people the freedom to work out their problems in their own way, and when to judiciously apply pressure to help keep them on a track that will enable them to leave our House successfully. We must also have a clear idea about what 'success' means for different individuals who have different needs.

There must be a way to not only assess the individual, but to identify which tasks will enable them to achieve success, and a way to measure their progress in accomplishing these tasks.

And finally, because different case managers will be working with a client, there must be a way to reflect the individual's progress at a given point in time. In this way, our case management will be consistent and cohesive, and the individual will be less confused or be less able to play staff against each other.

There are four factors in client assessment that will help us to clarify an individual's current level of performance, and the appropriate steps that should be taken in order to help them achieve their independence:

- An accurate description of their level of self-management.
- The indicators that will help verify that description.
- The tasks that is appropriate for that level of self-management.
- The desired or expected outcomes that the achievement of the tasks should accomplish.

Description of the level of self-management

Each level can be defined by the ability of the individual to manage their ability to regain their freedom from homelessness.

There are those who are highly motivated and who only need our support while they work on achieving their goals. At the other extreme are those who are unwilling to take responsibility for their situation. In between are those who need some management and those who for a number of reasons are unable to manage their lives.

It would be counter-productive to try to manage someone at an inappropriate level. The highly motivated will feel too restricted and may leave the program because they did not have enough

support and freedom to finish their tasks. On the other hand, the highly unmotivated will create havoc until they are carefully managed on a strict level of accountability.

For all practical purposes, we will use the following procedure in initially assigning a level to an incoming client:

- All clients are assumed to be at level two when they complete their intake
- If there is an indication of a history of drug use, they will be initially placed at level three.
- If there is an indication of unwillingness to take responsibility for their goals, or if there is clear evidence of current or ongoing substance abuse, then the person will be assessed at level four and will not be permitted to enter the program until they have met appropriate criteria.
- While some may appear to be at level one, it will still be necessary to assess them at level two until after they have been in the program for at least two weeks and have been case managed and had an initial assessment with a counselor. This should be done in an encouraging manner, however, with the assurance that after the initial period they may be given more latitude.

Indicators

There are indicators that help identify a person's level of personal accountability and ability to manage their own goals.

Since our program is designed around the needs of the homeless, some are obvious if they are to have independent lives:

- Does the client have a dependable stream of income that is adequate to meet their needs? Is the client willing to obtain a dependable stream of income?
- Is the client employable? Do they have a good or fair record of employment?
- Will the client have problems renting a house or apartment? Will they have a problem with a referral from a previous landlord or utility company?
- Does the client have a good or fair credit history or financial record? Can they

- successfully pass a credit check? What is the size of their personal debt?
- Has the client had a previous problem with substance abuse? If so, have they addressed it in a clear and responsible manner?
- Does the client have problems with health or mental health? Are they receiving appropriate treatment for their condition?
- Why are they here? Is there a chronic problem that has caused their current situation? Can our program address it? Is the client willing to address it in our program?

These are indicators that will help us to determine what tasks need to be accomplished if the client is to be successful.

Tasks

What will the client have to do in order to leave our House successfully? Some tasks need to be accomplished by all clients.

- They must find an adequate stream of income, whether it is a job or a grant or a combination of several sources of income (job, education grant, etc.).
- They must find adequate housing within their means of income. Those with certain disabilities might be able to apply for Section VIII housing or other forms of assisted living. Some will have to find an apartment that will address special needs such as handicaps or accessibility to convenient transportation and schools
- They may have issues that need to be resolved by counseling. All clients will have an initial assessment by a counselor. Those who are willing or who have serious problems will be able to continue counseling at the House and even after they leave.
- They may have health issues that need to be resolved. They will have to attend a weekly house meeting.
- All clients will have to attend a weekly case management session that will help them set and keep personal goals.
- All clients will be required to open a savings account, and will have to verify the status of that account at each case management session.
- All clients of course will have to keep their rooms presentable and will have to do an additional daily chore around the House. Inspection scores will be part of their ongoing case management file.

Some tasks will depend upon the level of the client, such as:

- Drug testing will be required whenever there are substance abuse issues. Those who have had problems in the past, or whose behavior indicates the possibility of substance abuse will be subject to random drug tests. Those who are in a drug or alcohol treatment program will have to supply a release of information to their case managers and counselors so that the results of their drug tests can be verified.
- Group sessions that are designed around a specific need will be required whenever a client has indicated a need for that particular group. Some groups would include, 12-step substance abuse groups, abused men or women's group, anger

management, financial solutions, etc. Parents with children will be required to attend a parenting group.

- Counseling will be available or even required of clients who have demonstrated a need that should be addressed by a counselor, such as marriage problems, abuse issues, uncontrollable anger, family counseling, etc.
- Special tasks as required by the client's situation, such as auto registration, securing identity, birth certificates, job training, education, etc.

Outcomes

Defining success is simple in most cases: The client is able to leave the House with an adequate job or stream-of-income and an adequate place to live. We can however attain a measure of success at all levels, even with those who are in the process of failing.

Levels 1 and 2

Even where the client has had to struggle to overcome problems, the ultimate outcome is that they find housing with adequate income to support it. Even more important, however, is that the client be able to maintain that independence and not fall back into cycles of negative behaviors. Additional measures of success that should be included in the client's goals are:

- *Resolution of any chronic problems that contributed to their current situation.* An example would be unmanageable debt that caused the client to fail because of garnisheed wages, escalation of interest, etc. In this example, the client should also leave the House with a plan through Consumer Credit Counseling to consolidate their bills and repay them at an agreed-upon level that will allow them to manage at their level of income.
- *Linkage with ongoing support groups.* Families who are successfully linked up with a church seems to do better. They have a larger support group to help them with real problems and encourage them to overcome other chronic problems. Another type of ongoing support might be a 12-step group either at the House or in the community.
- *Continuing processes that remain uncompleted.* For example, some clients have issues that need follow-up. It may have taken them years to sink into their condition, and it may take awhile for them to work out the details of their hard-won freedom. The client should be encouraged to follow through with any processes that have begun, either through our continuing counseling program, or through other means.

*Level 3 * Unable to manage their lives...*

- Many are homeless because they simply do not have the ability to live independently. Some do not have the capacity to think clearly enough to hold a job; others have conditions from birth or through the ravages of drugs or alcohol, that have left them permanently disabled.

- There may be some who can be helped through a combination of low paying jobs and 'mercy housing', or below-market rentals supplied by a support person (e.g., family member, and friend) or group such as their church. Others might be eligible for assisted living programs that can meet their need.
- In the case of those who are clearly unable to manage goals, the case manager must take the responsibility to guide them into an appropriate situation.

Level 4 -- Unwilling to manage their lives...

- Many clients have periods of depression, anger, and fear that result in their unwillingness to manage their lives. If we can help them work through these periods and raise them to a Higher level, we have done well. However, there are ultimately limits to what we can do for a person - in the end they, and not we, are responsible for the choices they make.
- It is important to correctly assess an individual at this level. This is the level that results in the most destruction to the House, disruption to the program, and risk to clients and staff. Anyone at this level must be constantly monitored and carefully managed. Firm walls must be set in place so that the client knows beyond any doubt what the consequences will be if they choose a destructive course of action - and there must be no doubt that we will follow through with the consequences.
- Asking someone to leave the House is not always failure, and part of our strategy includes goals that can be achieved even at this level. Facilities such as Diversion may be a more adequate for persons reaching this level.
- When someone is excited because of a failure to manage their lives, we should try to accomplish the following in an exit interview:
 - Take the time to show them what progress they have indeed made.
 - Make it clear to them that if they ever come to a point in their lives where they are willing to be responsible as evidenced by the completion of specific courses of action such as entry into a monitored substance abuse program in the case of an abuser), then re-entry into our program is possible.
 - Get their response as to why they think they are being exited. We need to know if there is something in our program that we need to look at and possibly change.

*Level 5 * In-Treatment or Outpatient treatment*

- When a client fails a drug or alcohol test, or admits to substance abuse, or expresses a desire for treatment, they can remain or be readmitted to the House if they finish a treatment program or enroll in an outpatient treatment program'
- Those who are in outpatient treatment must sign a release-of-information form so that case manager\$ and counselors can coordinate our program with the treatment.

- Where constant drug or alcohol testing is required or needed, it will become the clients responsibility to pay for the testing.

Level 6 -- "Last Chance" warning with specific contract

- It's sometimes difficult to assess whether a client is failing because of lack of ability or misunderstanding, or because of deliberate attitude. When it becomes apparent that the client is about to self-destruct or fail, they should be put on notice and given a last chance to evaluate and change their behavior.
- This level works only if there is a specific, definable pattern of behavior that can be addressed with a contract, such as cleaning or chores, or attendance at mandated programs. The client should be assured that we want them to succeed, and we will give them a very specific opportunity to complete a contract and return to a level 2 or 3 status.
- Outcome goals include a positive resolution and a return to a higher level, or an exit from the House with a clearer understanding of why they have failed and a clear understanding of what will be required of them if they want to return to the House.
- If they are exited and then return later to the House, they may be admitted as a level 6 with a short-term contract to verify their willingness to work with our program.

Procedures

The following procedures should be used in assessing the level of client performance:

- All clients enter the program at no higher than level two. Because they are seeking our assistance, we must assume that there is a reason why they need our help, and gently look beyond their need to present themselves in the best light possible.
- Levels should be reassessed each case management session, and reported at each staffing.
- The program manager should be informed of any client who receives a level three or higher assessment.
- In the case of level four, all contracts and other expectations should be put in writing and included in the case file.
- The program manager must be notified of level six assessments, and a written contract with a firm exit date must be put in writing, signed by the client, and placed in the case file. Clients who are exited at level six may re-enter the program, but at level six, with a clear understanding of their responsibilities and a very short initial exit goal.

LEVEL 6 FORM

WARNING

You are receiving a warning notice because of the following reason(s)

You are now at a 'Level 6' case management track. This means that your new exit goal will be no later than three days from now, or on _____.

This will only change if you do the following:

I agree to the written contract above. I understand that I will be immediately exited from the House if I do not keep this contract.

Resident

Date

Case Manager

Date

VIOLATION WARNING FORM

WARNING

WARNING # _____

DATE: _____

REASON:

Further violations may result in the termination of your stay at open house

If this is your final warning, you have _____ hours/minutes to remove your belongings and yourself from Faith Transformation House. Any belongings left behind will be disposed of immediately.

Actions that must be taken by: **Immediately:**

RESIDENT: _____

ROOM # _____

STAFF: _____

DIRECTOR: _____

(KEEP DUPLICATE COPY IN FILE)

CURFEW

Purpose

Establishing and enforcing a curfew at the house is desirable for two main reasons:

1. We create a safer environment. Our facility is not open to the general public, especially at night. Outside entrances to the House must be secured and maintained always, but especially at night.
2. The clients need to establish and maintain a certain level of responsibility for themselves. A curfew will encourage them to develop a sense of responsibility, and at the same time encourage them to continue taking steps toward self-sufficiency.

It is true that there will always be extenuating circumstances. It is also true that the curfew will be tested by those who feel a need to maintain control over their lives by taking control of the program in areas such as the curfew. We will not always be able to discern clearly between the two. For this reason, we will establish a policy that sets and maintains a clear boundary with consequences. All staff will be expected to work within the boundaries and to clearly communicate them to the clients.

Procedures

Anyone returning to the house after curfew will not be allowed in; Clients will be told in advance that if they come late, don't even knock, just come back in the morning. The following are the only exceptions that will be made:

1. Those whose shifts cause them to come home between curfew and 7:00 AM. Case Management staff will verify their employment and will post a schedule with the House Manager, who is responsible for security after curfew. If a person's name is not on the schedule, they will not be admitted to the house until they have been verified by a call to their Case Manager.
2. Those who have legitimate reasons for a late arrival, and have made arrangements in advance with case management staff. These arrangements must be logged in, or the staff on duty at curfew cannot let them in the House. In most cases, proof will be required by their case manager to verify the actual circumstances of their request.

Those who miss curfew will not be admitted before 9:00 AM the following day. They will be required to first check in with the Case Manager on duty before they can go to their rooms. The Case Manager will take down their story and gather any proof that the client offers and attach it to their file.

If a client does not have a reasonable or verifiable excuse, they will be asked to remain out of the house until their Case Manager and the Program Manager review their case. Following a case review, the following steps may be taken:

If it is determined that they may have a reasonable and verifiable excuse, they will be readmitted to the House, without prejudice.

If they do not have a reasonable and verifiable excuse, they will be asked to move out of the house immediately and not be readmitted for at least seven days. At that time their case will be reviewed and they may be readmitted, subject to available space.

As with all of our program policies, it is expected that this will be administered in a consistent and equitable manner. The desired result of this policy is that clients will be encouraged by a fair, consistent policy that keeps them safe and on track.

CURFEW CHECK LIST

	Present	Absent	List Absent Person(s)
ROOM # 1-A			
ROOM # 1-B			
ROOM # 2-A			
ROOM # 2-B			
ROOM # 3-A			
ROOM # 3-B			
ROOM # 4-A			
ROOM # 4-B			
ROOM # 5-A			
ROOM # 5-B			
ROOM # 6-A			
ROOM # 6-B			
ROOM # 7-A			
ROOM # 7-B			
ROOM # 8-A			
ROOM # 8-B			
ROOM # 9			
ROOM # 10			
ROOM # 11			
ROOM # 12			

UNUSUAL HAPPENINGS

Date: _____

Signed: _____

WEEKLY CHORE LIST

Week of _____
3rd Floor

ROOM

CHORE

FOYER: Sweep and mop floors, clean walls and windows, clean utility closet.

KITCHEN AREA: Sweep and mop floor, pick up garbage and empty, straighten tables and chairs; clean microwave, stove, oven exhaust hood, and counters.

TV ROOM: Pick up all litter from area, straighten furniture, clean and dust, empty garbage cans and replace bags.

CLASS/MEETING ROOMS: Wipe all baseboards and fixtures in 2nd floor common area. Wipe windowsills, doors in the west stairwell, clean walls and clean utility closet.

FIRE EXIT AND BACK HALLWAY (DO NOT OPEN FIRE DOOR)
Sweep and mop back hallway.

YARD IN BACK OF HOUSE: Pick up all debris in yard from the fence to the sidewalk, including cigarette butts.

LAUNDRY ROOM: Pick up all garbage, wipe off washers and dryers, dust windows, sweep and mop floor.

MAIN LOBBY: Sweep main lobby, wash windows and wipe sills between children's play area and lobby, and windows in outside doors (both pair of double doors). Mop entry way between double doors.

WOMEN'S BATHROOM IN THE MAIN LOBBY: clean toilet and mirror. Replace toilet paper and notify resident manager if towel dispenser is empty.

MEN'S BATHROOM IN THE MAIN LOBBY: Sweep and mop floor, empty garbage, clean toilet and mirror. Replace toilet paper and notify resident manager if dispenser is empty.

WEST STAIRWELL: Sweep and mop stairs from the 2nd floor to the basement.

PARKNG LOT AREA: Pick up all litter in the parking lot, on this sidewalk, and the landscaping around the parking lot.

DEATH IN THE FACILITY PROCEDURE

Purpose

In the event of a death in the facility, the following procedures will be observed:

1. On duty staff will
 - call 911
 - secure the area for potential investigation
 - clear all unauthorized personnel from the area
2. The Assistant Director will be immediately notified in the event the Executive Director is unavailable; the following person will be called:
 - Program Manager

PROCEDURE FOR HANDLING INCOMING MAIL

Overview: This procedure has been established to provide a safeguard in handling incoming cash donations, invoices, and other items that are sent through the mail service.

Procedure:

Administrative Assistant:

- Pick up all mail from the post office box and receive all incoming mail, other than client mail, at the Transformation House Inc. physical address.
- Open all mail, stamping each item with the current date"
- Log all checks and cash received.
- Run a total of all cash donations received.
- Give all cash donations along with log of checks and cash received to bookkeeper.
- Open, stamp with current date, and give all invoices and bills to bookkeeper.

Bookkeeper:

- Process all invoices and bills

TRANSFORMATION HOUSE INC. PROJECT DISCRIPTION

The following is a suggested criterion for residents referred to the Transformation House Inc.(TH), an effort of Faith Tabernacle Outreach Ministries.

The program manager will screen all applicants, and if the prospective resident meets the criterion established by TH, they will then be referred to a house manager for their room assignment.

Qualifications:

- Be a Male
- Be at least 18 years of age
- " Must have verifiable employment and or legitimate means of income
- Be able to provide first week's program fee
- Agree to participate in continued case management for the length of stay.
- Be willing to comply with all provisions on the TH residential agreement
- Be alcohol and drug free
- A resident having been convicted of crimes involving moral turpitude may qualify for the transitional program if they have complied with all legal requirements relative to their conviction and must be considered a good risk by the TH Executive Director and community correction officials.
- Must not have been discharged from a residential program because of noncompliance issues within 30 days of application

Requirements:

- Weekly case management (moving to Bi-weekly case management as deemed appropriate by the case manager)
- Abstain from the use of alcohol or drugs.
- Agree to random alcohol testing (breathalyzer)
- Continue with all case management requirements
 - a. counseling
 - b. 12-step group
 - c. education (in the absence of a high school diploma - GED/HSED)
 - d. any other issues deemed appropriate by the case manager

Termination Clause:

A tenant who has violated the terms of their agreement with TH will be given the opportunity to vacate the premises within three days, and an exit interview will be conducted.

INTAKE & ORIENTATION

Purpose

The process of client intake and orientation is critical to the smooth operation of the program and the long-term well being of the client. Both processes are necessary and have their own specific goals. In an ideal situation, a client goes through the intake process prior to admission to the House, followed by an orientation process two days later.

During the two day wait, the program manager will verify information on the intake form and complete pertinent background and criminal activity reports.

In the initial process, the client is often focused on the immediate need of getting into the House. They will agree to almost anything, and say what they think we want to hear their ability to absorb all of the necessary information we think they need is limited by their emotional fears of potential rejection, loss of personal power and identity, and other survival thinking processes.

It is important that the intake process is carefully considered. Only the most basic expectations should be communicated. The orientation process is more effective after the client has been accepted into the House and has overcome some of his initial fears.

On the other hand, a common reason for client failure is the phenomenon called 'acclimation.' The client will lose the initiative they need to make continual progress when they become used to their surroundings and when life in the House becomes 'normal'. Unless appropriate pressure is continuously and judiciously applied, the client will sometimes sink into an apathy and denial of their responsibilities" Rather than viewing the case manager as a resource and problem solver, the client will begin to create an adversarial relationship based on evasion and transfer of responsibility to others.

It is important there for to get the relationship off on the right foot, and create a climate where the client can continually assume responsibility for their recovery and or successful "life" achievement.

HOMOPHOBIA AND INTAKE PROCEDURES

Because of our belief in the Love of God for all people, Transformation House Inc. does not allow the practice of discrimination of any kind in its facilities.

However, we do subscribe to the viewpoint that sexual activity outside the bonds of a heterosexual union between a man and a woman is a moral issue clearly stated in the Bible, as being against the moral principles defined by God for the good of humanity.

This includes all sexual activity among humans, including same-sex couples. While sexual union between husband and wife is honored and respected by the Church community in general, extra-marital sexual activity is expressly forbidden at the Transformation House Inc.

We will admit people to the house without regard to their sexual preferences. We will not permit discrimination against any person in the house for any reason.

In regards to the signing of statements against homophobia, the Transformation House Inc., board of directors sees this as a condoning of immoral behavior, as well as a subtle attempt to degrade an honored Judeo-Christian principle, and there for will not require or use such statements in its intake procedures.

CLIENT INTAKE

Goals:

- (1) Gather accurate, pertinent information.
- (2) Help client establish a healthy relationship to the program and staff.
- (3) Communicate only the most important and basic information.
- (4) Establish a sense of personal responsibility.

Procedures:

Gather accurate, pertinent information.

The Client Intake form is the basic instrument for gathering initial information. Included on the form are questions that are not necessarily pertinent to our program, but are used for gathering information for the Transformation House Inc. program. Unless otherwise directed, all questions on the form should be answered.

As far as possible, put the client at ease and try to create a climate of trust in which the client knows that their honesty will be appreciated and that it is all right for them to have problems such as a drug and alcohol history, outstanding warrants for criminal charges, credit problems and so on. Even if their problems will keep them from being admitted to the House (such as

child sex-offender convictions), they should know that we will try to help them find solutions.

Help client to establish a healthy relationship with the program and staff.

Look for signs of evasion and disingenuous answers. Do not hesitate to challenge answers that appear to be less than honest. Immediate trust can be established when the client finds that you are more interested in truthful answers rather than 'correct' ones. If they sense a basic respect for them even after they have revealed painful personal information, they can begin a healing process from their initial contact with Transformation House Inc.

Make sure that the client understands that while they may be able to live at the House for an extended length of time, they are initially being admitted for a trial period. This will help establish a sense of on-going personal responsibility on their part that will greatly assist the case management process.

Communicate only the most important and basic information

We have a lot of important information that the client needs to understand. Most of it can wait for two or three days. It will have greater impact when the client hears and receives it for the first time. If they do not assimilate the information the first time they hear it, it will have less initial impact when it is repeated later.

Initial items that must be covered on the intake include:

1. Process ***Intake Form*** and answers. Have them sign this form.
2. Introduce ***Simplified Rules*** agreement (Note: tell them that the Case Manager may add additional requirements during future case management sessions). Have them read and sign this form.
3. Introduce chores, Room check, curfew, and substance abuse policies.
4. Provide a program schedule and highlight required meetings that they will be expected to attend prior to their orientation or first case management session.
5. Introduce and have them sign a ***Release of Information*** form.

Establish a sense of personal responsibility.

When the client leaves the initial interview, they should have agreed to the basic rules, to keeping their rooms clean, and to doing their House chores. They should understand that their own personal conduct, their room, and chores will be inspected will help determine whether or not they will be allowed to remain in the House after the initial trial period.

ORIENTATION

Goals:

- (1) Determine client eligibility for further admission
- (2) Distribute the orientation packet
- (3) Confirm assignment of client case manager and counselor
- (4) Tour the client store and distribute initial 'care package'

Procedures:

Determine client eligibility for admission

Prior to meeting with the client, review the intake file, their criminal background check, residential agreement, financial covenant, and assessment. If there have been questionable behaviors, check with the Executive Director for input into letting the client enter the Transformation House Inc..

Check the board to verify the client's assigned case manager and counselor, or check with the program manager if assignments need to be made.

Prepare yourself for the interview. This will probably be the first actual session with the client, and it is important that they see a consistent attitude in the staff that communicates a positive and loving willingness to help them address the most serious problems. Check yourself for undefined feelings of harshness towards the client, especially if you have had a trying day. You must remain calm and firm and caring in the face of intense sessions that may have to address faults that cannot go uncorrected.

Prepare an agenda that covers all pertinent areas, and create an initial plan that will allow you to complete the entire orientation process in a 45-minute time span.

Review initial stay with client, and address any problems that may have come up.

Spend a few moments getting to know the client. Set a friendly tone and introduce a brief agenda that will help the client feel comfortable with the session.

Address any incidents or problems at this time:

- If the decision has been made to refuse entry into the House, be prepared to give the client available options for other programs in the area, if appropriate. Remember that the client, not you, is responsible for their situation. This may be an important and necessary step in helping the client come to the conclusion that they have to accept this responsibility.
- If the client will have trouble adjusting to House life, be prepared to spend some time

discussing this. However, the client must agree to abide by the rules, including chores and clean rooms. If they remain resistant, it will be necessary to ask them to leave.

In most cases the client will be staying, and the session should be designed to end on the highest note possible. If the client leaves with the conviction that they will be able to find solutions to their most serious problems, it will set the tone for their entire stay at Transformation House Inc..

Distribute the orientation packet

The orientation packet should contain at least the following:

- House rules (special agreements may be left for 1st case mgt session)
- Release of information form (check for signed form during intake)
- Warning notice sample (discuss warning notice policy)
- Community Resource guide
- Chore chart (cover policy again)
- Room inspection form (cover policy again)
- Safety plan (fire exits, smoke alarm policy, etc.)
- Program schedule (cover policy again - highlight required meetings)
- Grievance form (do not include - but mention that we have a grievance procedure)
- etc.

Plan to spend time covering each area briefly. Emphasize that all staff is available to clear up any questions that they may have in the future.

Confirm assignment of client case manager and counselor

Discuss our case management and counseling programs and answer any questions that may arise.

Make sure the client has the names of their case manager and their counselor as well as the date and time of their initial session with each.

INTAKE & REFERRALS

Purpose

Making wise decisions about who can enter into the House program is important. There must be a balance between the need for House and the ability to benefit from our program. Especially when we have to turn people away, we must have a clear understanding of who is the best choice for limited House space.

Some of the key factors in making these decisions involve

1. Basic Conditions,
2. Triage of Need,

3. Source of a Referral to the House,
4. Appropriateness of Available Space.

Basic Conditions

Those who are to be considered for admission to the House must be able to meet the following basic conditions, which should be clearly communicated to the client and/or referral sources:

1. They must be available for an immediate intake interview. We will not hold rooms open. If it is not convenient for them to come in for an interview within a 24-hour period, and others are waiting to get into the room, then give them our apologies and let them know that they will be informed when another appropriate room comes open.
2. The rooms must be occupied by 4 PM of the day of the orientation process. If the person does not show up or communicate with the House, then the room will be offered to the next most appropriate candidate. If the person has placed personal items in the room, these items will be bagged up and placed in safe storage for no longer than thirty days, and then disposed of. Make sure that they have signed the rules on intake and are aware that they must enter the House or their belongings left in the room will be disposed of.

Triage of Need

We will get to the point where we will have to turn people away, which means that we have to choose who gets a room and who doesn't.

The concept of Triage helps decide who is most likely to benefit from the room as opposed to who has the most urgent need for the room. It is a concept developed by medical worker's in wartime and disaster situations. When it is obvious that not everyone can be helped, then there must be a way to make a decision about who will get help and who will not. Victims are normally broken down into three groups:

1. Those who are likely to survive if help is given.
2. Those who are likely to die even if help is given.
3. Those who can survive without help

in our House Intake process, our most effective strategy is to give the room to the one who is most likely to succeed rather than to just the one who needs it most. It is not always obvious during the intake process who is likely to succeed; however, when it is apparent that someone is likely to fail because of substance abuse or resistance to our rules or program, then they should not be selected just because their need is more urgent than someone else's.

When a choice has to be made about who gets a room, and the possibility exists that our program can be of help to all parties being considered for the available room, we observe the following order of precedence:

1. Willingness to participate in program requirements

2. Willingness to sign release of information forms
3. Verifiable employment
4. Ability to maintain payment of program fees
5. Length of sobriety

Referral Sources

Because Transformation House Inc. is a response by the church community, and because one of our primary goals is to establish a link between the client and a church, we will give a referral from a church special consideration. However, it is important to communicate with all referral sources in order to build good will and understanding in the community.

The following procedures apply specifically to a church referral:

- Get the name and phone number of the church contact person and write the request and the contact name and number into the log so that others know that a Church is seeking to refer someone into the House.
- Do not guarantee the room either to the church contact person or to the person being referred, especially if an intake interview has not been conducted. Make it clear that what is being offered is a chance to have an intake ahead of others who are waiting to get into the House.

In addition, the following applies to all referrals, including church referrals:

- Let them know what the likely availability of an appropriate room is. If an appropriate room is not available, be sure to let them know and ask them to keep in touch on a daily basis.
- After the intake, if there are others whose needs are greater (according to the triage method above) the room goes to the one with the greatest need. If the referral client is turned down, call the referral source and explain the reason why. If it is because of a greater need and the intake was otherwise successful, assure the contact person that the person has successfully completed their intake and will be admitted to the House at the earliest possible time,

APPENDIX

HOUSE RULES

RESIDENT MANUAL

Communicable Disease Control

BUILDING LAYOUT

INTENTIONALLY LEFT BLANK

January 30, 2019

Paul Van Calster
Inspection Service Specialist
100 North Jefferson Street
Room 608
Green Bay, WI 54301-5026

RE: Transformation House
Project: 430 S Clay Street – Change-of-use Analysis

Transformation House, Inc. has purchased the former Santa Maria Nursing Home building located at 430 S Clay Street in Green Bay.

This property is zoned OR - Office/Residential. Transformation House, Inc., a non-profit local ministry organization designed to transition men in difficult circumstances back into productive, faithful and self-sufficient lives, wishes to change the use of the building into a congregate living facility. This rooming house/boarding house repurposes the former nursing home, which was originally built in 1927. This change of use is considered a conditional use of the property per the zoning ordinance. Of particular interest is that this facility was built originally for St. Mary's whose mission was to help destitute mothers and their children (source: Wisconsinhistory.org address of 428 S Clay St.). Per the International Existing Building Code (IEBC) this considered change of use from an I-2 (institutional care) occupancy to an R-2 (dormitory) occupancy is being requested. This change of use is from a higher to a lower risk factor. As such no modifications are required to the building particularly since the building is not undergoing construction modifications at this time. Required by the IEBC is that the changed-of-use elements of the building comply with the standards of that use as outlined in the building code.

A thorough investigation of the building and systems has been undertaken, and a code and zoning review have been undertaken.

- Primary structure and exterior shell –
 - sound, no visible deterioration

- Life Safety –
 - fully compliant NFPA 13 System in place. Exit and emergency lighting in place. Handheld fire extinguishers placed throughout the facility. Pull stations and annunciators.
- ADA –
 - accessible side entrances with ADA ramps with buzzer/intercom communication. Internally a 4,000 lbs hydraulic Elevator.
- Commercial Kitchen –
 - type 1 hood, NSF stainless countertops, commercial cooking equipment and refrigeration equipment. Kitchen handheld class-k fire extinguisher. 3 compartment sink and grease trap.
- Mechanical –
 - gas boiler for steam and hot water heat. Air handler for the newer addition. large hot water domestic boiler.
- Electrical –
 - updated and maintained electrical systems.
- Plumbing –
 - original count and configuration of most fixtures: lavatories in every sleeping room, shared central toilets, shared central shower/bathtub room, and janitorial closet on each floor. The first floor contains additional en-suite bathrooms connected to bedrooms. The public assembly spaces contain an ADA accessible toilet room. One gang restroom has no lavatory in it.

- Egress Capacity – complies

- Approx. Floor Areas:

Basement	First	Second	Third	Attic (Stor.)
5500	6600	4000	4000	4000

Although the owner is not modifying the building now, the owner is still required by the International Building Code (IBC) to comply with the standards set forth therein for R-2 (Dormitory)

residences. This includes calculating occupant loads at 50 GSF/Occ., and a correlation of sleeping accommodations to minimum plumbing fixture counts.

The building has the following matrix of bedrooms:

	Small w/ Attached Bath	Small Bedroom	Large Bedroom
First Floor	3	1	3*
Second Floor	0	15	4
Third Floor	0	15	4

The three large bedrooms (*) on the first floor that are in the stairwell exit path will not be used as bedrooms, but rather as business space. They are historic non-conforming and are not simply reconfigurable. Accessory business use would allow their continued use but minimizes the fire hazard. The rooms are identified as RM108, RM126 and RM127. A small bedroom is right around 100 SF in size and therefore would allow space for two occupants. A large bedroom is right around twice that size and would allow space for four occupants.

The building has the following matrix of plumbing fixtures:

	Attached bathrooms	Toilet	Tub/Shower
First Floor	3	1	1
Second Floor	0	3	2
Third Floor	0	4	2

note:

1. each bedroom that is not attached to a bathroom has a lavatory in the room.
2. the first floor and basement each have one (1) fully ADA compliant unisex toilet room not included in the above counts.

Per the minimum plumbing fixtures required:

Toilets to Beds	1:10	Tub/Shower to Beds	1:8
Second Floor	0	3	2
Toilets (8 Fixtures)	8x10=80 beds max	Tub/Shower(5 Fixtures)	5x8=40 beds max

Bedrooms that use these shared facilities is:

	Small Bedroom	Large Bedroom	Beds
First Floor	1 x 1	0	1
Second Floor	15 x 1	4 x 1	19
Third Floor	15 x 1	4 x 1	19
Total	31 Beds	8 Beds	39 Beds

Additionally, the three bedrooms with attached bathrooms can each have 2 beds per room.

3 Rooms x 2 Beds = 6 Beds



Superior Performing Environments™

With no building alterations but meeting the requirements of an R-2 (Dormitory) Occupancy, this facility can accommodate **46 beds maximum**.

As owner and operator, should Transformation House wish to make interior building alterations in the future, based off of bedroom size and gross area per occupant, a maximum occupancy of $(31 \times 2) + (8 \times 4) + (6) = 100$ Beds *[small bedrooms x occ] + [large bedrooms x occ] + [bathroom attached bedrooms occupant count]* would be permissible.

Any additional bed count above 46 beds within the facility would require additional shower/tub fixtures and potentially toilet fixtures. These could be accommodated within the existing shared shower rooms as they are currently sized for I-2 use (caretakers assisting non-ambulatory persons in bathing or showering).

It is my professional opinion that Transformation House, Inc.'s planned use of the facility conforms to Wisconsin Building Codes and should be considered for a conditional use permit as a rooming/boarding house.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ry — B/L'.

Ryan Bakke, AIA

cc: Mr. Manuelus Reacco, file

Paul , my name is Larry Gille , my address is 515 So. Clay St . Green Bay . Cell Phone number is (920) 4375607 . I have a concern over the transitional living housing at Santa Maria Nursing that will be proposed Feb 11Th at the planning Commission meeting . I hope you bring my concerns to it as I am in Maui Hi . until mid April . I strongly oppose this for my neighborhood as I feel it will have a negative impact on houses in the area , as you know people have been cleaning up and remodeling these houses and starting to eliminate absentee landlords . HUD has built several homes for people on Chicago St . This proposed program would be a real backward step . There is a school here with many kids and also many after school activities. This would not be a safe environment for any children in the area . The elderly in the neighborhoods safety would be or could be compromised also. I am well

aware of the dangers that could exist as I was on the board of directors of the old Shalom House another half way home . The State forced us to take everybody they sent , including sexual offenders . When that came about we actually closed up the half way house for safety of the Neighborhood . Please use this text as a strong , strong opposition to the proposed program . please give me a call back at (920) 4375607



Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # O.2.

To authorize a Conditional Use Permit (CUP) for a minor auto repair facility at 2425 West Mason, subject to the following conditions:

- a. Inoperable or unregistered vehicles not associated with repair work shall not be stored on-site.
- b. No outdoor repair work and no outdoor storage will be permitted. All vehicle parts and tires shall be stored inside the enclosed building.
- c. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the conditional-use permit, including standard site plan review and approval compliant with Chapter 13-1800.
- d. Compliance with the submitted operating plan.

BACKGROUND

Primary Address: 2425 West Mason Street

Aldersperson/District: Ald. John Vander Leest / District 11

Reason for Request: To allow a minor auto repair use on the subject property.

Subject Parcel Zoning and Land Use: The property is zoned General Commercial (C1) District and is currently vacant. The site was formerly used as a towing shop.

Surrounding Zoning and Land Uses:

North: Community Center - Commercial (C3) - Commercial land uses

South: Highway Commercial (C2) - Auto related use

East: Business Park (BP)/Pending (rezoning to General Commercial (C1) - Vacant light industrial use

West: Highway Commercial (C2) - Car Wash

Comprehensive Plan: The 2022 Smart Growth Plan designates the subject property and general area Commercial (C).

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed Conditional Use Permit is consistent with the current zoning of the property.

Analysis: The request for the Conditional Use Permit (CUP) is to allow a minor auto repair facility at 2425 West Mason Street. The site had formerly been used as Ace Towing. The subject property is an existing 21,780 sq. ft. / 0.50 acre parcel located south of the West Mason Street frontage road, between Hobart Drive and Hinkle Street. The lot contains a 3,750 sq. ft., story and a half metal automobile oriented commercial building with service doors fronting facing east. The structure was constructed in 1986. One

driveway is located on the east side of the property off of the West Mason Street frontage road.

There is an existing gated area to the rear of the property; however, exterior storage will not be permitted and all repair and storage of materials must be conducted within the building. An operating plan is attached from the applicant.

Staff supports the CUP request as it is consistent with the commercial corridor south of West Mason Street, east of Hobart Drive and like adjoining uses. Ald. J. Vander Leest and surrounding property owners within 200 ft. have been notified of the request. As of the drafting of this report, staff has not received any objections.

RECOMMENDATION

Approval of the request, subject to:

- a. Inoperable or unregistered vehicles not associated with repair work shall not be stored on-site.
- b. No outdoor repair work and no outdoor storage will be permitted. All vehicle parts and tires shall be stored inside the enclosed building.
- c. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the conditional-use permit, including standard site plan review and approval compliant with Chapter 13-1800.
- d. Compliance with the submitted operating plan.

FISCAL IMPACT

ATTACHMENTS

1. Op Plan_Lift examples
2. ZP 19-01 letter

Auto Aces[®]

Service - Diagnostics - Tires

" Your Problem Solved "

AN M&B HOLDINGS ENTERPRISES, LLC. GARAGE

2425 W. Mason St.

Green Bay, WI 54303

(Old Ace Towing Building)

Hours of operation:

Monday-Friday 7 a.m. -6 p.m.

Saturday 7 a.m.- 1 p.m.

Employee Information:

1-3 Full time Automotive Technicians

1-2 Service Consultants

Type of Business/work performed:

Automotive and light truck service & repair

-Oil changes & preventative maintenance

-General Repair & Inspections

-Parts replacement & Installation

-Wheel Alignment

Main Building (4 service bays)

Bay #1- One 2 post 10k vehicle lift

Bay #2- One 2 post 18k vehicle lift

Bay #3- One 4 post alignment rack

Bay #4- open bay no hoist

Recycling & chemical/oil disposal:

Safety-Kleen

Representative Dan Dickman

Cell#: 920-378-0213

2100 Badger Rd.

Kaukauna, WI 54130

920-372-6026

Fenced In Area:

-Flat bed trailer storage

-Service truck parking

Small out building:

-Air compressor (feeds shop bays)

Note:

-No salvage type work

-shop is not set up for tire service (no junk tire pile)

-vehicles on property will be registered & scheduled for service

-no paint or body work

LIFTING

2-Post Lifts

CL Challenger Lifts

Boj #2



CL 15002



CL 18002

15,000 - 18,000 LB. CAPACITY HEAVY-DUTY 2-POST LIFTS

- Single point air actuated lock release allows technician to disengage both columns simultaneously
- Oversized steel pulley reduces stress on equalization system and provides increased durability
- 60" lifting carriage lessens column stress by dispersing load
- Standard combination stack screw pads and storage brackets accommodate a wide range of vehicle pick up points

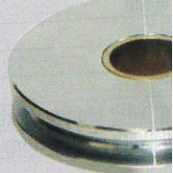
STANDARD ADAPTERS



CL 10315
Stack Adapter Kit



CL 10317 - Reducer
Bushings for use
with CL 10318 on
15K and 18K lifts.



Oversized steel pulley reduces stress on equalization system and provides increased durability.

	CL 15000	CL 15002	CL 18000
Lifting Capacity	15,000 lb.	15,000 lb.	18,000 lb.
Rise Height	14' 6"	85"	14' 6"
Overall Height	12' 10 3/4"	16' 6"	12' 10 3/4"
Width Overall	104 1/4"		104 1/4"
Drive-Thru Clearance	13' 11"	15' 11"	13' 11"
Floor to Overhead Switch	38 1/2" - 62"		38 1/2" - 62"
Front Arm Reach (Min./Max.)	38 1/2" - 62"		38 1/2" - 62"
Rear Arm Reach (Min./Max.)	6 5/8" - 16 1/2"		6 5/8" - 16 1/2"
Screw Pad Height	2HP, 208v - 230v (Single Phase Std.)		3HP, 208v - 230v (Single Phase Std.)
Motor / Voltage	49 Sec.		60 Sec.
Speed of Rise	14' 8"	16' 8"	14' 8"
Ceiling Height Required			

2-Post Optional Accessories

	CL B10264A Air/Electric Workstation	CL 10315 Stack Adapter Kit
CL CLFP9	Optional	Optional
CL CL10series	Optional	Standard
CL SA10	Optional	Optional
CL E10	Optional	Standard
CL E12	Optional	Standard
CL 12	Optional	Standard (heavy-duty)
CL 15000	Optional	Standard (heavy-duty)
CL 18000		



10,000 LBS. CAPACITY 2-POST ASYMMETRIC LIFT

The Industry Standard

True asymmetrical rotated column design
Standard 2-stage arms with flip-up FA adapters
Made in Madison, IN
ALI Gold Certified

Model	RTY SPOA10
Capacity	10,000 lbs. (4,536kg)
Rise*	72 ³ / ₄ "
Height Overall	11' 8 ¹ / ₂ " (3,569mm)
Width Overall** (Outside Of Base Plate)	11' 5 ³ / ₈ " (3,489mm)
Drive-Thru Clearance	95 ¹ / ₄ " (2,416mm)
Floor To Overhead Switch	11' 2 ³ / ₄ " (3,423mm)
Reach (Front Arm Min.)	24" (610mm)
Reach (Front Arm Max.)	40 ³ / ₄ " (1,036mm)
Reach (Rear Arm Min.)	40 ¹ / ₄ " (1,019mm)
Reach (Rear Arm Max.)	61" (1,548mm)
Min. Adapter Height	4 ³ / ₄ " (121mm)
Max. Adapter Height	N/A
Low Step Height	7" (178mm)
High Step Height	10 ¹ / ₄ " (260mm)
Inside Columns	107 ¹ / ₄ " (2,727mm)
Cylinder Height	11' 10 ¹ / ₂ " (3,619mm)
Motor / Voltage 1Ø***	2 HP / 208v-230v
Time of Full Rise / Descent	45 / 40 seconds
Ceiling Height Required:	12' (3,658mm)
Min. Bay Size	12' x 24' (3,658 x 7,315mm)

* Rise measures lowest or highest position of the supplied adapters from floor to full cylinder stroke.

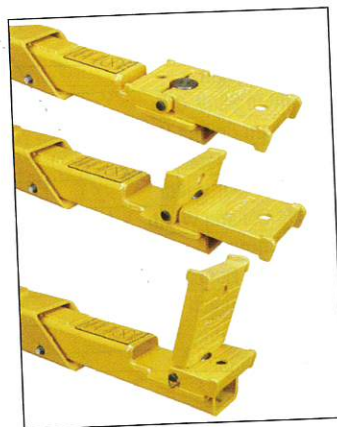
** Overall heights and widths reflect standard settings. Alternate settings may be available, refer to Installation Instruction Manual or consult factory for details.

*** Optional 3-phase electrical available.



Lift shown with three-position flip-up FA adapters with built-in height adapters on conventional 2-stage arms

Model shown: RTY SPOA10N700BL
Shown with optional accessories and additional equipment





Bay #3

14,000 LBS. CAPACITY 4-POST ALIGNMENT SERVICE DRIVE-ON LIFTS

Features

- Durable powder coat paint
- 18 lock positions allow working at any height
- Single point lift operation
- Bolt on rear wheel slip plates have over 4 times more ball bearings for better alignments
- Internal airline standard
- Two (2) 7,000 lbs. Capacity Rolling Jacks
- Industry leading heavy duty high-performance cable and sheave system
- 41" louvered ramps for improved traction
- Wheel chocks automatically engage when lift is raised
- Polymer rollers protect floors
- Carbon Steel Front Radius Plates
- Full width slip plate allows for four wheel alignments up to 157"
- ALI/ETL Certified

OPTIONAL ALIGNMENT LIFT ACCESSORIES:

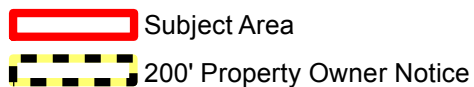
- Drive-through ramps
- LED runway light kit
- 2' extended runway kit



Model Shown: FWD CRA14N100
14,000 lbs. capacity closed front
Available in blue and red.

Specifications:	FWD CRA14 / FWD CRA14-X*	FWD OR14N100YBL & RD / FWD OR14N101YBL & RD / FWD OR14N102YBL & RD
Lift Design	Closed Front	Open Front
Max. Wheelbase	182.5" (4,635mm) 206" (5,232mm)*	158" (4,013mm) / 182.5" (4,635mm) / 215" (5,397mm)
Max. Two Wheel Alignment	166 ³ / ₄ " (4,235mm) 190 ³ / ₄ " (4,845mm)*	152 ¹ / ₄ " (3,887mm) / 176 ¹ / ₄ " (4,476mm) / 209" (5308mm)
Max. Four Wheel Alignment	157" (3,987.8mm)	142 ¹ / ₂ " (3,619mm) / 164 ³ / ₄ " (4,184mm) / 164 ³ / ₄ " (4184mm)
Min. Four Wheel Alignment	103" (2,616.2mm)	66 ³ / ₄ " (1,695mm) / 89" (2,260mm) / 89" (2,260mm)
Rise	80 ³ / ₄ " (2,051mm)	78 ³ / ₄ " (2,000mm)
Length Overall	20' 10" (6,350mm) 22' 10" (6,959mm)*	19' 1" (5842mm) / 21' 1" (6,705mm) / 23' 10" (7,213mm)
Width Overall	10' 11 ³ / ₄ " (3,346mm)	11' 8 ¹ / ₂ " (3,567mm)
Inside of Columns	116 ¹ / ₄ " (2,953mm)	116 ¹ / ₄ " (2,952mm)
Between Front and Rear Columns	195 ¹ / ₄ " (4,959mm)	170 ³ / ₄ " (4,337mm) / 194 ³ / ₄ " (4,946mm) / 227 ³ / ₄ " (5,784mm)
Height of Columns	7' 6 ¹ / ₂ " (2,281mm)	9' 1 ¹ / ₁₆ " (2,770mm)
Width of Runways	20" (508mm)	20" (508mm)
Height of Runways	9" (228mm)	7" (178mm)
Width Between Runways	43" (1,092mm) or 46" (1,168mm)	43" (1,092mm)
Front of Runway to Center of Radius Gauge	Adj. 22 ¹ / ₁₆ " - 37 ¹ / ₁₆ " (576-960mm)	Adj. 16"-20" (457-609mm)
Lifting Capacity	14,000 lbs. (6,350kg)	14,000 lbs. (6,350kg)
Motor	2 HP	2 HP
Voltage Single Phase**	208v-230v	208v-230v
Time of Full Rise	72 seconds	79 seconds
Min. Bay Size	15' x 25' (4,572 x 7,620mm)	15' x 23' / 15' x 26' / 15' x 28' (4,572 x 7,010mm) / (4,572 x 7,925mm) / (4,572 x 8,534mm)

BL = Blue, RD = Red. * X = 2' Runway extension. ** Single phase standard; 3-phase available.





Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # O.3.

To authorize a Conditional Use Permit (CUP) for an adult daycare facility at 338 Hartung Street, subject to compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

BACKGROUND

Reason for Request: To authorize a Conditional Use Permit (CUP) to allow for an adult daycare.

Aldersperson/District: Ald. Bill Galvin / District 4

Surrounding Zoning and Land Uses:

Subject Property: Low Density Residential (RI) – vacant-former group daycare for children

North: Low Density Residential (RI) Ann Sullivan School

South: Low Density Residential (RI) Single-family uses

East: Low Density Residential (RI) Single-family uses

West: Low Density Residential (RI) Single-family uses

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as low density residential.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement. The proposed Conditional Use Permit is consistent with the current zoning of the property.

Report: The request will allow for a former child care center to be used as an adult daycare facility. The former child care center was owned and operated by Encompass Child Care for over 30 years. The subject site is adjacent parkway property along the east bank of the East River and fronts on Hartung Street. The site is very linear with parking located to the north and the building located on the southern end of the site. The site contains 1.06 acres or 46,308 sq. ft. and is located within the 100-year floodplain.

The applicant, a proposed new owner of the property, has a tenant, Paragon Community Services, that would like to operate the adult daycare. A program statement from Paragon is attached within this agenda. The applicant has indicated that minor repairs will be made to the building along with cosmetic changes.

Staff feels the proposed use is compatible with adjacent land uses and the surrounding neighborhood and could be considered akin to the former child daycare center. Ald. B. Galvin and adjacent property owners have been notified of the request. As of the drafting of this report, staff has received no objections or calls regarding this request.

RECOMMENDATION

Approval of the request subject to:

- a. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit, including standard site plan review and approval.

FISCAL IMPACT

ATTACHMENTS

1. Paragon Program Statement
2. ZP 19-02 letter

PARAGON

Community Services LLC



"Empowering People to Endless Possibilities"

**ADULT SERVICES
PROGRAM STATEMENT**

PARAGON COMMUNITY SERVICES LLC

Program Statement

I. GENERAL INFORMATION

A. Legal Entity Status

Paragon is an ESOP organization.

B. Locations

Fort Atkinson

840 Hackbarth Road, Suite 1
Fort Atkinson, WI 53538

Union Grove

1577 11th Avenue, Suite 1
Union Grove, WI 53182

Green Bay

2733 S. Ridge Road
Green Bay, WI 54304

Plymouth

N5653 Frontage Road
Plymouth, WI 53073

Milwaukee – Forest Home

6251 W. Forest Home Avenue
Milwaukee, WI 53220

C. Name of Administrator – Derek Goodman, Director

D. Hours of Operation: Monday – Friday, 9:00 AM – 3:00 PM

E. Agency Mission Statement

Paragon's Mission To Provide Creative Community Programs for Individuals with Disabilities

- We strive to enhance quality of life through structured programs that promote physical, emotional and social experiences in a flexible and supportive environment
- Paragon utilizes community resources, current modalities, and professional expertise to help our participants develop and enhance their social, vocational, educational and recreational skills
- Paragon respects an individual's right to privacy and the right to be treated with dignity
- Paragon values personal differences, preferences and aspirations
- Paragon emphasizes possibilities and strengths rather than limitations in responding

to the needs of the individual, through a continual re-evaluation of current services and the development of new services

- Paragon values responsiveness and flexibility and focuses on solutions to challenges related to the current and future needs of those we serve
- Paragon's mission is to assist individuals in living, learning and succeeding in the community

Mission Strategies include –

- Planning and management of services for those we serve through involvement by a multidisciplinary team of professionals; participants, family members, advocates and the referring agent are an essential part of supportive services
- Providing structured activities that are engaging, creative and purposeful
- Providing services that utilize and maintain an individual's vocational, recreational, and social skills, and activities of daily living skills at the highest level possible
- Providing opportunities and experiences for maximum social integration within the community
- Advocating and supporting transitions for participants and facilitating their ability to attend and function in less restrictive settings

F. Client Group Served - Developmental & Physical Disabilities

Special Needs of Persons with Developmental Disabilities

1. Transitional Services
2. Supervision and Support
3. Personal Care Assistance
4. Physical Care Assistance
5. Health and Medication Monitoring
6. Dietary Monitoring
7. Daily Living Skills Training and Support
8. Behavior Treatment and Guidance
9. Information and Referral
10. Community Integration
11. Recreation and Leisure
12. Accessible Transportation

II. PROGRAM PHILOSOPHY AND GOALS

Paragon is committed to providing a secure, therapeutic, supportive and creative atmosphere to assist persons with disabilities in maintaining a positive self image and to assist them in reaching their maximum potential. The agency supports participation in community activities to the greatest possible extent, as a viable alternative to unstructured environments and institutional settings. The primary goal is to provide structured day services that maximize capabilities and potentials, and that enhance physical, emotional and social experiences. These goals are accomplished through support and training by concerned and caring staff members, working cooperatively with participants, families, guardians and other service providers. This multidisciplinary team effort enhances independence and productive activity for people with an array of handicapping conditions. Program and service goals are accomplished through an

Individual Support Plan, where goals and objectives are defined, and methods are identified and tailored to meet individual needs.

III. PROGRAM DESCRIPTION

A. General Overview of Services to be Provided

Paragon provides services in a day setting to adults with developmental disabilities, acquired brain injuries, mental illnesses, dual diagnoses and multi-handicapping conditions. Hours of operation are from 9 a.m. to 3 p.m. Transportation is available at an additional cost. Paragon provides a comprehensive approach that is tailored to the participant. These services include opportunities for skill development and skill maintenance in vocational, social, community and recreational settings. Examples of sessions offered include –

- Exercise
- Money Management
- Current Events
- Range of Motion
- Book Club
- Social Skills Groups
- Safety First
- Grooming Techniques
- Cooking
- Off-Site Activities
- Table-Top Activities
- Music
- Sensory Stimulation

On site therapies (physical, occupational, speech) are available at some locations. Our sites are organized with identified areas to implement these varied program components.

B. Specific Program Description

1. Participants

- a. Participants with a variety of physical disabilities and medical needs, including those deemed medically fragile, are potential candidates for Paragon Community Services. Paragon is able to serve individuals who require a wheelchair, need assistance with a condom catheter, require a blood sugar check for diabetes, or who may need special feeding assistance (i.e., those with G-tubes or with other adaptive equipment). Paragon is able to care for individuals who are incontinent or need depends/diapers, and people with seizure disorders.
- b. Paragon works with people who have challenging behaviors and may not have been successful in other more traditional day service settings.
- c. Paragon serves individuals who are at least 16 years of age. On rare occasions, and under certain circumstances, "school aged" individuals under the age of 16 may attend day services, particularly during holidays and the summer, when regular school is not in session. These candidates and their individual needs are given careful consideration.

2. Referral and Admission Procedures

a. Pre-Placement Assessment Services/Activities

A referral is initially received via phone or mail. The initial inquiry begins the referral / pre-admission process. When a referral is received, an evaluation of the person's needs is made and the screening process begins. In the referral process, Paragon requests information including, but not limited to, an assessment of medical, physical, social, cognitive, emotional and behavioral aspects of the individual. This is achieved via a review of documentation from recent placements and interviews with the individual, their current caregivers, social workers and pertinent medical professionals.

b. Pre Placement Visits

Upon receiving a referral from a referring agency, case manager, guardian or parent, an initial screening takes place over the phone. If the individual is deemed appropriate for Paragon, an initial visit is set up. This may take place at the person's home, current day service or at Paragon. The initial screening occurs after having received proper releases or authorization to gather information about the person from the county worker, referring agency or other people involved.

During the pre-placement process, the participant is assessed with regard to whether or not Paragon can meet their current needs. This involves a cooperative effort among all parties working with the participant at the time of referral.

c. Referral Decision Making Criteria and Time Frame

When the pre-placement assessment determines Paragon is able to support the individual, a decision is made for placement and an admission date is set.

If Paragon does not feel it can effectively meet the needs of the person being referred, Paragon staff assists the referring agency in locating a more appropriate resource or day placement.

d. Actual Placement

Prior to actual placement, a pre-admission packet, including necessary releases and authorizations, is sent to the guardian. Paragon requires that the pre-admission packet be returned prior to admission. During this transition time, all necessary tasks are completed with regard to securing a contract, confirming funding and confirming transportation arrangements. Paragon will work with residential providers to obtain the necessary physician authorizations, protocols for life threatening conditions, TB test, medications, dietary orders and other pertinent medical information prior to placement.

e. Emergency Admission / Placement Procedures

Paragon is able to respond to emergency admissions to a limited degree, provided all necessary paperwork is accomplished prior to the admission.

3. Services to be Provided during Placement

a. Identification of an Individual Support Plan

Prior to admission, a pre-admission staffing is held with all members of the Paragon team to familiarize staff with the participant who is to be admitted. After the participant's first month, a Team Meeting is set up, including the participant's

parent / guardian, case manager and, when appropriate, the participant, along with the Paragon Coordinator and / or Program Manager. Goals, objectives and a general Support Plan are identified for the participant. Goals and objectives may be updated, modified or changed at any time throughout the participant's placement as deemed necessary. Staffings, which may include all of the above parties, constitute a formalized review of the effectiveness of the Support Plan. These staffings may be held monthly, quarterly, bi-annually or annually.

b. Staff Ratios

The overall staff ratio is maintained at a minimum of 1-4. In certain circumstances, additional staff may be required, depending on the needs of the participant. In these cases, individual determinations are made and funding is secured to maintain a 1:2 or 1:1 staffing ratio.

c. Therapies (Where Available)

Upon admission, if Paragon, the referring agency, case worker, guardian or other party feels the participant would benefit from Physical Therapy, Speech Therapy or Occupational Therapy, a prescription from the participant's physician is needed. Once a prescription is in place, a therapist will do an evaluation of the participant and submit it to the participant's health insurance. If funding is approved, therapies may take place while the participant is at Paragon. The frequency of therapy is determined by the physician's prescription and per the therapist's evaluation of need.

If it is thought that the participant might benefit from massage therapy, an initial assessment is completed by one of Paragon's massage therapists. If funding is approved, the participant can receive massage therapy during the day while at Paragon. Reports are submitted for the individual, stating their goals, objectives and progress.

d. Services

Structured activity is scheduled daily. The participants may attend a specific program area with a group or may have one on one time with a staff member. Duration of specific activities is designed around the individual's abilities, attention span, interest, cognitive and social skill level or handicapping conditions. Activities include opportunities for skill development and skill maintenance in vocational, social, community and recreational settings. Examples of sessions offered include –

- Exercise
- Money Management
- Current Events
- Range of Motion
- Book Club
- Social Skills Groups
- Safety First
- Grooming Techniques
- Cooking
- Off-Site Activities
- Tabletop Activities

- Sign Language
- Music
- Sensory Stimulation

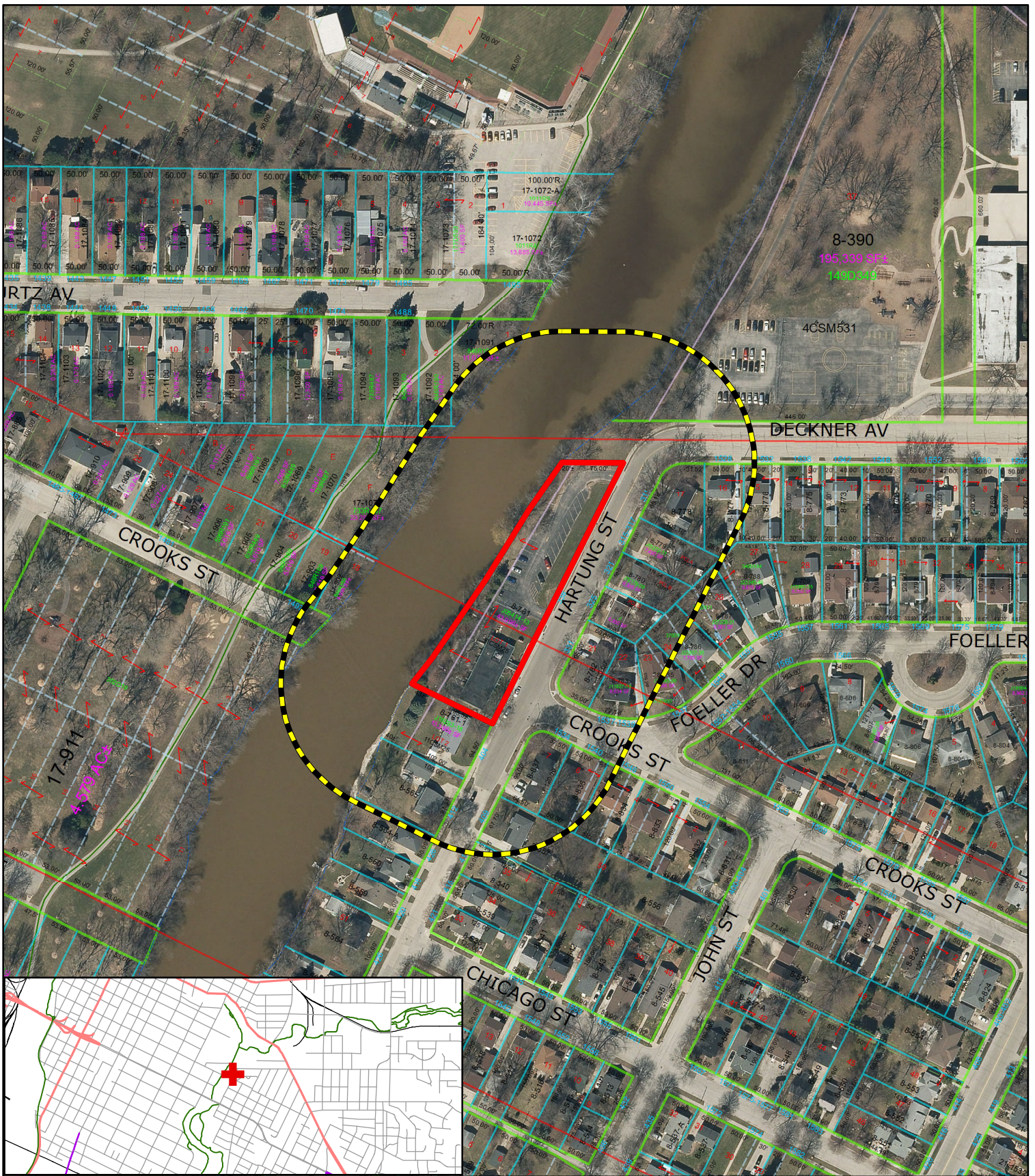
e. Off-Site Activities

Participants are transported to different areas in the community by Paragon's buses and vans. The type of community activities vary with respect to the interest, social abilities and handicapping conditions of the participants. The frequency of community activities varies from site to site according to individual preferences and abilities, but usually range up to 5 times per week. Off-site activities generally do not extend beyond Paragon's operational hours of 9 am to 3 p.m. If there are special circumstances surrounding an activity (i.e., participants need to bring special clothing), a note with instructions is sent home with the participant the night before the activity is to occur.

IV. REPORTING AND RECORDING REQUIREMENTS

Paragon shall provide the case manager with a formal individual report related to the participant at least every 6 months, and will provide additional reports as requested by members of the interdisciplinary team as necessary and appropriate.

2/28/2018



- Subject Area
- 200' Property Owner Notice



Zoning Petition (ZP 19-02)
Proposed Conditional Use Permit (CUP) -
338 Hartung Street

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
 Map prepared by PN

0 5,000 10,000
 Feet



Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

David Buck, Staff

AGENDA ITEM # O.4.

To amend Zoning Ordinance (ZO) 12-18: Planned Unit Development (PUD) removing internal side yard setback requirements at the 200 Block of North Van Buren Street, subject to the draft Planned Unit Development (PUD).

BACKGROUND

Reason for Request: To remove the side yard setback requirement allowing the construction of an elevated deck to be attached to and connecting the buildings.

Surrounding Zoning and Land Uses:

Subject Properties: OR Office Residential with Planned Unit Development Overlay, two, two-unit semi-detached homes (under construction).

North: OR Office Residential, single/two-family homes

South: OR Office Residential, office use

East: PUD, proposed Whitney School Townhomes/bridal church

West: OR Office Residential, single/two family dwellings

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as Medium Intensity Retail Office Housing (MIROH). The proposed amendment request will not impact consistency with the City's Comprehensive Plan.

Analysis: The subject area is made up of four parcels totaling 15,540 sq. ft./0.36 acres located at the northwest corner of North Van Buren Street and Cherry Street. Zoning Ordinance (ZO) 12-18: A Planned Unit Development (PUD) was approved this past July allowing parcel reconfiguration and permitting the development of two, two-unit semi-detached homes on the subject four lots.

The PUD includes a minimum interior side yard setback of five ft. for non-common walls, thereby providing ten ft. of separation between buildings. The use of this area would be for lawn, other vegetation or potentially at-grade patios. The developer has interest in constructing a deck that would span the ten ft. area, attach to the side walls of both buildings and be shared common outdoor recreational area between the two residences for which it is attached. For this to be permitted, the required five ft. side yard setback requirement will need to be eliminated.

Staff supports the PUD amendment request as the two, five ft. side yards are not especially functional and a common deck would provide congregation and recreational space for what are otherwise small lots. Additionally, a raised deck is more appropriate than an at-grade patio as the building's entrances and first floor are approximately four ft. above grade. The shared deck, which would be constructed over the property lines, should be accompanied by an access, use and maintenance agreement so rights and responsibilities of current and future homeowners are clearly understood. Also, as conceptual plans for the deck design have not been submitted, staff recommends that railing and handrail materials and finish be compatible and comparable to other elements of the structures such as trim, railing on the front

steps/“porch” or other exterior facade elements.

Ald. R. Scannell, the Navarino Neighborhood Association and surrounding property owners within 200 ft. have been notified of the request. As of the drafting of this report, staff has received several inquiries but no objections to the request.

RECOMMENDATION

Approval of the request subject to the draft Planned Unit Development (PUD).

FISCAL IMPACT

ATTACHMENTS

1. ZO I-19 Amend PUD for 200 Block N VanBuren (ZP I9-03)
2. ZPI9-03 Location Map

ZONING ORDINANCE NO. 1-19

AN ORDINANCE AMENDING AND SUPERSEDING ZONING ORDINANCE 12-18: PLANNED UNIT DEVELOPMENT LOCATED IN THE 200 BLOCK OF NORTH VAN BUREN STREET (ZP 19-03)

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by establishing a Planned Unit Development (PUD) District on the following described property:

NAVARINO PLAT LOT 560
Tax Parcel No.: 10-71

NAVARINO PLAT SLY 53 FT OF LOT 561
Tax Parcel No.: 10-72

NAVARINO PLAT NLY 38 FT OF SLY 91 FT OF LOT 561
Tax Parcel No.: 10-72-A

NAVARINO PLAT NLY 38 FT OF SLY 129 FT OF LOT 561
Tax Parcel No.: 10-72-B

SECTION 2. Pursuant to Section 13-1900, et seq., Green Bay Municipal Code, as they apply, the following conditions are imposed:

- A. Permitted Uses. Two (2) two-unit semi-detached dwellings.
- B. Lot Width and Area. No lot shall have less than 27 feet of street frontage and contain a minimum 2800 square feet of buildable area.
- C. Setbacks, Height and Impervious Coverage.
 - 1. Buildings and paving are precluded within the following required setbacks:
 - a. Front Yard (North Van Buren Street): 3.5 feet
 - b. Corner Side Yard (Cherry Street): 11 feet.
 - c. Interior Side Yard: 5 0 feet (~~excluding common walls~~).
 - d. Rear Yard: 20 feet. A detailed transitional buffer shall be provided consistent with Chapter 13-1820(c), Green Bay Zoning Code.

2. Overall height of the proposed structures shall not exceed 35 feet.
3. The impervious coverage shall not exceed 65%.

E. Landscaping.

1. The setback area between the sidewalk and the building façade shall include low level landscaping and may permit lighting.
2. A detailed landscape plan shall be submitted and approved, prior to occupancy for each unit. The landscape plan shall identify all proposed plant material, locations, and sizes.

F. Architectural Design.

1. All exterior building materials shall be of a durable nature and shall blend to compliment the overall design of the structure.
2. No wall that faces a street shall have a blank, uninterrupted length exceeding fifteen (15) feet and shall include the following: change in plane, change in texture and windows.
3. **Any structures proposed to be constructed over property lines shall be accompanied by an access, use and maintenance agreement found acceptable to the Community and Economic Development Department.**
4. **Any structures proposed to be constructed over property lines shall use materials and finishes compatible and comparable to other elements of the buildings to which they are attached, per approval of the Community and Economic Development Department.**

- G. Site Plan. A complete site plan shall be submitted and approved prior to any construction, change of use, or other activity that requires site plan approval under Section 13-1802 Green Bay Municipal Code.

H. Parking.

1. Shall be consistent with the standard found in Chapter 13-1700, Green Bay Zoning Code.
2. Areas for service, loading, or trash collection shall not be visible from public rights-of-way. Such screening shall be in compliance with Section 13-1813, Green Bay Municipal Code as applicable.

- J. Lighting. Lighting shall be regulated as specified in Sections 13-524, 13-525, 13-527, Outdoor Lighting Regulations, Green Bay Municipal Code.
- K. Stormwater Management and Grading Plan. If applicable, a stormwater management plan and grading plan meeting the standards established by the City's Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City.
- L. Additional Applicable Regulations. Unless stated above, the development must comply with all other regulations of the Green Bay Municipal Code.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 5. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2019.

APPROVED:

Mayor

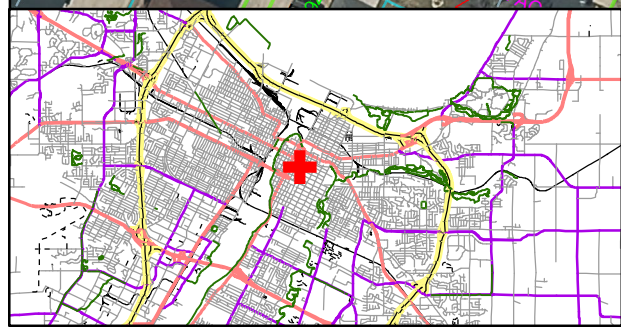
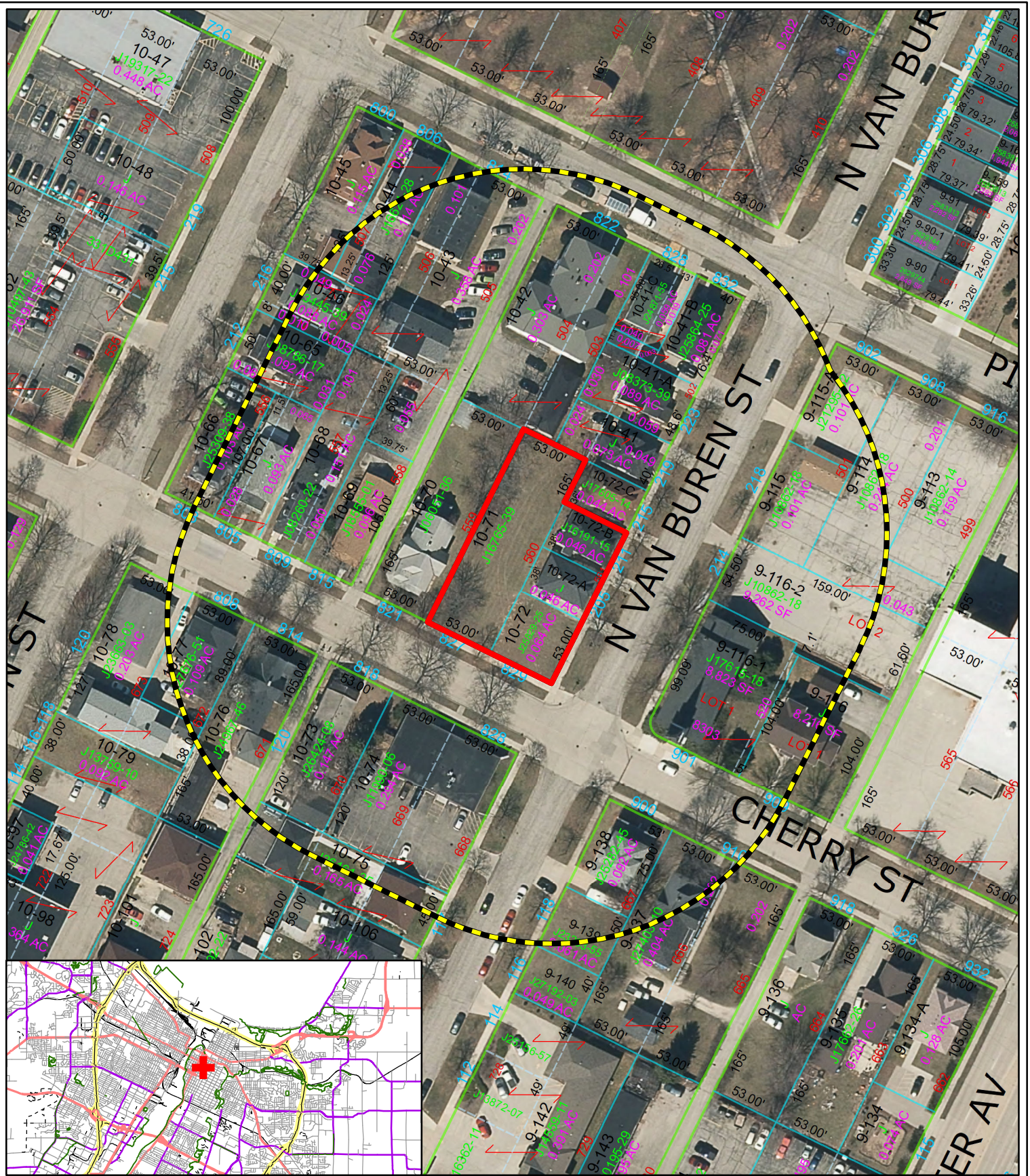
ATTEST:

Clerk

DB

Attachment: Map

X/XX/19

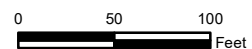


- Subject Property
- 200' Notice Area

Zoning Petition (ZP 19-03)
Request Amendment to ZO 12-18:
Residential Planned Unit Development
at 200 Block North Van Buren Street



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by DB





Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # O.5.

To vacate a public walkway located near 626 Pinehurst Avenue, subject to the following condition:

- a. A private walkway from the existing public walkway to the school shall exist and be maintained until such time that the public walkway is vacated.

BACKGROUND

Reason for Request: To vacate public walkway for a building expansion project

Aldersperson/District: Ald. Craig Stevens / District 5

Surrounding Zoning and Land Uses:

North: PI, Public/Institutional, Martin Elementary School

South: PI, Public/Institutional, Martin Elementary School

East: PI, Public/Institutional, Martin Elementary School

West: RI, Low Density Residential, Single-Family Homes

Report: The Green Bay Area Public School District is requesting the vacation of a public walkway located at the Martin Elementary School site. With a pending expansion, they are proposing to build in the public walkway area, requiring the vacation. The expansion will still have a walkway to the school from the other portion of the existing public walkway (see attached).

Ald. R. Scannell, adjoining property owners and reviewing agencies were informed of this request. No objections were received.

RECOMMENDATION

Approval of the request, subject to the following condition:

- a. A private walkway from the existing public walkway to the school shall exist and be maintained until such time that the public walkway is vacated.

FISCAL IMPACT

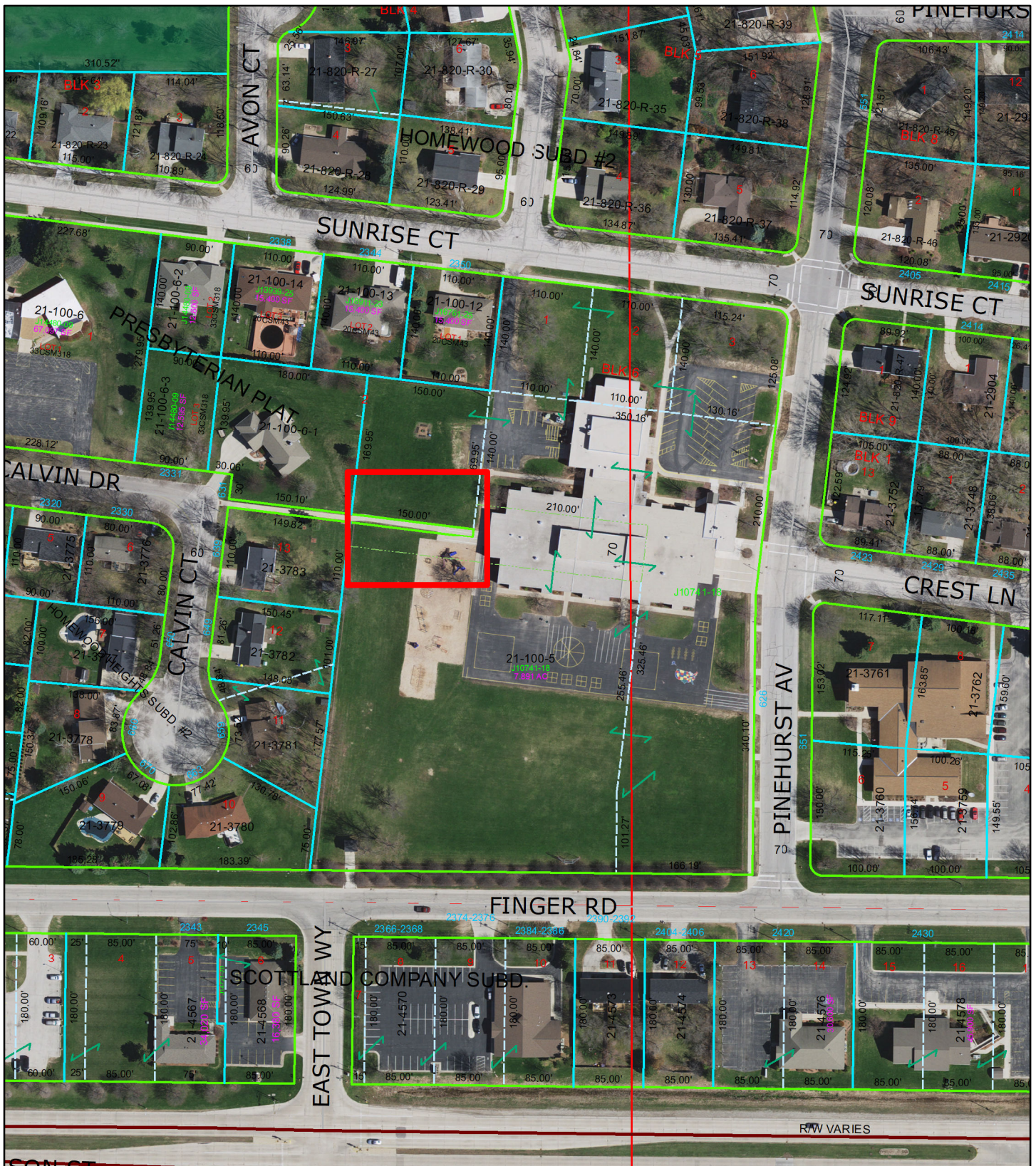
ATTACHMENTS

1. SV 19-01 Exhibit
2. SV 19-01 Map
3. SV 19-01 Vacation Exhibit

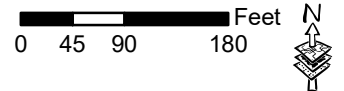


NEW WALK PATH

EXISTING WALK PATH



(SV 19-01) Street Vacation Public Walk Way near Pinehurst Avenue

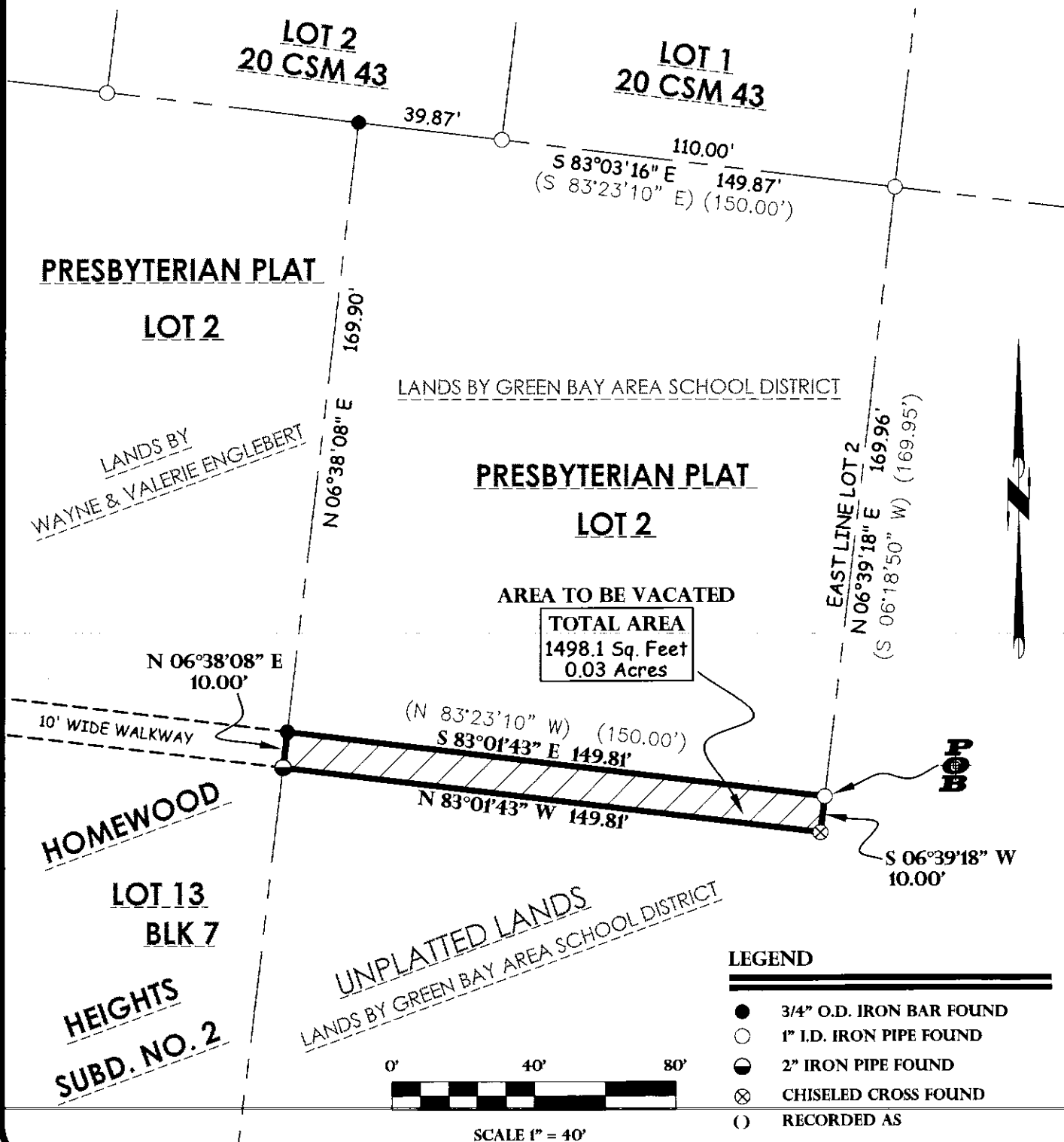


Proposed Vacation Areas

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH 1.17.2019 17 Jan 2019 X:\Planning\City\DATA_GIS\CityActions\ST_VACSV 18.mxd

VACATION EXHIBIT

A TEN (10) FOOT WIDE WALKWAY ADJACENT TO THE SOUTH LINE OF LOT 2 OF THE PRESBYTERIAN PLAT, BEING A PART OF GOVERNMENT LOT 2 OF SECTION 4, TOWNSHIP 23 NORTH, RANGE 21 EAST, CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN.



Point of Beginning

Civil Engineering
Land Surveying
Landscape Architecture
Troy M. Collins, PLS #2995
5709 Windy Drive, Suite D
Stevens Point, WI 54481
715.344.9999(PH) 715.344.9922(FX)

THIS INSTRUMENT WAS DRAFTED BY TROY COLLINS
AND DRAWN BY TROY COLLINS

FIELD BOOK --- PAGE ---
JOB # 18.469

SHEET 1 OF 2 SHEETS



Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # O.6.

To grant the variance from Sections 14-727 of the Subdivision and Platting Ordinance to allow for a land division without frontage on a public street at 2405 West Mason Street, subject to the following conditions:

- a. The approval of the Variance for Proposed Lot 3 does not negate a potential future need for a Variance for Proposed Lot 1 is ZP 18-30 is not approved by Common Council.
- b. With any amendment to existing dedicated roadways or Area Development Plan 21, Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel.
- c. Proposed Lot 3 shall be changed to Outlot 1 as part of the Certified Survey Map application.

BACKGROUND

Aldersperson/District: Ald. John Vander Leest / District 11

Reason for Request: To divide existing lot to accommodate future development and existing Area Development Plan.

Comprehensive Plan: The 2022 Smart Growth Comprehensive Plan recommends Commercial and High Intensity Retail, Office or Housing uses for this area.

Analysis: The Plan Commission and City Council have the authority to approve variations to the specific requirements of the Subdivision and Platting Ordinance. See the code language below:

14-215. Modifications of Regulations: When the Plan Commission and Common Council find that extraordinary hardship or injustice will result from strict compliance with this ordinance, the terms may vary to the extent deemed necessary and proper to grant relief, provided that the modification meets the following standards:

- a. The modification is due to physical features of the site or its location.
- b. The modification is the least deviation from this ordinance, which will mitigate the hardship.
- c. The modification is not detrimental to the public interest and is in keeping with the general spirit and intent of this ordinance.
- d. Modifications may also be granted for a complete community or neighborhood unit that provides adequate public spaces and improvement for the circulation, recreation, light, air, and service needs when fully developed and populated.
- e. The requirement of filing and recording the plat or survey shall not be waived.
- f. Any modification thus granted shall be entered in the minutes of the Council, along with the reasons, which, in the opinion of the Council, justified the modification.

The existing parcel is zoned both General Industry (GI) and Low-Density Residential (RI), and is 3.867 acres. A Certified Survey Map has been submitted (see attached). Lot 1 does not meet the standards for square footage in the GI zoning district. However, a rezoning petition is expected to be approved for this parcel area from GI to CI. If this is approved, Lot 1 would not require a variance as it would meet the CI square footage requirement. If the rezoning is not approved, a separate Variance request for Lot 1 would be

required. Lot 2 is acceptable with or without the rezoning.

Lot 3 requires a variance per Section 14-727 of the Subdivision and Platting Ordinance. This section states that all lots must abut a public street. As you can see from the existing parcel map, this proposed lot was split from the northern parent parcel with a previous platting of Bellwood Lane. While the City is generally not supportive of parcels without frontage, this is a unique situation in which the approved plat "created" Proposed Lot 3 without concern for the detachment of said parcel. If the dedicated road configuration or Area Development Plan (21) were amended in the future, we will have a condition as part of this application stating the Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel. We are also requesting that Lot 3 becoming Outlot 1 on the CSM to further ensure no building activity occurs on this lot until street access is available.

Staff believes this proposed CSM will meet the intent of the code, is the least deviation from the ordinance, and will not be detrimental to public interest.

RECOMMENDATION

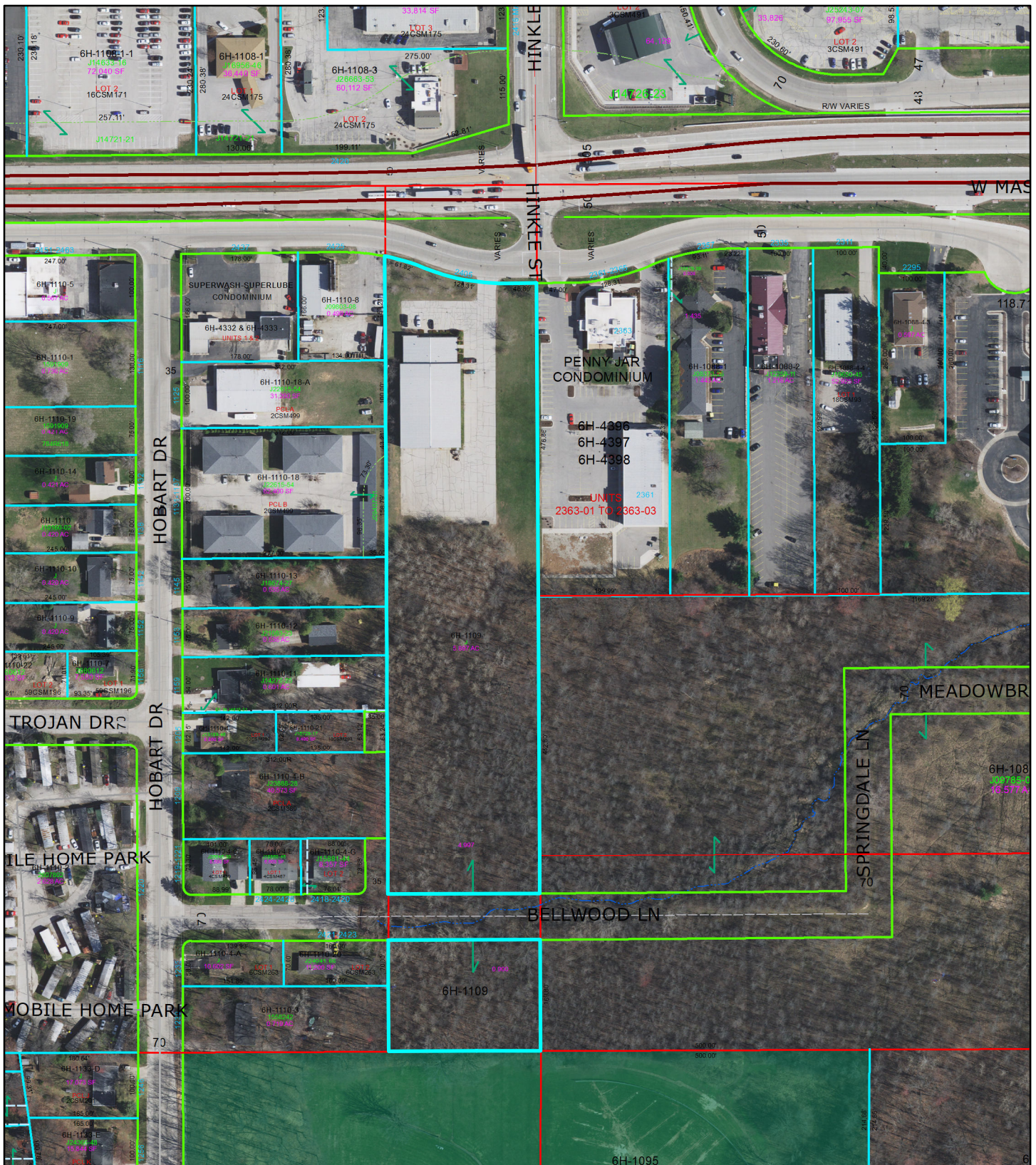
Approval of the request, subject to the following conditions:

- a. The approval of the Variance for Proposed Lot 3 does not negate a potential future need for a Variance for Proposed Lot 1 is ZP 18-30 is not approved by Common Council.
- b. With any amendment to existing dedicated roadways or Area Development Plan 21, Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel.
- c. Proposed Lot 3 shall be changed to Outlot 1 as part of the Certified Survey Map application.

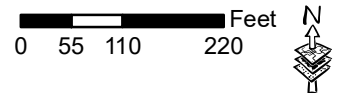
FISCAL IMPACT

ATTACHMENTS

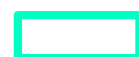
1. VR 19-01, Map
2. VR 19-01 CSM Exhibit
3. VR 19-01 Variance Narrative
4. ADP 21



VR 19-01, 2405 W. Mason Street



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH 1.22.2019 22 Jan 2019 X:\Planning\City\DATA_GIS\CityActions\Variance_csm\VR 18-mxd

 Subject Property

EAST 1/4 CORNER
SECTION 29
T24N ~ R20E
CROSS IN CONC.



LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N89°26'04"E	46.80'

GB Real Estate Investments, LLC
Licensed Wisconsin Brokerage
Garritt R. Bader
300 N. Van Buren Street, Green Bay, WI 54301
Phone: (813) 500-0296 • E-Mail: gb@gb-re.com
www.gb-re.com

January 28, 2019

Plan Commission Members:

Good Evening! Thank you once again for allowing me to present in front of you.

I am seeking approval of a Certified Survey Map (CSM) that will subdivide the former Hasselblad Machine Company at 2405 W. Mason Street (Parcel #6H-1109). The CSM will split the property from one tax parcel into three to accommodate two development sites (each its own investment structure), as well as staff's request to transfer a currently-detached portion of the property into its own parcel.

This property is the vacant industrial building immediately west of Chili's on the south Mason Street frontage road across from Walmart west. It is a *very* long parcel, measuring 230 feet in width along Mason Street but approximately 1,200 feet in length, encompassing nearly six acres.

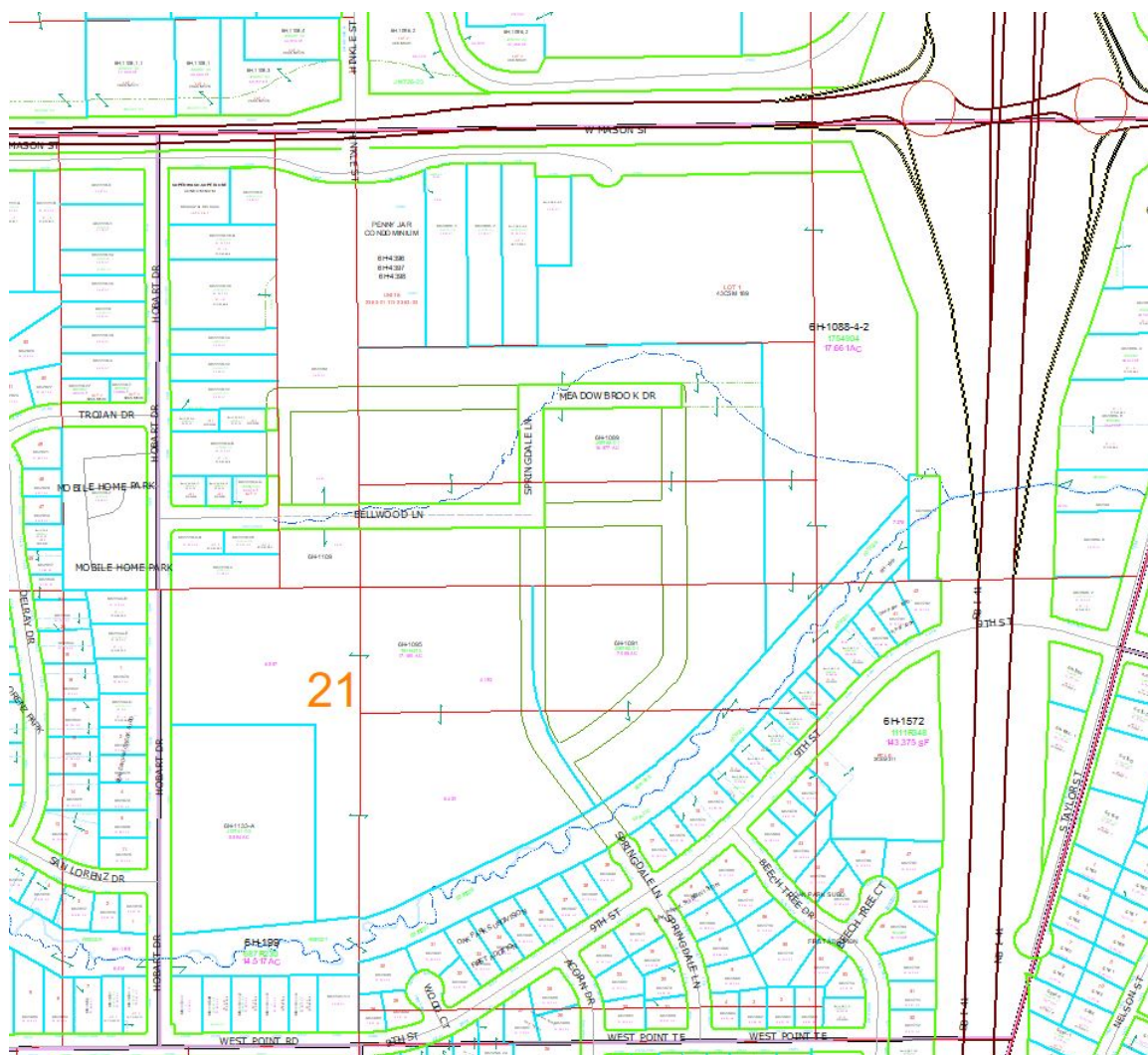
Approval of this CSM will require a variance due to an existing city right-of-way (ROW) that bisects the rear portion of the property without providing a physical street from which that portion of the property can be accessed. Physical connection to a street for any stand-alone parcel is required by city code.

I request that a variance be granted for the following reasons (please reference the maps that both I and city staff will present for your review):

First and foremost, a hardship exists that prevents a code-compliant subdivision from occurring. As noted above, the city created the hardship when it bisected the property decades ago to extend ROW through the property *without creating a physical street to serve the bisected property*. Without a variance, this hardship can't be remedied within existing code.

Secondly, this division is occurring to allow commercial redevelopment at the far northern end of the property *only*. There are no immediate plans to develop the southern two thirds of the property, and thus there is no need to access that area for the foreseeable future. Therefore, while eliminating the hardship, this proposed variance doesn't create an undevelopable property any more than it already is. It also maintains the modified zoning of the property in place: commercial to the north and residential to the south (whenever that residential development occurs).

When that southern residential development occurs is unknown, but it's perhaps the most exciting reason to approve this variance as this CSM is the initial step in transforming and developing a largely-vacant 50+ acres of the city. As I will present at the meeting, approving this CSM variance will allow the initial redevelopment of the northern end of the property to occur while securing the balance of the property for future ROW dedication that will (1) fix the traffic nightmare at the intersection of Hinkle Street and the south Mason Street frontage road; and (2) open up millions of dollars of developable acreage as a result. Discussions are underway with city staff, adjacent property owners, and engineers to determine the best way of proceeding. Without a doubt, this is one of the most exciting projects I've pursued yet and I can't wait to share additional details with you.





Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # O.7.

To appoint to the Downtown Business Improvement District (BID) Board as nominated by the BID and approved by the Economic Development staff and Mayor Schmitt.

BACKGROUND

Aldersperson: Ald. Randy Scannell / District 7

Analysis: In accordance with the City of Green Bay's BID Handbook, the Plan Commission has a formal role in the approval process for BID Board appointments. This provides an opportunity for the Plan Commission to have a stronger connection to the BID operating plans that it reviews on an annual basis.

The Downtown BID Board has submitted the following nomination to the City for consideration for appointment:

Name: Business/Property:

Susan Lagerman Brown County Library

Per BID appointment procedures, the City's Economic Development staff has considered the qualifications of the above nominees and recommended approval to the Mayor. Mayor J. Schmitt has also reviewed the nominations and submitted the above appointments for confirmation by the Plan Commission before final approval is considered by Common Council.

RECOMMENDATION

Approval of the Downtown BID Board member, as recommended by the Downtown BID and approved by Economic Development staff and the Mayor.

FISCAL IMPACT

ATTACHMENTS

1. PP 19-01, Resume, Susan Lagerman
2. PP 19-01 Downtown BID Appointment Memo, Mayors Office

Susan Lagerman

Home: 3332 Heaven Drive, Green Bay, WI 54311 | 920-327-8204 | susan.lagerman@gmail.com
Work: 515 Pine Street, Green Bay, WI 54301 | 920-448-5807 | Lagerman_SM@co.brown.wi.us

Experience:

1991-Present

Communications and Library Program Manager, Brown County Library

Green Bay, WI

I am responsible for a full range of activities and materials that support the advancement of the Brown County Library and convey the Library's mission and strategic plan to library users and the broader community, in addition to supervising support staff and serving as a member of the Library's Administrative team. My duties include but are not limited to managing all communication about the Library and its services; planning and coordinating Library programs, classes and events; supervising day-to-day operations of support services for the Library; and acting as liaison to the Friends of the Brown County Library.

1985-1991

Business and Marketing Manager, Pavlova Spa and Salon

Traverse City, MI

Responsible for the fiscal management of two locations (downtown and Grand Traverse Resort) and the business' marketing efforts.

Leadership Experience:

2018-Present

Ambassador, Greater Green Bay Chamber, Green Bay, WI

2017-Present

President, Board of Directors, Downtown Green Bay, Inc., Green Bay, WI

2017

Vice President, Board of Directors, Downtown Green Bay, Inc., Green Bay, WI

2015-Present

Executive Committee, Downtown Green Bay, Inc., Green Bay, WI

2015-2017

President, Board of Directors, Literacy Green Bay, Inc., Green Bay, WI

2013-Present

Committee Member, Greater Green Bay STEM Network, Green Bay, WI

2005-Present

Board of Directors, Downtown Green Bay, Inc., Green Bay, WI

2003-2018

Board of Directors, Literacy Green Bay, Inc., Green Bay, WI

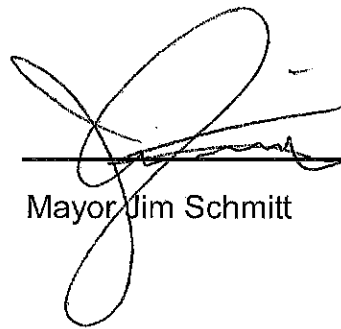
2002-Present

Public Relations/Marketing Committee, Downtown Green Bay, Inc., Green Bay, WI

Downtown BID Board Nominees – 2018

Name	Business/Property/Other	Phone
Susan Lagerman	Brown County Library Communications and Library Program Manager	920-327-8204

I hereby approve the nominee for the Downtown BID listed above and
recommend approval by the Plan Commission and Common Council.



Mayor Jim Schmitt

12/3/18

Date



Report to the Green Bay Plan Commission

MEETING DATE

February 18, 2019

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # O.8.

To amend Green Bay Municipal Code Sections 13-215, 13-1503(1)(a), 13-1507(1)(b)(7)(a), 13-1507(1)(b)(7)(b) and 13-1514 related to the Landmarks Commission.

BACKGROUND

Analysis: A major revision of the City's Historic Preservation ordinance was done in summer of 2018. This revision was done in efforts of the City becoming a Certified Local Government (CLG). Upon changing the ordinance and applying for CLG status, we were advised to make the following underlined changes to our ordinance:

1. "13-1503(a) The LC shall notify the owners of record by 1st class mail, as listed in the office of the City Assessor, of all properties proposed for designation or inclusion within a proposed district and all properties within one hundred (100) feet of the proposed site or district's boundaries. These owners may confer with the LC prior to final action on the designation."
2. "13.215. Historic preservation commission composition. A historic preservation commission is hereby created, consisting of seven members. Of the membership and if available in the community, one shall be a registered architect, one shall be a historian, one shall be a licensed real estate broker, one shall be an alderperson, and three shall be citizen members. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The Mayor shall appoint the commissioners, subject to confirmation by the common council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years, except the alderperson who shall only serve through their term of office."
3. "13-1507(7) Work done without a COA.
 - a. If a COA is not obtained prior to the commencement of work, a fee will be charged as established by Section 13-1514.
 - b. When work or demolition has been done upon a designated historic structure, designated historic site, or structure within a designated historic district without a COA, and the LC finds that the work or demolition requires a COA but does not qualify for a COA, that work or demolition constitutes a violation of this ordinance and the LC may require the owner to restore the structure or site to the condition the structure or site was in before the inappropriate work was conducted or modify the work so that it qualifies for a COA. Any owner who fails to restore work or demolition as ordered by the LC, in accordance with this section, shall forfeit not less than \$1.00 nor more than \$1,000. Any owner who violates this section within 24 months after committing a previous violation of this section shall forfeit not less than \$200 nor more than \$2,000.
4. "13-1514. Penalties for Violations. Any person or persons violating any provision of Chapter 13-1500 or Section 5 of Chapter 13-200, Green Bay Municipal Code, may be fined no less than \$50 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the Development Director or their designee. Fine amounts shall be established by Common Council."

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

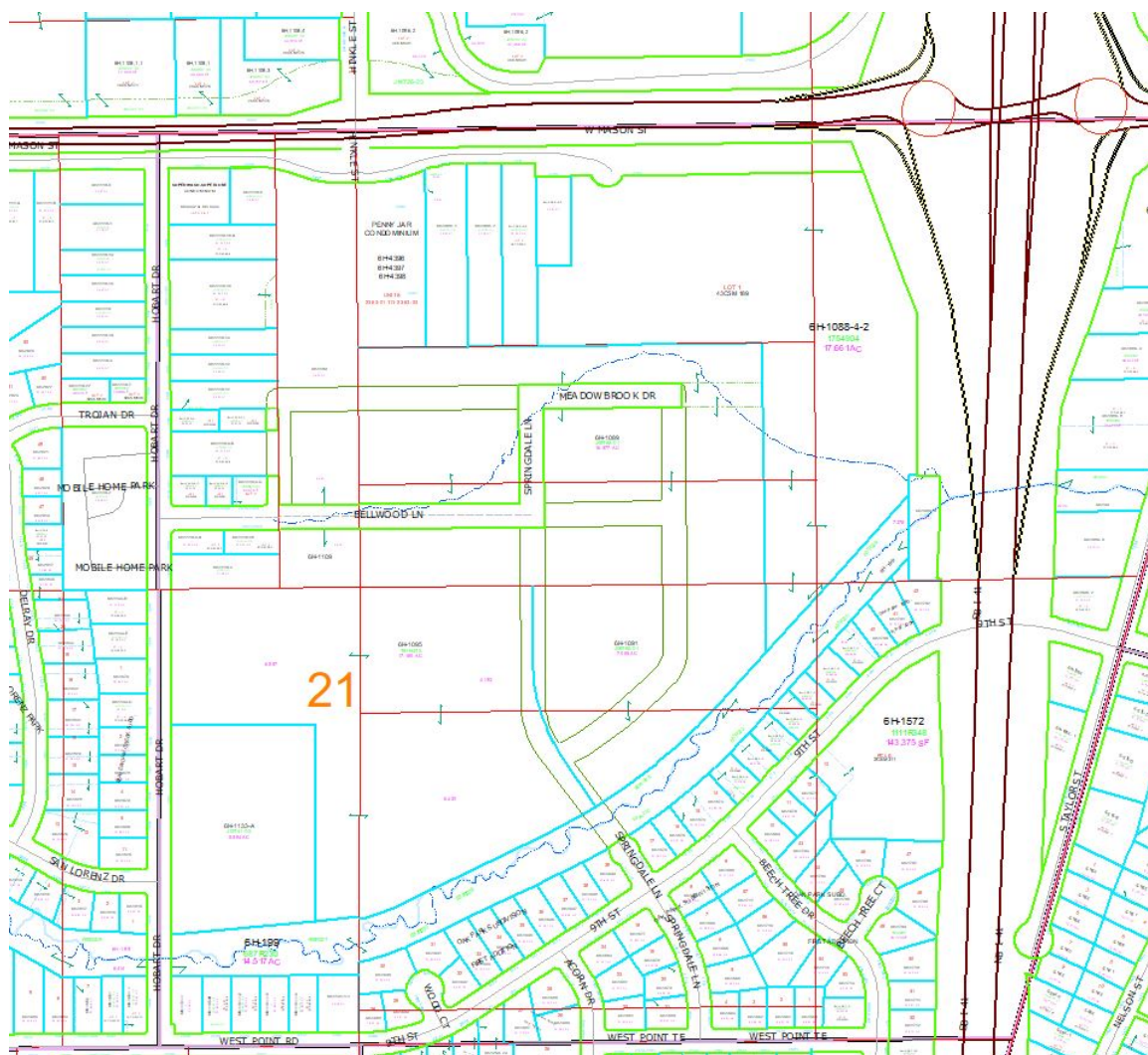
None

January 15, 2019

Aldersperson John S. Vander Leest Dist. 11

Refer to: Plan Commission

I request that staff create an Area Development Plan for the acreage and surrounding properties generally west of I-41, south of W. Mason Street, east of Hobart Drive, and north of Ninth Street, including a public connection at the Mason Street & Hinkle Street intersection.





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.I.

To approve action on a request by the City Assessor's office to cancel certain property taxes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Finance Committee Packet_parcel 9-23
2. Finance Committee Packet_parcel 9-22
3. Finance Committee Packet_parcel 22-2130
4. Finance Committee Packet_pp26214
5. Finance Committee Packet_pp26810



Office of the City Assessor

DATE: January 9, 2019
TO: Finance Committee
City of Green Bay
FROM: Russ Schwandt
Assessor
RE: Adjustment of 2018 Real Estate Tax Bill

Please be advised that I am recommending that the **2018** tax bill be adjusted for the following real estate parcel:

<u>PARCEL</u>	<u>NAME</u>	<u>ADDRESS</u>
9-23	Cyrus Development Services	1149 Main Street

Reason: Further research indicated that all improvements were razed as of 1/1/2018

The original 2018 real estate assessment was \$146,200. The corrected 2018 real estate assessment is \$48,100. Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2018	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																											
2	☒ Real estate parcel no. ☐ Personal property account no. 9-23			Is this parcel in a TID? ☒ No ☐ Yes TID no. 																																																																											
3	Property owner name CYRUS DEVELOPMENT SERVICES LLC			Personal property category (see instructions) 																																																																											
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9 Preparer name KRISTI NORTON	Email KRISTINO@GREENBAYWI.GOV
Daytime phone (920) 448-3072	

1/08/19

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX BILL

13:23:55
LRSPG111

PARCEL NO: 9 -23

BILL NO: 2146334

TAX YEAR: 2018 Enter year and CMD 2 for new year

PROPERTY LOCATION: 1149 MAIN ST

ASSESSED VALUES- LAND: 48,100 IMPROVEMNTS: 98,100 TOTAL: 146,200

FAIR MARKET RATIO: .9436 VALUE: 154,900

TOTAL NET TAX RATE: 23.38 (for current taxes only)

State Credits= School Credit: 268.90 First \$ Credit: 70.00

GROSS TAX: 3,687.70 STATE CREDITS: 338.90 NET TAX: 3,348.80

SPECIALS:

46 BID DISTRICT 439.00

TOTAL SPECIALS: 439.00

TOTAL TAX DUE: 3,787.80 FIRST PAYMENT: 2,113.40 DATE DUE: 1/31/2019
(AFTER L.C.) (AFTER L.C.) LOTT CR.: .00

CMD 1 - Return to previous screen

12/27/18

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX PAYMENTS

09:42:33
LRSPG112

PARCEL NO: 9 -23

BILL NO: 2146334

TAX YEAR: 2018 Enter year and CMD 2 for new year

DATE	PYMT AMOUNT	TYPE	TRANS	COMMENTS	SPEC CODE	SPEC DATE
12/26/18	3,348.80	GENERAL	413862	BC		
12/26/18	439.00	SPECIAL	413862	BC		

END OF PAYMENTS

ROLL KEYS - Display rest of payments
CMD 1 - Return to previous screen



Office of the City Assessor

DATE: January 9, 2019
TO: Finance Committee
City of Green Bay
FROM: Russ Schwandt
Assessor
RE: Adjustment of 2018 Real Estate Tax Bill

Please be advised that I am recommending that the **2018** tax bill be adjusted for the following real estate parcel:

<u>PARCEL</u>	<u>NAME</u>	<u>ADDRESS</u>
9-22	Cyrus Development Services	1155 Main Street

Reason: Further research indicated that all improvements were razed as of 1/1/2018

The original 2018 real estate assessment was \$133,800. The corrected 2018 real estate assessment is \$32,100. Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2018	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																											
2	☒ Real estate parcel no. ☐ Personal property account no. 9-22			Is this parcel in a TID? ☒ No ☐ Yes TID no. 																																																																											
3	Property owner name CYRUS DEVELOPMENT SERVICES LLC			Personal property category (see instructions) 																																																																											
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9 Preparer name KRISTI NORTON	Email KRISTINO@GREENBAYWI.GOV
Daytime phone (920) 448-3072	

12/26/18

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX BILL

14:58:02
LRSPG111

PARCEL NO: 9 -22

BILL NO: 2146333

TAX YEAR: 2018 Enter year and CMD 2 for new year

PROPERTY LOCATION: 1155 MAIN ST

ASSESSED VALUES- LAND: 32,100 IMPROVEMNTS: 101,700 TOTAL: 133,800

FAIR MARKET RATIO: .9436 VALUE: 141,800

TOTAL NET TAX RATE: 23.38 (for current taxes only)

State Credits= School Credit: 246.10 First \$ Credit: 70.00

GROSS TAX: 3,374.90 STATE CREDITS: 316.10 NET TAX: 3,058.80

SPECIALS:

46 BID DISTRICT 401.00

TOTAL SPECIALS: 401.00

TOTAL TAX DUE: 3,459.80 FIRST PAYMENT: 1,930.40 DATE DUE: 1/31/2019
(AFTER L.C.) (AFTER L.C.) LOTT CR.: .00

CMD 1 - Return to previous screen

1/08/19

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX PAYMENTS

13:24:29
LRSPG112

PARCEL NO: 9 -22

BILL NO: 2146333

TAX YEAR: 2018 Enter year and CMD 2 for new year

DATE	PYMT AMOUNT	TYPE	TRANS	COMMENTS	SPEC CODE	SPEC DATE
12/26/18	3,058.80	GENERAL	413862	BC		
12/26/18	401.00	SPECIAL	413862	BC		

END OF PAYMENTS

ROLL KEYS - Display rest of payments
CMD 1 - Return to previous screen



Office of the City Assessor

DATE: January 9, 2019
TO: Finance Committee
City of Green Bay
FROM: Russ Schwandt
Assessor
RE: Adjustment of 2018 Real Estate Tax Bill

Please be advised that I am recommending that the **2018** tax bill be adjusted for the following real estate parcel:

<u>PARCEL</u>	<u>NAME</u>	<u>ADDRESS</u>
22-2130	Richard & Rochelle DeJardin	2811 Classic Drive

Reason: The improvements on this parcel were not complete on 1/1/18. The original 2018 assessed value indicated that the improvements were complete.

The original 2018 real estate assessment was \$311,900. The corrected 2018 real estate assessment is \$66,200. Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2018	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																							
2	☒ Real estate parcel no. ☐ Personal property account no. 22-2130			Is this parcel in a TID? ☒ No ☐ Yes TID no. 																																																																							
3	Property owner name RICHARD AND ROCHELLE DEJARDIN			Personal property category (see Instructions) 																																																																							
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9 Preparer name KRISTI NORTON	Email KRISTINO@GREENBAYWI.GOV
Daytime phone (920) 448-3072	

12/26/18

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX BILL

11:25:29
LRSPG111

PARCEL NO: 22-2130

BILL NO: 2134028

TAX YEAR: 2018 Enter year and CMD 2 for new year

PROPERTY LOCATION: 2811 CLASSIC DR

ASSESSED VALUES- LAND: 41,200 IMPROVEMNTS: 270,700 TOTAL: 311,900

FAIR MARKET RATIO: .9436 VALUE: 330,500

TOTAL NET TAX RATE: 23.38 (for current taxes only)

State Credits= School Credit: 573.70 First \$ Credit: 70.00

GROSS TAX: 7,867.30 STATE CREDITS: 643.70 NET TAX: 7,223.60

SPECIALS:

65 RECYCLING/GARBA 60.00 67 GARBAGE CONTAIN 60.00

TOTAL SPECIALS: 120.00

TOTAL TAX DUE: 7,343.60 FIRST PAYMENT: 3,731.80 DATE DUE: 1/31/2019
(AFTER L.C.) (AFTER L.C.) LOTT CR.: .00

CMD 1 - Return to previous screen

1/08/19

BROWN COUNTY LAND RECORDS SYSTEM
DISPLAY TAX PAYMENTS

13:24:52
LRSPG112

PARCEL NO: 22-2130

BILL NO: 2134028

TAX YEAR: 2018 Enter year and CMD 2 for new year

DATE	PYMT AMOUNT	TYPE	TRANS	COMMENTS	SPEC CODE	SPEC DATE
12/31/18	7,223.60	GENERAL	419071	BC		
12/31/18	120.00	SPECIAL	419071	BC		

END OF PAYMENTS

ROLL KEYS - Display rest of payments
CMD 1 - Return to previous screen



Office of the City Assessor

DATE: January 16, 2019
TO: Finance Committee
City of Green Bay
FROM: Russ Schwandt
Assessor
RE: Adjustment of 2017 Personal Property Tax Bill

Please be advised that I am recommending that the **2017** tax bill be adjusted for the following personal property account:

<u>ACCT #</u>	<u>BUSINESS NAME</u>	<u>ADDRESS</u>
26214	Wells Fargo Vendor Financial	2140 Hutson Road

Reason: Two assets of personal property were reported on schedule C to the City of Green Bay that were not located in the City on 1/1/17.

The 2017 assessed value of the personal property on schedule C was \$579,100. The corrected 2017 personal property assessment for schedule C is \$450,700.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2017	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																																				
2	☐ Real estate parcel no. ☒ Personal property account no. 26214			Is this parcel in a TID? ☒ No ☐ Yes TID no. 																																																																																				
3	Property owner name WELLS FARGO VENDOR FINANCIAL			Personal property category (see instructions) 2 Machinery Tools and Patterns																																																																																				
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9 Preparer name KRISTI NORTON	Email KRISTINO@GREENBAYWI.GOV Daytime phone (920) 448-3072
--	--

Check Number: 6303

Check Date: 12/15/2017

REMITTANCE ADVICE - CUSTOMER COPY

Payee Name: Brown County Treasurer

Check Amount: \$18,884.20

Invoice No: WBN4431

Tax Year: 2017

County: Brown

State: WI

Document Name: Payment Package Description: 17-009221 CORPCD: WBN

Tran	Tax Bill #	Tax Amount	Interest	Penalty	Misc	Net Amount
1	25284	\$1,859.30	\$0.00	\$0.00	\$0.00	\$1,859.30
2	25285	\$47.80	\$0.00	\$0.00	\$0.00	\$47.80
3	25286	\$16,753.90	\$0.00	\$0.00	\$0.00	\$16,753.90
4	25287	\$223.20	\$0.00	\$0.00	\$0.00	\$223.20

THE ORIGINAL DOCUMENT HAS A WHITE REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW. DO NOT CASH IF NOT PRESENT.

Wells Fargo Equipment Finance
10 S Wacker Dr
Chicago, IL 60606



Wells Fargo Bank, N.A.
wellsfargo.com

6303
11-24-2017

Date: December 15, 2017

Pay Amount: ***\$18,884.20***

Pay *** Eighteen Thousand Eight Hundred Eighty Four and 20/100 ***

To The Order Of

Brown County Treasurer
Attn. Collector's Office
PO BOX 23600
Green Bay, WI 54305-3600

Void after 180 days

David Calhoun

6303 1210002481

4032827057

26214 CT Bill # 435601
WELLS FARGO VENDOR
FINANCIAL SERV LLC
PO BOX 36200
BILLINGS MT 59107-6200



Office of the City Assessor

DATE: January 23, 2019

TO: Finance Committee
City of Green Bay

FROM: Russ Schwandt
Assessor

RE: Adjustment of **2018** Personal Property Tax Bill

Please be advised that I am recommending that the **2018** tax bill be adjusted for the following personal property account:

<u>ACCT #</u>	<u>BUSINESS NAME</u>	<u>ADDRESS</u>
26810	Décor Consignment	1203 W. Mason Street

Reason: The owner reported items that were in the store on consignment as personal property. Items that are subject to resale should not be reported as personal property.

The 2018 assessed value of the personal property was \$52,100.
The corrected 2018 personal property assessment is \$5,700.

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY

Case no.

1	Assessment year 2018	Co-muni code 05 - 231	Municipality CITY OF GREEN BAY	County BROWN																																																																																
2	☐ Real estate parcel no. ☒ Personal property account no. 26810			Is this parcel in a TID? ☒ No ☐ Yes TID no. 																																																																																
3	Property owner name DECOR CONSIGNMENT LLC			Personal property category (see instructions) 3 Furniture Fixtures and Equipment																																																																																
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9 Preparer name KRISTI NORTON	Email KRISTINO@GREENBAYWI.GOV
Daytime phone (920) 448-3072	

1/23/19 BROWN COUNTY LAND RECORDS SYSTEM 11:20:19
Acct No: 26810 PERSONAL PROPERTY INQUIRY SCREEN PRPPG003
Business Name: DECOR CONSIGNMENT LLC
Owner Name: DECOR CONSIGNMENT LLC
Business Loc: 1203 W MASON ST
Mailing DECOR CONSIGNMENT LLC
Address:

1203 W MASON ST
GREEN BAY

WI 54303 - 0000

Neighbor Hood:
SIC Code: 0000
Doomage Value:

District: CT Tif Dist: 000 State Assessed: N
School Dist: 2289 San Dist: 504 Spec Tax Dist: 00 00 00

VALUATION INFO:

Code Description	Amount	Code Description	Amount
3-- FURNITURE, FIXTUR	52,100		
4A ALL OTHER PERSONA	400		
00 * END OF RECORDS			

OCCUPATION/MISC CHARGES:

Code Description	Amount	Code Description	Amount
* END OF RECORDS			

Cmd 2 - View Tax Bill Info

Cmd 1 - Return To Previous Screen

"+" - Rollup Key To View Addtl Info

1/23/19

BROWN COUNTY LAND RECORDS SYSTEM
PERSONAL PROPERTY INQUIRY SCREEN

10:15:06
PRPPG003

Acct No: 26810

District: CT

Business Name: DECOR CONSIGNMENT LLC

Bill No: 534525

Assessed Value:

52,500 Fair Mrkt:

55,600

Tax Year: 2018

			General Tax	Occ/Misc Chrgs
Gross Tax:	1,324.20	Due:	1,227.60	.00
Credit Amt:	96.60	Paid:	1,227.60	.00
Net Tax Amt:	1,227.60	Outstanding:	.00	.00

PAYMENTS:

Date	Pymt Type	Amount	Void Date	Batch	Trans No	Comments
-1/23/2019	REGULAR	1,227.60		BC	430934	PNP-1-17-19
** END **						

Cmd 1 - Return To Previous Screen



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.2.

Approval to award a contract for Law Enforcement Tires for GBPD to the Goodyear Tire and Rubber Company for ~\$53,390.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. I-29-19 FIN Mtg GBPD Tires



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee
FR: Rick Jensen, Purchasing Manager
DT: January 29, 2019
RE: Purchasing Report
Cc: Diana Ellenbecker, Pam Manley, Andrew Smith

Report of the Purchasing Manager:

1. Request approval to award a contract for Law Enforcement Tires for GBPD to the Goodyear Tire and Rubber Company for ~\$53,390.

The following items were openly and competitively offered:

Finance Committee - Report of the Purchasing Manager				
DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	\$ AMOUNT
GBPD One (1) Year Law Enforcement Tire Contract	1013440-55101 Vehicle Maintenance	The Goodyear Tire and Rubber Company	4	\$53,390

CITY OF GREEN BAY QUOTATION SUMMARY

RFQ #3121

Law Enforcement Tires

DEPT: Police		REQ #	VENDOR #1		VENDOR #2		VENDOR #2		VENDOR #3	
Planholders: 6 Vendors		CC#863	THE GOODYEAR TIRE & RUBBER CO		POMP'S TIRE SERVICE		POMP'S TIRE SERVICE		RAY'S TIRE	
ISSUED: 12/19/18		DUE: 1/16/19	Akron OH		Green Bay		Green Bay		Green Bay	
QTY	DESCRIPTION		UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
180	245/55/R18:		\$ 144.00	\$ 25,920.00	\$ 146.07	\$ 26,292.60	\$ 151.41	\$ 27,253.80	\$ 129.88	\$ 23,378.40
	Brand:		Goodyear 103V EAG Enforcer A/W TL		FS Firehawk PVS		GY Enforcer		Toyo Celcius	
200	225/60/R18		\$ 127.00	\$ 25,400.00	\$ 129.10	\$ 25,820.00	\$ 140.93	\$ 28,186.00	\$ 121.05	\$ 24,210.00
	Brand:		Goodyear 100V EAG Enforcer A/W TL		FS Firehawk PVS		GY Enforcer		Toyo Celcius	
18	235/55/R17		\$ 115.00	\$ 2,070.00	\$ 117.95	\$ 2,123.10	N/A	N/A	\$ 97.39	\$ 1,753.02
	Brand:		Goodyear 98W S2 EAG RS-A VSBRTTL		FS Firehawk PVS		-		Toyo Celcius	
Estimated Total Cost:			\$ 53,390.00		\$ 54,235.70		\$ 55,439.80		\$ 49,341.42	
LEAD TIME:			7 Business Days		blank		blank		blank	
PAYMENT TERMS: NET 30			Net 30		blank		blank		blank	
EARLY PAYMENT DISCOUNT:			Yes		blank		blank		Yes	
COMPANY ACCEPTS P-CARD PAYMENTS:			Yes		blank		blank		Yes	

		VENDOR #3		VENDOR #4		VENDOR #4		VENDOR #4	
		RAY'S TIRE		TRIUMPH TIRES		TRIUMPH TIRES		TRIUMPH TIRES	
		Green Bay		Green Bay		Green Bay		Green Bay	
QTY	DESCRIPTION	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE	UNIT	PRICE
180	245/55/R18:	\$ 137.80	\$ 24,804.00	\$ 142.55	\$ 25,659.00	\$ 151.41	\$ 27,253.80		\$ -
	Brand:	Firestone Firehawk PVS		Goodyear Eagle Ultra Grip GW3 103V SL Eagle UG GW3 VSBTL		Goodyear Eagle Enforcer All Weather 103V Eagle Enforcer A/W TL		-	
200	225/60/R18	\$ 121.70	\$ 24,340.00	\$ 129.10	\$ 25,820.00	\$ 123.12	\$ 24,624.00	\$ 140.93	\$ 28,186.00
	Brand:	Firestone Firehawk PVS		Firestone Firehawk PVS		Goodyear Eagle Ultra Grip GW3 99V SL Eagle UG GW3 VSPRPTL		Goodyear Eagle Enforcer All Weather 100V Eagle Enforcer A/W TL	
18	235/55/R17	\$ 111.27	\$ 2,002.86	\$ 117.95	\$ 2,123.10	\$ 117.90	\$ 2,122.20		\$ -
	Brand:	Firestone Firehawk PVS		Firestone Firehawk PVSP		Goodyear Eagle Ultra Grip GW3 98V S2 Eagle UG GW3 VSBRTPL		-	
Estimated Total Cost:			\$ 51,146.86		\$ 53,602.10		\$ 54,000.00		
LEAD TIME:		blank		7-14 Days		blank		blank	
PAYMENT TERMS: NET 30									
EARLY PAYMENT DISCOUNT:		Yes		Net 30		blank		blank	
COMPANY ACCEPTS P-CARD PAYMENTS:		blank		No		blank		blank	

Recommendation: Award to the lowest responsive, responsible vendor, The Goodyear Tire and Rubber Company for the approximate amount of \$53,390 for a yearly Contract.

NOTE: The bid asked for a one year contract with firm pricing. Pomp's, Ray's and Triumph's prices are only good through 3/31/2019.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.3.

To approve action on requested amendments to Claims Administration Procedure Ordinance (GBMC 7.01 et seq).

BACKGROUND

RECOMMENDATION

Approval.

FISCAL IMPACT

ATTACHMENTS

- I. Draft 3 GO 20-18 - Ordinance relating to Claims Administration

GENERAL ORDINANCE NO. 20-18

AN ORDINANCE AMENDING CHAPTER 7, GREEN BAY MUNICIPAL CODE, RELATING TO CLAIMS ADMINISTRATION

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 7, Green Bay Municipal Code, is hereby amended as follows:

7.01 ADOPTION OF STATE LAW. All applicable state laws including, but not limited to, statutes of limitations, procedures, and other requirements pertaining to municipal claims and damages, as from time to time amended, changed, deleted, modified, or created, are hereby adopted by reference, made effective, and incorporated as if fully set forth herein. Any act required to be performed or prohibited by any laws so incorporated by reference is required or prohibited by this resolution.

~~**7.02 ADOPTION OF WISCONSIN CIVIL JURY INSTRUCTIONS.** All applicable Wisconsin Civil Jury Instructions, as promulgated by the Wisconsin Civil Jury Instructions' Committee, currently in effect or any subsequent additions thereto or deletions therefrom are hereby adopted by the City of Green Bay as guidelines upon which to determine whether to deny, settle, or pay any claim filed against the City of Green Bay as may be appropriate on a case-by-case basis.~~

~~**7.023 DEFINITIONS-ESTABLISHMENT OF CLAIMS COMMITTEE.**~~

~~(1) CLAIM means a correct, complete, and proper, in substance and form, itemized written statement of personal injury, wrongful death, or property damage in strict conformity with the requirements of State law, which sets forth with specificity and particularity the correct and complete name, home address, and telephone number of the claimant together with a specific and legally sufficient description and itemization of the nature, kind, and type of injury and/or damage, the specific dollar amount of damages claimed, together with a full and accurate statement of the facts and circumstances upon which the claim is based, including the reasons for believing the City is liable therefore.~~

~~(2) (Rep. & Rec. GO 44-96) CITY CLAIMS COMMITTEE means those persons who, from time to time, are appointed and authorized by the Mayor of the City of Green Bay to serve for an indeterminate period on the Claims Committee and who are charged with the responsibility of coordinating and administering the City's claims procedure and all claims filed in a manner consistent with the provisions of this chapter and all other applicable laws. The City Claims Committee shall be comprised of the City Attorney, Deputy City Attorney, one paralegal from the Law Department, Risk Manager, and~~

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~~the Finance Director or his/her designee. The Claims Committee shall~~ have the sole, complete, and final authority to deny, ~~to settle, or approve to pay~~ ment for any and all claims received pursuant to § 893.80, Wis. Stats, up to \$50,000.00. The Claims Committee shall meet at least monthly ~~in the amount of \$5,000.00 or less as defined in the manner set forth below. The City Claims Committee shall have the authority to recommend approval or denial of all claims in an amount greater than \$5,000.00 as defined in the manner set for the below to the Finance Committee and Common Council. The Claims Committee shall consist of two representatives of the City Attorney's Office and the Finance Director or his/her designee.~~

7.0³⁴ PROCEDURE.

(1) Claims shall ~~Each and every claim of whatever kind or nature against the City shall be served upon the City Clerk or his/her designee. , or his/her designee, by each aggrieved party or someone acting on his/her behalf in strict conformity with the time limits and manner required by State law. The City Clerk shall immediately forward to the City Attorney all such claims filed against the City pursuant to § 893.80, Wis. Stats to the City Attorney. The City Attorney, in conjunction with the City's insurer, who shall cause a file to be created and maintained for each claim received and shall retain and process the original claim as required by law.~~

(2) The City Attorney, or its third party insurance administrator ~~his/her designee~~, shall promptly provide a notice ~~notify to~~ the claimant confirming ~~of the~~ receipt of such claim and shall request of the claimant such additional information as may be necessary to process the claim. The notice required by this paragraph shall be a courtesy notice only and imposes no obligations beyond those set forth by § 893.80, Wis. Stats. It shall be the responsibility of the claimant for ensuring compliance with the requirements of § 893.80, Wis. Stats. ~~Information on the circumstances surrounding the claim shall be sought from the department within the City against whom the claim is made, asking for a statement of facts from such department concerning the claim.~~

(3) The City Attorney, or its third party insurance administrator, shall obtain information on the circumstances surrounding the claim from the City department against whom the claim is made, including asking for a statement of facts concerning the claim.

(4) Upon the receipt of requested information from the appropriate department and from the claimant, the claim shall be provided to the Claims Committee ~~shall meet and for review, along with any recommendations received from the City's insurer the claim.~~

(4⁵) The Claims Committee ~~shall~~ may utilize the services of a claims investigator/adjuster ~~from time to time as they deem appropriate.~~ The reports of the investigator/adjuster shall be made available to the claimant upon request pursuant to §19.35, Wis. Stats.

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~~(56) The Common Council of the City of Green Bay authorizes the City Claims Committee meet and review all claims to make a recommendation to the Common Council for approval or denial. The Committee's recommendations shall be based on those established principles of state and federal law, as enunciated in the Wisconsin Civil Jury Instructions, State Statutes, or any other appropriate legal basis~~applicable.

~~(67) Every month~~On no less than a quarterly basis, the Claims Committee shall ~~file a report with the City Clerk to be~~ present a reported to the Finance Committee ~~and then the Common Council~~ describing all claims settled, denied, or approvedsince last reported.

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2019.

APPROVED:

Mayor

ATTEST:

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.4.

To refer to Staff and bring back to a future Protection and Policy Committee meeting to create an emergency response plan for residents affected by failures in City-owned infrastructure/assets for which inadequate means exist to rectify which may or may not include ordinance changes, funding solutions or staff response time.

BACKGROUND

RECOMMENDATION

Refer to Staff.

FISCAL IMPACT

ATTACHMENTS

1. Emergency Plan Referral by Ald. Johnson
2. Ald Johnson comm - Emergency plan memo



PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

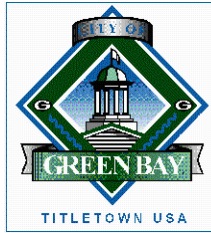
Date of Council Meeting: 01-15-19

Request of Alderperson Brian Johnson

Refer to: Finance

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

Refer to Finance Committee to
create an emergency response
plan for residents affected by
failures in city-owned infrastructure/assets
for which inadequate means
exist to rectify which may or
may not include ordinance
changes, funding solutions or
staff response time.



CITY OF GREEN BAY MEMO

TO: Members of the Finance Committee

FROM: Diana Ellenbecker, Finance Director

SUBJECT: Response to Ald. Johnson's communication

DATE: January 29, 2019

Finance Committee members:

Staff recommends this matter be referred to staff to work with the City's Emergency Manager, work with the Brown County Emergency Operations Center, and explore options for disseminating educational materials to constituents.

As this matter falls within the purview of the Protection and Policy Committee, we recommend this be placed on a future Protection and Policy agenda, along with a presentation from staff regarding what services are currently offered by the City.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.5.

To receive and place on file the report of the Claims Committee.

The Council may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of 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. The Council may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. CONFIDENTIAL Claims Committee Rpt January 2019



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # P.6.

To approve the updated Investment Policy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. City of Green Bay Investment Policy-Draft
2. INVESTMENT POLICY



CITY OF GREEN BAY INVESTMENT POLICY

CITY OF GREEN BAY INVESTMENT POLICY	
Title: Investment Policy	Policy Reference: Chapter
Policy Source: Finance Department	Legal Review Date:
Finance Committee Approval:	City Council Approval:

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to be broad enough to allow the investment officer to function within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Scope:

This investment policy applies to all financial assets of the City of Green Bay. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Trust and Agency Funds
- Debt Service Funds
- Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

Objectives:

The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Green Bay shall be the following:

- **Legality:** All investments made by the City shall be in compliance with Section 66.0603 Wisconsin Statutes which is the general grant of authority for making investments with municipal funds and Section 219.05 which extends such authority to investment in savings and loan associations. Under no circumstances shall municipal funds be deposited in any financial institution that has not been declared a public depository of the City by resolution of the Common Council.

- **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- **Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The maturity of any investment shall be determined by analyzing the following factors:
 - Immediate cash requirements
 - Projected expenditures
 - Available funds on hand
 - Maturing investments
 - Anticipated revenues

Investments shall not extend beyond any recognized unfunded cash needs of the City. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

- **Return:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

Authority:

Authority to manage the City of Green Bay's investment program is derived from State of Wisconsin Statutes and City of Green Bay ordinances. The City Treasurer is the investment officer and is responsible for investment decisions and activities. The City Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

Prudence:

The standard of prudence to be used by City investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual

security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest:

Finance officers involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Financial Institutions:

In accordance with Wisconsin statutes sections 34.05 and 219.05, the Finance Director / Assistant Finance Director shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. The Finance Director / Assistant Finance Director shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community presence) using available public agency and private rating services as appropriate. Regular review of the financial condition and applicable certifications and/or registrations of all qualified institutions shall be conducted.

Every 1-2 years, the Finance Director / Assistant Finance Director shall present a list of these qualified institutions to the Financial Committee for its review and recommendation to the City Council for approval via resolution.

The City will maintain relationships with a small number of brokers who can best assist the City in achieving its investment goals at the discretion of the Finance Director/Assistant Finance Director. All broker from whom the City purchases securities must supply the following upon request:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage – SIPC, FDIC or other relevant insurance will be considered

Safekeeping and Custody:

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited through an eligible financial institution prior to the release of funds. Securities will be held in a custodial account in the City's name. The safekeeping institution shall, upon request, be able to provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70). The Finance Director / Assistant Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal control system shall be documented in an investment procedures manual and shall be reviewed and updated regularly. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Authorized Investments:

The investment of City funds shall be in accordance with Wisconsin statutes section 66.0603 and include:

- Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.
- Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
- Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
- Money market accounts with institutions from the approved list of public depositories.
- Repurchase agreements that are fully collateralized by securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
- The local government pooled-investment fund.

Collateralization and Insurance:

The Federal Deposit Insurance Corporation (FDIC) protects deposits up to \$250,000 or current level as determined by the federal government, whichever is higher. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1) (a) and 34.08 (2) up to \$400,000 for any one public depositor in any individual public depository. The Finance Director / Assistant Finance Director can require

collateralization as stated in Wisconsin statutes section 34.07 and will exercise professional judgement in regard to the requirement of collateralization of certificates of deposit or any other time deposit in an amount over \$650,000. Acceptable collateral for bank deposits and repurchase agreements shall include only obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities.

Liquid v. Managed Portfolios:

The City's investment portfolio will be defined as consisting of two portions: (1) the liquid portfolio which consists of investments that can be accessed without respect to maturity or penalty within three business days and (2) the managed portfolio which consists of investments with stated maturity dates.

Diversification:

It is the policy of the City of Green Bay to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:

To the extent possible, the City of Green Bay will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance Committee.

Performance standards:

The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates, and taking into account the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:

The Assistant Finance Director will prepare monthly investment reports and submit to the Finance Director. The Assistant Finance Director will prepare annual reports to the Finance Committee, whether in written or verbal form.

Investment Advisory (if deemed appropriate to retain):

Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:

- **Selection Process** - The investment advisor will be selected by a competitive process that is coordinated by the Finance Director/Assistant Finance Director and includes additional staff or advisors per their discretion on a review panel. The selected advisor(s) will be recommended to the Finance Committee and City of Green Bay Common Council for approval.
- **Investment Procedures** - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., “discretionary” authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a “non-discretionary” account, all investment transactions shall be approved by City of Green Bay staff.
- **Periodic Reporting** - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.
- **Compensation and Term of Agreement** - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Investment Policy Review:

The investment policy will be reviewed periodically at the discretion of the Finance Director or Assistant Finance Director.

Glossary

Agencies: The debt securities of federal agencies that are owned entirely by the U.S. Government and have been authorized by the Treasury to issue this debt. Some carry a direct guarantee of the U.S. Government, while others carry an implied guarantee.

Broker: A broker brings buyer and sellers together for a commission.

Certificates of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery versus Payment: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Investor: (Name of Municipality) Treasurer/Comptroller or designee, as authorized by (Name of Municipality) Board.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Market Value: The price at which a security is trading and could presumable be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase, which establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Portfolio: Collection of securities held by an investor.

Rate of Return: The yield obtainable on a security based on its purchase price.

Repurchase Agreement: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Exception: When the Fed is said to be doing repurchase agreements, it is lending money, that is, increasing bank reserves.

Risky Investment: Refers to investment vehicles that may or may not be specifically prohibited, but are not suitable for the (Name of Municipality) portfolio. These risky investment examples are as follows: inverse floaters, range floaters, mortgage securities structured as interest-only and principal-only.

Safekeeping: A service to customer rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC): An agency created by Congress to protect investors in securities transactions by administering securities legislation.

Speculative Investments: Investment vehicles purchased with the intent of betting on the future movement of interest rates, whereby sale of the investment, before maturity, creates unusual yields.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Bills carry a maturity of up to one (1) year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

Treasury Notes: An interest bearing security issued by the U.S. Treasury to finance the national debt. Maturities can range from two (2) to ten (10) years.

Yield: The rate of annual income return on an investment expressed as a percentage.



CITY OF GREEN BAY INVESTMENT POLICY

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POLICY

Approved by the Finance Committee on September 24, 2002

Approved by the Common Council on October 1, 2002

It is the policy of the City of Green Bay to invest public funds in a manner consistent with providing both for the safety of principal and a competitive rate of return. Investment decisions are to be made in accordance with State Statute and the established guidelines in this policy.

SCOPE

This policy applies to the management of available balances in the General, Proprietary, Special Revenue, Construction and Debt Service Funds. An accounting of these funds can be found in the Comprehensive Annual Financial Report.

The City of Green Bay is not responsible for the investment of employee pension funds or employee retirement funds. All employee 457 Retirement Plan funds are under the management of the ICMA Retirement Corporation or the State of Wisconsin Deferred Compensation Board. City and employee contributions to the Wisconsin Retirement System are managed by the State of Wisconsin Investment Board. This policy also does not apply to funds managed by the City of Green Bay Water Department or the Green Bay Metropolitan Sewerage District.

PRUDENT INVESTOR RULE

Investment decisions shall be made under the prevailing market conditions with the care and judgment that people of prudence, discretion and intelligence exercise in the management of their own affairs. Securities are to be selected for investment potential and not for speculation, considering the probable safety of capital as well as the probable income to be received.

The prudent person standard shall be applied in the context of overall portfolio management. The City Treasurer shall be relieved of personal liability for the credit risk and market value changes of any individual security when exercising due diligence in accordance with this written policy.

INVESTMENT OBJECTIVES

The primary investment objective of the City of Green Bay is the preservation of capital. Investment strategy and individual securities selection shall always be made in such a manner as to ensure the safety of the entire portfolio.

Secondly, the treasury shall provide sufficient liquidity to meet the daily operating needs of the City of Green Bay by appropriately structuring the maturity distribution of the portfolio.

The third investment objective of the City of Green Bay is to guarantee the legality of all security purchases. This policy defines the universe of investment vehicles authorized for purchase by the City Treasurer.

After the objectives of safety, liquidity and legality have been ensured, the final objective is investment return. The investment horizon for the portfolio shall be consistent with cash management strategies and a performance benchmark will be accordingly established.

DELEGATION OF AUTHORITY

The fiduciary duties of the City Treasurer are defined by State Statute 62.09(9). The Treasurer is responsible for the investment program and for establishing written procedures for the operation of the program consistent with this investment policy. The Assistant Finance Director is hereby delegated investment authority in the absence of the City Treasurer. The Assistant Finance Director is held to all provisions in this policy and to the practices established in the written procedure manual. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Assistant Finance Director.

PROCEDURE MANUAL

The Treasurer shall establish written procedures for the operation of the investment program. The procedure manual shall include the following:

- glossary of investment terms
- copy of the PSA Master Repurchase Agreement
- copy of the Custodial Asset Management Agreement
- wire transfer agreements, security formats and call back procedures
- banking services contracts
- delineation of investment authority of the Assistant Finance Director
- list of authorized brokers/dealers
- list of eligible depositories
- LGIP related information, depositor numbers, account numbers, telephone contact
- MBIA class related information, depositor numbers, account numbers, telephone contact

ETHICS

The Treasurer shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could influence the ability to make impartial investment decisions. The Treasurer shall disclose to the Finance Director any material financial interests in any financial institutions that conduct business with the City of Green Bay.

BANKING AND BROKER/DEALER RELATIONSHIPS

The City Treasurer may purchase authorized securities from primary dealers, regional dealers qualified under Securities & Exchange Commission Rule 15C3-1 and the trading desk of any Wisconsin bank. To be eligible to do business with the City of Green Bay, a firm must show profitability, be well capitalized and demonstrate expertise in dealing with local governmental units.

All dealers authorized to conduct business with the City of Green Bay must provide the following: audited financial reports, proof of National Association of Security Dealers certification, personal resume, three professional references and certification of having read this policy.

The Treasurer shall monitor the financial condition of all institutions conducting business with the City. The Treasurer shall obtain an annual peer rating of all City depositories from Sheshunoff Information Services, Inc. Institutions that do not maintain an investment grade rating will not be eligible for City deposits.

The City lead bank must be located in Green Bay and maintain an A rating from Sheshunoff. The lead bank must be capable of providing all banking services required by the City. Banking services will be reviewed every five years and renegotiated or bid out through a RFP process.

AUTHORIZED INVESTMENT INSTRUMENTS

The Treasurer is allowed to invest in any vehicle permitted by State Statute 66.0603 (1g) with final maturity restrictions consistent with the investment horizons defined on page 12 of this policy. The universe of investment instruments available to the Treasurer are:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in the State of Wisconsin.
2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, discount notes or notes of the Federal Home Loan Bank, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Federal Farm Credit Bank, and the Student Loan Marketing Association.
3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of the State of Wisconsin.
4. Bonds issued by a special purpose district in the State of Wisconsin created for the intent of financing an exposition center.
5. Any security which matures or which may be tendered for purchase at the option of the holder within three years of the date on which it is acquired and if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

6. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by the bonds or securities under subd.6.a. or b.

The Treasurer shall obtain a prospectus, investment policy/philosophy, and independent rating of any money market fund prior to investment.

7. Bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements.

8. The State of Wisconsin Local Government Investment Pool. The Treasurer must have a copy of the State of Wisconsin Investment Board investment policy on file prior to investment. Additionally, the Treasurer shall obtain a monthly portfolio analysis of the State investment holdings and the return on the LGIP shall be reported to the Council once a month.

9. Repurchase Agreements collateralized by the securities itemized above in paragraphs 6(a) or (b).

SAFEKEEPING AND CUSTODY

All security purchases and repurchase agreements shall be executed on a delivery-vs-payment basis. The trust department at the lead bank for the City shall serve as the City custodian. Upon receipt of securities, the custodian will forward payment to the counter-party and furnish the Treasurer with a safekeeping receipt.

The custodian will provide the Treasurer with a monthly account statement listing all securities in safekeeping and the marked-to-market valuation of each position. A Custodial Asset Management Agreement must be signed by both parties and a copy kept in the office procedure manual.

MASTER REPURCHASE AGREEMENTS
CUSTODIAL UNDERTAKING AGREEMENTS

The Treasurer shall use the standard Public Securities Association Master Repurchase Agreement as the contract language for all repurchase agreements. Collateral must be delivered to the City custodian and funds forwarded on a delivery-vs-payment basis. Acceptable collateral for use in a repurchase agreement in the State of Wisconsin is identified in the Authorized Investment Instruments section of this policy. The collateral level shall be 102% of the market value of principal and accrued interest. The right of collateral substitution is granted. A copy of the PSA Master Repurchase Agreement shall be kept in the office investment procedures manual.

Some open-ended repurchase agreement products require the use of a specified bank to act as the third party custodian. The Treasurer may invest in such products when a Custodial Undertaking in Connection with Repurchase Agreement is executed with the custodial bank. The custodial agreement must deliver the collateral to the City of Green Bay in the case of default. The City Attorney shall review all custodial agreements prior to the investment of funds by the Treasurer.

INVESTMENT STRATEGY

The City investment strategy is passive. Securities are purchased with the intent to hold to maturity, however, the Treasurer may sell any security prior to maturity to capture capital gains, provide for general operating liquidity or to take advantage of market opportunities.

INVESTMENT HORIZON

By laddering the portfolio to match accounts payable and payroll disbursements and by maintaining a prudent percent of the portfolio in overnight maturities for unexpected draws, the Treasurer can ensure sufficient liquidity to meet the cash flow needs of the City. Unless matched to a specific cash flow need, the Treasurer shall not purchase securities that mature in more than three years from the date of purchase. Reserve funds may be invested in securities up to five years in maturity if the security coincides with the expected expenditure of the funds. The portfolio weighted average maturity shall remain between six and twelve months and the following maturity limits shall apply to each instrument.

<i>Instrument</i>	<i>Maturity</i>
Repurchase Agreement Collateral	10 years
Treasuries and Agencies	3/5 years*
Commercial Paper	270 days
Commercial Notes	3 years
Certificates of Deposit	3 years
* Five-year limit for reserve funds	

DIVERSIFICATION

To reduce investment risk, the City portfolio shall be diversified by security type, maturity, and institution. The following is the minimum and maximum allowable asset allocation.

<i>Instrument</i>	<i>Portfolio Limit</i>
Treasurys and Agencies	25 - 100%
Commercial Paper and Notes	0 - 30%
CD's	0 - 50%
Asset Backed	0 - 30%
Mortgage Backed	0 - 30%
LGIP	0 - 30%
Money Market Investments	0 - 25%

CREDIT QUALITY

The minimum credit quality of investment instruments for the City of Green Bay are as follows:

<i>Instrument</i>	<i>Rating</i>
Repurchase Agreement Previously defined on page 8	
Commercial Paper	A by S&P or P by Moody's
Commercial Notes	AA by S&P or AA by Moody's
Certificates of Deposit	Peer group rating of C by Sheshunoff
Money Market	AAA by S&P or AAA by Moody's

ISSUER EXPOSURE

The maximum exposure to any issuer shall be in the aggregate as follows:

<i>Instrument</i>	<i>Limit</i>
US T-Bill	None
US T-Note (per issue)	\$ 5 million
US AGENCY (per issue)	\$ 5 million
A or P short term ratings (per issuer)	\$ 5 million
AAA Corporate Rating	\$ 5 million
C Sheshunoff Rating	\$ 1 million
B Sheshunoff Rating	\$ 5 million
A Sheshunoff Rating	\$15million
LGIP	\$25 million
Money Market (per issuer)	\$ 5 million

PERFORMANCE STANDARDS

The return on the portfolio should be consistent with passive investment strategies and cash management investment horizons. The yield benchmark shall be the six month Treasury Bill. Performance will be evaluated every month and reported to the Common Council.

REPORTING

The Treasurer shall furnish the Council with a monthly portfolio report. The report shall list investments by security type, graph maturity distribution, and compare performance relative to the established benchmark.

EARNINGS ALLOCATION

Earnings are to be allocated monthly on a pro-rata basis to respective funds based upon beginning of the month balances.

INTERNAL CONTROL AND REVIEW

The Treasurer is responsible for the implementation, control and review of this policy. An external auditor shall review investment practices annually to determine compliance with this policy.

INVESTMENT POLICY ADOPTION

This Investment Policy shall be adopted by the Common Council of the City of Green Bay. The Finance Committee shall review it annually and the Common Council shall approve any modifications.

Adopted by Council on 10/1/2002.

GLOSSARY

AGENCIES: Federal Agency Securities.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAR): The official annual report for the City of Green Bay. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of

securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-a-vis member commercial banks.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned

corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "pass through" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all

future transactions between the parties to repurchase/reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: the date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use

or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT(RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3- 1: See Uniform Net Capital Rule.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BOND: A long-term interest bearing U.S. Treasury security having an initial maturity of more than ten years.

TREASURY NOTES: An intermediate-term interest bearing U. S. Treasury security having initial maturity of one to ten years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission

requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to one; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD or YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # Q.I.

To approve the purchase of playground equipment for East River Van Beaver Park and Fort Howard/Jefferson Park from Northland Recreation for a total cost of \$110,000 and to refer the recommendation to the Redevelopment Authority for final approval.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. RFP #3122 Intent to Award Notice
2. ER Van Beaver Park
3. Fort Howard Park



February 8, 2019

RE: RFP No. 3122
Playground Equipment for 2 Parks– East River
Van Beaver Park and Fort Howard Park

The evaluations of the proposals received have been completed. The award recommendation of the highest scoring proposal for the following playground equipment projects will be as follows:

- 1) East River Van Beaver Park – Award to Northland Recreation (Option #2) for \$55,000.
- 2) Fort Howard Park – Award to Northland Recreation (Option #2) for \$55,000.

A copy of the proposal scoring summary is attached. This recommendation will be brought for approval before the Redevelopment Authority on February 12, 2019 and the Park Committee on February 13, 2019.

These meetings are open to the public and attendance is not required. As the location and time may change, please confirm the date, time and room if you plan to attend.

Thank you for your time and effort on your proposal you submitted and also for your continued interest in doing business with the City of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Jackie Krawze, CPPB
Buyer

Attachment

cc: Kaurie M. – Parks, Recreation & Forestry Department
Dan D. – Parks, Recreation & Forestry Department
Rick J. – Purchasing Department

#3122 RFP Scoring & Price Summary

2 PLAYGROUNDS (East River Van Beaver & Fort Howard Parks)

RFP #3122

ISSUED: 12/13/18 DUE: 1/30/2019

CC: 65000

Scoring Criteria & Points

Evaluation Team Total Possible Points	East River Van Beaver Park MINIMUM SPECIFICATIONS Proposals not to exceed \$55,000	Highest Score	----->	----->	Lowest Score
		Northland Recreation Option #2	Lee Recreation	Northland Recreation Option #1	MN/WI Playground
15	Number of Components	15	13	14	13
25	Originality	23	21	20	16
55	Play Value	50	48	45	44
5	Warranty	3	5	3	2
100	Vendor Scores (Total possible points = 100)	91	87	82	75

Award East River Van Beaver Park to Northland Recreation for a total cost of \$55,000

Evaluation Team Total Possible Points	Fort Howard Park MINIMUM SPECIFICATIONS Proposals not to exceed \$55,000	Highest Score	----->	----->	Lowest Score
		Northland Recreation Option #2	Lee Recreation	Northland Recreation Option #1	MN/WI Playground
15	Number of Components	14	15	12	10
25	Originality	21	19	21	17
55	Play Value	52	47	48	41
5	Warranty	3	5	3	2
100	Vendor Scores (Total possible points = 100)	90	86	84	70

Award Fort Howard Park to Northland Recreation for a total cost of \$55,000

NOTES:

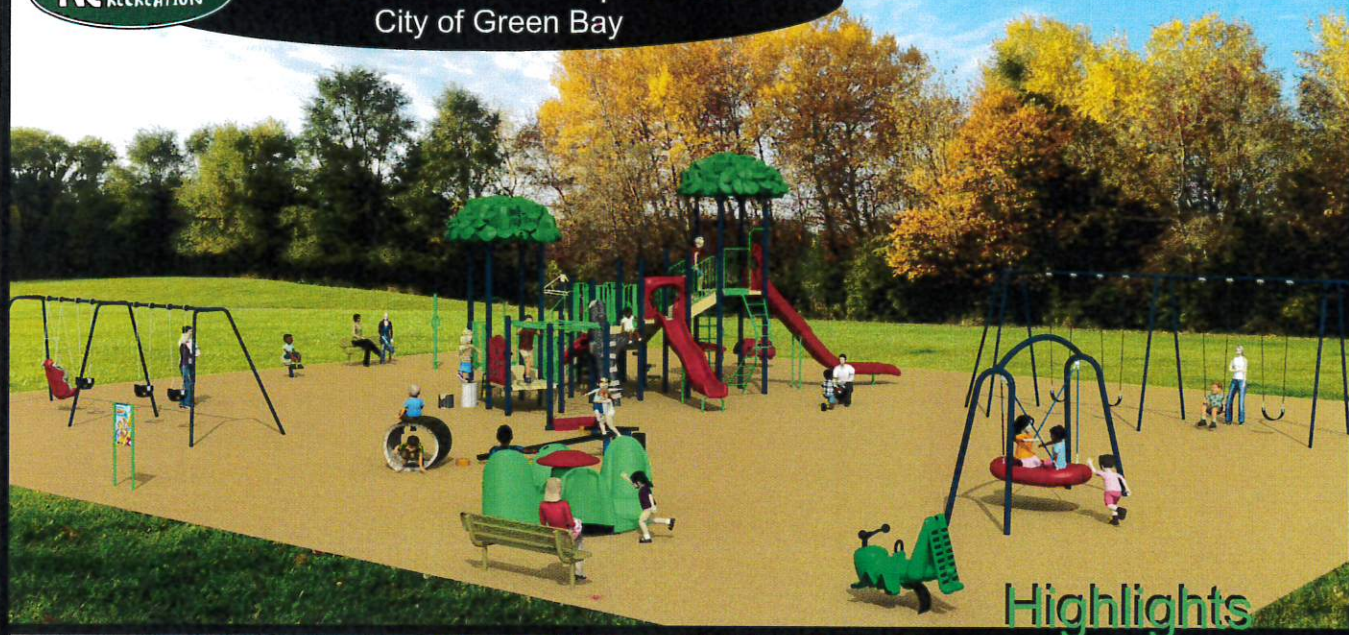
This was a proposal process with a budget amount not to exceed \$55,000 for East River Van Beaver Park and \$55,000 for Fort Howard Park.

The evaluation team consisted of the Park, Recreation and Forestry Department Staff (3 members).

This proposal process started in December 2018. Proposals were due on 1/30/19. 2/4/19 the evaluation team met to view & score all proposals, designs and playground photo/poster presentation boards.

Award Recommendations:

Award to the highest scoring vendor that provided the best design solution for per each park project.



Highlights



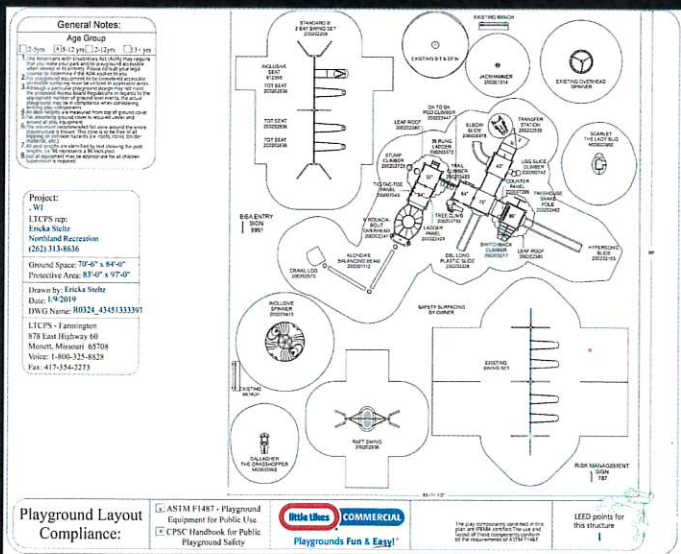
Raft Swing

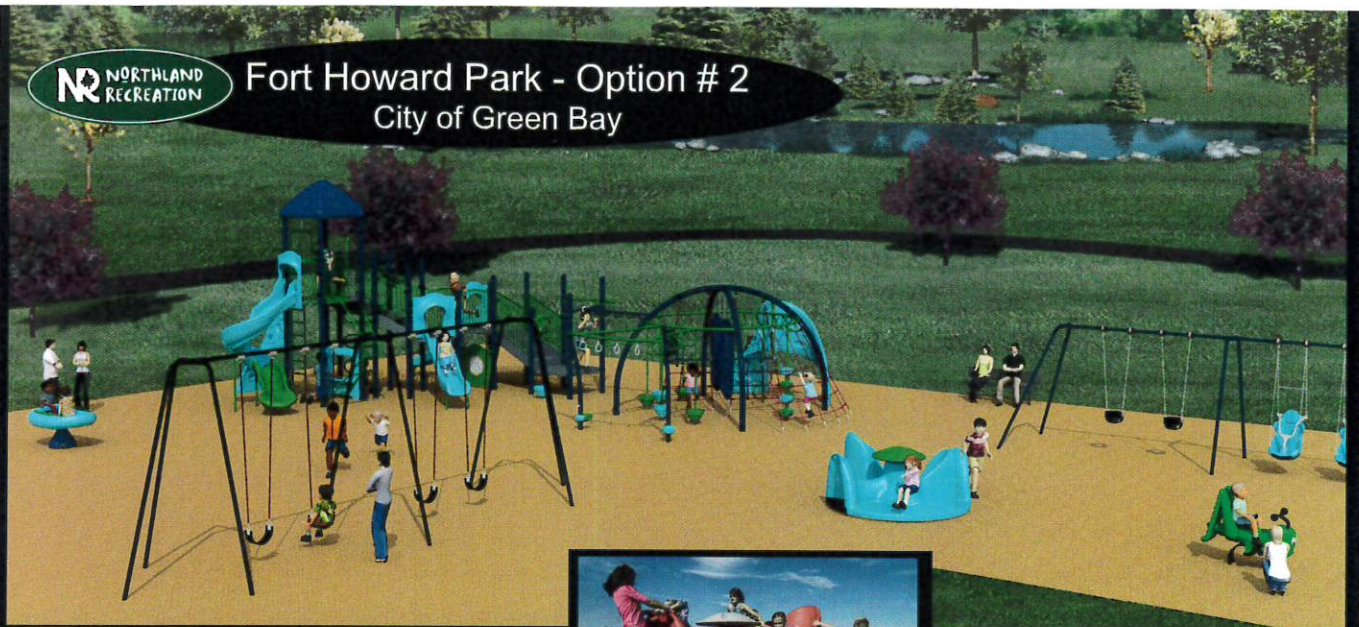


Scarlet Lady Bug Spring Rider



Revolution Spinner





Revolution Spinner



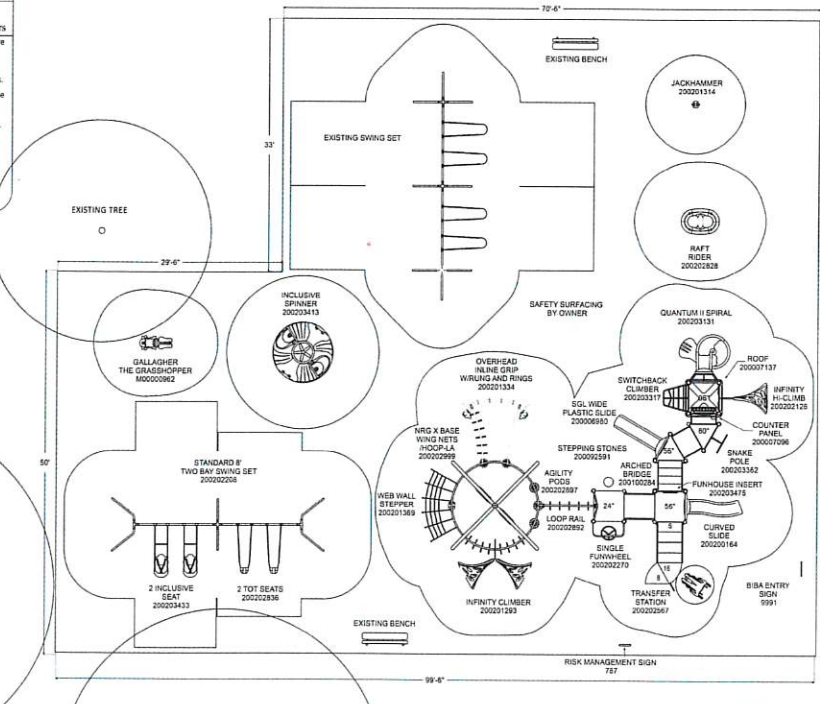
General Notes:

Age Group

- ☐ 2-5yrs ☒ 6-12 yrs ☐ 13-17yrs
1. The Americans with Disabilities Act (ADA) may require that you make your park and/or playground accessible when viewed in its entirety. Please consult your legal counsel to determine if the ADA applies to you.
 2. For playground equipment to be considered accessible, accessible surfacing must be utilized in applicable areas.
 3. Although a particular playground design may not meet the proposed Access Board Regulations in regards to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.
 4. All deck heights are measured from top of ground cover.
 5. Fall absorbing ground cover is required under and around all play equipment.
 6. The minimum recommended fall zone around the entire playground is shown. This zone is to be free of all tripping or collision hazards (i.e. roots, rocks, border materials, etc.).
 7. All post lengths are identified by text showing the post lengths, i.e. 58 represents a 58 inch post.
 8. Not all equipment may be appropriate for all children. Supervision is required.



**Inclusive
Swing Seat**



Jackhammer

Project: Fort Howard Playground
Option #2

LTCPS rep:
Ericka Steltz
Northland Recreation
(262) 313-8636

Ground Space: 91'-0" x 75'-0"
Protective Area: 98'-6" x 81'-6"

Drawn by: Ericka Steltz
Date: 1/9/2019
DWG Name: R0324_43462506438

LTCPS - Farmington
878 East Highway 60
Monett, Missouri 65708
Voice: 1-800-325-8828
Fax: 417-354-2273

Playground Layout Compliance:

- ☒ ASTM F1487 - Playground Equipment for Public Use.
- ☒ CPSC Handbook for Public Playground Safety



The play components identified in this plan are PERMA certified. The use and layout of these components conform to the requirements of ASTM F1487.

LEED points for this structure
1





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # Q.2.

To refer the staff request to bond an additional \$570,000 for the elevator renovation project to the Finance Committee for discussion.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Bid Summary - Public ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

ELEVATOR MODERNIZATION GREEN BAY CITY HALL - REBID

Tuesday, January 22, 2019

Contractor	Base Bid	Alt 1	Alt 2	Alt 3	Bid Bond
ZEISE CONSTRUCTION CO., INC.	\$833,595	\$26,950	\$11,700	\$30,100	5%
Any questions, call 920-448-3100					



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # Q.3.

To refer the staff recommendation for the Parks, Recreation & Forestry Department's 2019 Capital Improvement Plan to the Finance Committee for discussion.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2018 Grants and Donations
2. 2018 Project List Final
3. 2019 CIP I

Park Department Grants Received in 2018

	Grant Total	Location	Description	Grant Sponsor
1	\$200,000	Bay Beach Amusement Park	Bay Beach Pier Construction	Natural Resource Damage Assessment Grant
2	\$150,000	Fort Howard/Jefferson Park East River Van Beaver Park	Playground Replacement	Community Development Block Grant
3	\$17,500	Whitney Park	Anchor Base and Conduit Installation for Ornamental Lighting	Excess Stadium Tax Grant
4	\$7,500	Various Parks	Tree Planting	2018 Wisconsin RPCs & WDNR Great Lakes Basin Tree Planting Program
	\$375,000	Grand Total for all Park Department Grants Received in 2018		

Park Department Donations Over \$5,000 Received in 2018

	Donation Total	Location	Description	Donor Sponsor(s)
1	\$154,000	Baird Creek Greenway	Donation of 154.2 Acres	Brown County
2	\$60,000	Wildlife Sanctuary	2018 Interns, Events, RPAWS	Friends of Wildlife Sanctuary, FOWLS
3	\$17,500	Whitney Park	Anchor Base and Conduit Installation for Ornamental Lighting	Various Donors
4	\$15,000	East River Optimist Park	Infield Improvements	Green Bay Youth Baseball
5	\$12,000	Colburn Park	(4) Sets of Bleachers	Green Bay Youth Baseball
6	\$10,000	Wildlife Sanctuary	Memorial Benches, Trees, Bricks	Friends of Wildlife Sanctuary, FOWLS
7	\$9,000	Baird Creek Greenway	Baird Creek Invasive Removal/ Native Plantings 2 Interns	Baird Creek Preservation Foundation
8	\$7,600	Various Locations	Memorial Benches	Various Donors
9	\$6,000	Whitney Park	Dog Exercise Area Agility Equipment	Various Donors
10	\$6,000	Wildlife Sanctuary	Trout stocking of Lagoons	Friends of Wildlife Sanctuary, FOWLS
11	\$5,000	Wildlife Sanctuary	General Funding	Oneida Tribe of Wisconsin
	\$302,100	Grand Total for all Park Department Donations over \$5,000 Received in 2018		

	\$677,100	Grand Total for all Park Department Grants / Donations over \$5,000 Received in 2018
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Park Department Donations Under \$5,000 Received in 2018

	Location	Description	Donation Sponsor
1	Baird Creek Greenway	Boardwalk Construction	Eagle Scout Project
2	Baird Creek Greenway	Greenway Cleanup	BC Preservation Foundation & Volunteers
3	Baird Creek Greenway	Guided Hikes	Baird Creek Preservation Foundation
4	Baird Creek Greenway	Mountain Bike Trail Maintenance	Baird Creek Mountain Biker Group
5	Baird Creek Greenway	Volunteer Planting and Invasive Removal	Baird Creek Preservation Foundation
6	Baird Creek Greenway	(2) Wood Duck Houses	Baird Creek Preservation Foundation
7	Bay Beach Amusement Park	Free Ride Day	Preble Optimist Foundation
8	Bay Beach Amusement Park	Memorial Bricks	Various Donors
9	Downtown Streetscapes	Planter Planting and Maintenance	On-Broadway, Downtown Green Bay Inc.
10	East River Optimist Park	Dugouts & Batting Cages	Optimist Club of Green Bay/East Side Baseball
11	Edison and Perkins Parks	Ballfield Improvements	East High, Preble High, Green Bay Babe Ruth
12	Fox River Trail	Bike Repair Station	Resident Donation
13	Fisk Park and Seymour Park	Community Garden Program	West High and Seymour Neighborhood Assoc.
14	Muir Park	Tree Planting	Boy scout Troop #4090
15	Navarino Park	Artistic Birdhouses	Resident Donation
16	Recreation Program	Bike Rodeo and Free Bike Helmets	Brown County Sherriff's and Various Groups
17	Recreation Program	Fit in the Parks/FITfest	Various Sponsors and Donations
18	Recreation Program	Kiddie Carnival Donation	Various Organizations
19	Recreation Program	Kids Day Donations	Various Organizations
20	St. James Park	(1) Arbor Day Tree	Ladybug Club
21	Various Locations	Donation of 35 Trees	Green Bay Packer First Down for Trees
22	Various Locations	Park Clean Up/Maintenance	Various Groups
23	Veteran's Memorial Park	Planted Perennials	Nielsen Volunteers
24	West Side Trail	Plant Maintenance and Trail Clean Up	Family/Friends of Sgt. Benjamin Edinger
25	Wildlife Sanctuary	Animal Care Volunteers	Individual Volunteers, Globe University Students
26	Wildlife Sanctuary	Autumn Adventure	Thursday Morning Breakfast Optimist Club
27	Wildlife Sanctuary	Bird City Tree Planting and Buckthorn Removal	Various Volunteers
28	Wildlife Sanctuary	Children/Handicap Fishing	UWGB Student Fishing Club
29	Wildlife Sanctuary	Easter Event	Friends of the Wildlife Sancturay, FOWLS
30	Wildlife Sanctuary	E-Recycling Drives (3 Total)	Friends of the Wildlife Sancturay, FOWLS
31	Wildlife Sanctuary	Gift Shop Volunteers - Fridays Year Round	Friends of the Wildlife Sancturay, FOWLS
32	Wildlife Sanctuary	Frosty Family Fun Night	Friends of the Wildlife Sancturay, FOWLS
33	Wildlife Sanctuary	Halloween Event	Friends of the Wildlife Sancturay, FOWLS
34	Wildlife Sanctuary	Landscape Maintenance	ATC & Prevea Volunteers, St. Norbert College Students, NDA and other Student Groups
35	Wildlife Sanctuary	Spring and Fall Astronomy Nights	Green Bay Astronomy Club

36	Wildlife Sanctuary	Spring and Fall Bird Hikes	Bay Area Bird Club
37	Wildlife Sanctuary	Spring Wings International Migratory Bird Festival	FOWLS - Friends of the Wildlife Sanctuary
38	Wildlife Sanctuary	Trail Maintenance	Humana & United Health Care Volunteers
39	Wildlife Sanctuary	Trail Maintenance 4 Times Per Year	UWGB Outward Bound
40	Wildlife Sanctuary	Walk For Wildlife Event	Friends of the Wildlife Sancturay, FOWLS
41	Wildlife Sanctuary	Animal Rehabilitation Volunteers	10,000 hours for 100 Individuals
42	Wildlife Sanctuary	Wood Duck Nest Box Maintenance	Delta Waterfowl Association

Approved Donated Projects Not Constructed Yet (Will be Accounted For in 2019 Donation List)			
	Location	Description	Donation Sponsor
1	Baird Creek Greenway	Bridge Donation	Baird Creek Preservation Foundation
2	Baird Creek Greenway	Signage	Baird Creek Preservation Foundation
3	Bay Beach Amusement Park	Large Ferris Wheel	Friends of Bay Beach Amusement Park
4	Bay Beach Amusement Park	Beach Shoreline Improvements	Various Grants and Donations
5	Colburn Park	Batting Cages, Pitching Bullpens and Bleachers	West Side Youth Baseball
6	East River Optimist Park	Concession Stand Construction	Optimist Club of Green Bay
7	Various Locations	Recreation Programming Trailer	Leadership Green Bay
8	Wildlife Sanctuary	4K Nature Center Addition	FOWLS - Friends of the Wildlife Sanctuary

PARK PROJECTS COMPLETED IN 2018

Paving

1	Perkins Park	Relocate tennis courts
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Trail

2	Fox River Trail	Replace trail from Main Street to WPS
3	East River Trail	529 St. George Street was demolished

Shelters

4	Bay View	Replace soffit and fascia
5	Edison Park	Replace lower shelter roof
6	Wilder Park	Replace siding
7	McAuliffe Park	Replace exterior doors
8	Fireman's Park	Replace restroom door
9	Park Shop	Replace windows
10	Park Shop	Insulate, heat and vent vehicle storage building
11	Triangle Hill	Constructed a storage shed and replaced windows
12	Various Parks	Replaced lighting with LED fixtures in 7 shelters

Athletic fields

13	Arnie Wolff Sports Complex	Complete concession stand restrooms
14	Beaver Dam Park	Relocate fields #2 and #3
15	Beaver Dam Park	Sports lighting
16	East River Optimist	Ballfield dugouts

Aquatics

17	Colburn Pool	Installed pool inflatables
18	Resch Pool	Replaced pool filter

Electrical

19	CityDeck	Replace lighting with LED
20	Edison Park	Baseball field electric upgrade

Misc. Projects

21	Various Parks	Spray and mow phragmites
22	Replace Bubblers in Parks - 3 Per Year	Various parks, \$1,400 wall, \$3,100 standing
23	Edison Park and Beaver Dam Park	Rebuild two hockey rink dash board systems

Forestry

24	First Down For Trees	Plant trees throughout the City
25	Emerald Ash Borer Biological Control Program	Bug release program

Wildlife Sanctuary

26	Added a second 4K classroom in the existing Nature Center Building	
27	Constructed a new boardwalk section behind the Nature Center	
28	Repaired duck exhibit	
29	Repaired/replaced all broken building lights.	

Bay Beach Amusement Park

30	West End Train Ride and Train Storage Building	
31	East End Shelter Men's Restroom Renovation	
32	New bumper car concession stand and outdoor dining terrace	

City Hall

33	6th Floor Renovation	
34	Staff breakroom renovation	

FUNDED PARK PROJECTS IN PROCESS

Paving

1	Arnie Wolff Sports Complex	Parking Lot expansion
2	East River Optimist Park	Relocate cul-du-sac and parking lot, add walks
3	Triangle Hill	Parking lot modifications near new tow rope
4	Red Smith Park	Add central walk
5	Various Parks	Replace perimeter sidewalks (Some are complete)

Trail

6	Baird Creek Trail	Install pedestrian bridge
7	East River Trail Expansion	Continue property acquisition
8	East River Trail Expansion	Construct new trail from Baird St. to Irwin Ave.
9	East River Trail Expansion	Canoe/Kayak Launch

Shelters

10	Red Smith Park	Shelter restroom and storage room addition
11	Seymour Park	Replace siding
12	Fisk Park	Replace windows
13	Whitney Park	Replace roof
14	East River Optimist Park	Install concession stand with restroom

Athletic fields

15	Colburn Park	Add batting cages, bullpens, bleachers
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Playground Replacement

16	East River Van Beaver Park	Replace playground, install ADA walk
17	Fort Howard/Jefferson Park	Replace playground, install ADA walk

Aquatics

18	Colburn Pool	Renovate pool
19	Joannes Pool	Replace pool grates

Electrical

20	Whitney Park	Ornamental lighting (Underground work complete)
21	Eighth Street	Add site lighting

Misc. Projects

22	Pocket Park	Install new park
23	Ken Euers	Install Waterfowl Nesting Habitat Area
24	Colburn Park and Perkins Park	Replace the hockey boards
25	Replace Bubblers in Parks - 3 Per Year	Various parks, \$1,400 wall, \$3,100 standing

Forestry

26	First Down For Trees	Plant trees throughout the City
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WLS

27	Nature Center Addition	
28	Replace HVAC in the three buildings and replace the Otter exhibit filter	
29	Replace flooring in Nature Center	
30	Rebuild the Habi-trek Archway	
31	Add a walk in freezer	
32	Replace exterior wood staircase at Nature Center	
33	Replace asphalt walks around bird exhibit	
34	Complete woodwork shop in open space in Maintenance Building 1	
35	Rebuild sections of the Chipmunk Trail and other boardwalks	

Bay Beach Projects

36	Beach, pier, shoreline walk and parking lot construction	
37	Ferris Wheel Installation	

City Hall

38	Elevator Renovation	
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GREEN BAY PARK, RECREATION & FORESTRY DEPARTMENT

2019 CAPITAL IMPROVEMENTS PLAN

Projects	Staff Requested Bonding	Park Committee Modifications	Finance Committee	Approved Bonding
Athletic Fields				
Colburn Park - Construct 2 new ballfields	\$350,000			
Colburn Park - Sports Lighting for 2 Ballfields	\$300,000			
SUBTOTAL	\$650,000	\$0	\$0	
Sport Courts				
Colburn Park - Relocate hockey rink / replace lighting	\$80,000			
SUBTOTAL	\$80,000	\$0	\$0	
Special Facilities				
Wildlife Sanctuary - Aviary Replacement	\$100,000			
Edison Park - Pickleball Court Installation	\$50,000			
Hockey Rink Board Replacements	\$25,000			
Wildlife Sanctuary - Boardwalk Lumber	\$25,000			
SUBTOTAL	\$200,000			
Buildings and Shelters				
Park Shop - HVAC System Replacement	\$70,000			
SUBTOTAL	\$70,000			
TOTAL PARK PROJECTS	\$1,000,000			
City Hall				
Elevator Replacement	\$570,000			
Boiler Repairs	\$20,000			
Engineering Consultant for Electrical Service Upgrade	\$50,000			
SUBTOTAL	\$640,000			
Equipment Replacement				
Radio System Replacement	\$110,000			
3/4 Ton 4x4 Truck with Tommylift	\$35,000			
3/4 Ton 4x4 Truck with Plow	\$37,000			
1/2 Ton 4x4 Extended Cab with Tommylift	\$33,000			
3/4 Ton Regular Cab 4x4 with Tommylift	\$35,000			
72" Deck Mower	\$20,000			
26,000 GVW Flat Bed Truck	\$94,000			
33,000 GVW Truck with Chipper Box	\$104,000			
3/4 Ton Regular Cab 4x4 with Body and Crane	\$44,000			
SUBTOTAL	\$512,000			
TOTAL ALL PROJECTS AND EQUIPMENT REPLACEMENT	\$2,152,000			



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # Q.4.

To approve the proposed Danz Park/School property trade with the Green Bay School District.

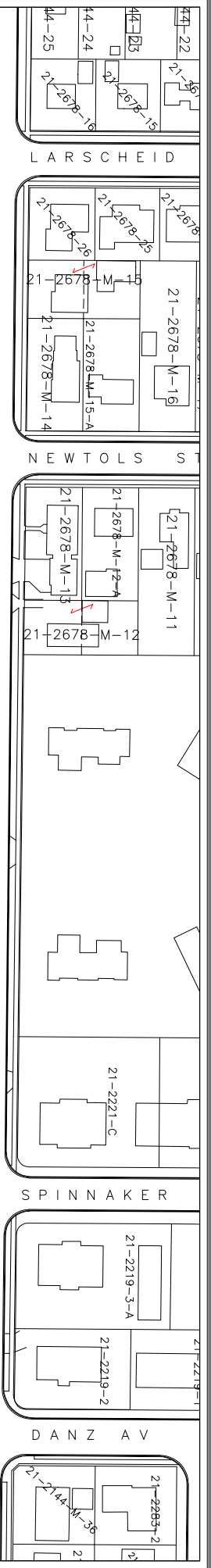
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Danz Site Plan I 19
2. Danz Land Exchange Agreement with City rev I.18
3. Exh A



BASTEN STREET

LARSCHEID

NEWTOLS ST

SPINNAKER

DANZ AV

DANZ AVENUE

LEGEND

- PARK PROPERTY
- PARK PROPERTY TO DEED TO SCHOOL
- SCHOOL PROPERTY



GREEN BAY PARKS, RECREATION,
AND FORESTRY DEPARTMENT

DANZ PARK/SCHOOL
PROPOSED PROPERTY TRADE



SCALE: 1"=160'-0"
0 40 80 160'

DATE DRAWN:
NOV 2017
LAST REVISION:

PAGE 1 OF 1
DAN-PROP117

LAND EXCHANGE AGREEMENT

This Land Exchange Agreement (“Agreement”) is made as of the ____ day of _____, 2019, by and between the CITY OF GREEN BAY, a body corporate organized under the laws of the state of Wisconsin (“City”), and the GREEN BAY AREA PUBLIC SCHOOL DISTRICT, a Wisconsin school district (“GBAPSD” or “District”) (hereinafter referred to individually as “Party,” and collectively as “Parties”).

BACKGROUND

WHEREAS, in the 1950s, the Danz family entered into a land contract to convey certain property to the Town of Preble, now known as the City of Green Bay; and

WHEREAS, at that time, the public school system was a “city school district” operated by the Township called Joint School District No. 1; and

WHEREAS, in the 1980s, the Green Bay Area Public School District was created pursuant to mandate of Wis. Stat. § 120.58(2), and was the successor to Joint School District No. 1; and

WHEREAS, certain parcels of real estate were transferred by the City of Green Bay to the Green Bay Area Public School District as part of the above-referenced mandate; and

WHEREAS, the Parties have always operated under the understanding that the City was the lawful owner of the property commonly known as Danz Park, located in the City of Green Bay, Brown County, Wisconsin, which is part of Brown County Parce No. 21-296-2 and that the District was the lawful owner of the parcel of land commonly known as Danz Elementary School, located in the City of Green Bay, Brown County, Wisconsin, which includes Parcels 21-296, 21-296-1, and part of 21-296-2; and

WHEREAS, the Parties have discovered some inaccuracies in land records concerning the boundary lines between the properties of Danz Park and Danz Elementary School. Land records reflect that the District owns a portion of the property known as Danz Park, and the City owns a portion of the property known as Danz Elementary School; and

WHEREAS, both Parties acknowledge a necessity and desire to correct land records in order to accurately reflect ownership of their respective parcels; and

WHEREAS, both Parties acknowledge a necessity and desire to redefine boundary lines for an upcoming addition to Danz Elementary School; and

WHEREAS, the City and the District wish to exchange certain portions of their existing properties subject to the terms of this Agreement set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

I. Exchange Property.

- A. The City and the District agree to jointly retain the services of a surveyor to prepare a Certified Survey Map of Parcel Nos. 21-296, 21-296-1, and 21-296-2. It is the parties' intention for the Certified Survey Map to dictate boundaries for each of the parcels as outlined on Exhibit A attached hereto.
- B. The City and the District agree that the boundary lines for each of the parcels shall be redefined in order to allow for the upcoming addition to Danz Elementary School.
- C. The City agrees to convey, and the District agrees to accept from the City, the portion of Parcel Nos. 21-296, 21-296-1, and 21-296-2 designated as part of the "School" on Exhibit A attached hereto, and as dictated by the Certified Survey Map.
- D. The District agrees to convey, and the City agrees to accept from the District, the portion of Parcel No. 21-296-2 designated as part of the "Park" on Exhibit A attached hereto, and as dictated by the Certified Survey Map.

II. Purchase Price. The Parties agree that the transaction described herein by this Agreement is an even exchange, subject to the obligations of the Parties as set forth herein.

III. Closing.

- A. The Parties understand and agree that a Certified Survey Map (CSM) will be completed in order to convey the parcels herein described. The Parties shall each be responsible for payment of one-half (1/2) of the total cost of CSM preparation and recording.
- B. Upon execution of this agreement and completion of the CSM, each Party shall convey to the other Party by Quit Claim Deed the property described in Sections I(B) and I(C) of this Agreement, respectively, free and clear of all liens, encumbrances, encroachments, and special assessments levied or assessed. The City will be responsible for any and all fees associated with the recording of the Quit Claim Deed to be delivered by the District pursuant to this Agreement. The District will be responsible for any and all fees associated with the recording of the Quit Claim Deed to be delivered by the City pursuant to this Agreement.
- C. The Parties mutually warrant and represent that no brokers or agents have been employed or retained by either Party in connection with the negotiation or consummation of the matters contemplated by this Agreement and that neither Party shall become obligated to pay any commission of any kind or nature to any broker or agent upon the closing of this agreement.

IV. Dedications and Easements.

- A. It is mutually understood and agreed that the exchange properties referenced in this Agreement may be subject to easements for public water and sewer utilities, gas and electric utilities, telecommunication utilities and other installation and fixtures.

- B. After the date of this Agreement, but prior to Closing, the Grantor Party shall not dedicate, gift, transfer, mortgage, or convey any interest in Grantor Party's exchange property without written consent from the Grantee Party, which may be withheld for any reason.

V. Condition of Exchange Property.

- A. Each Party represents that their respective exchange property is fully compliant with all applicable laws and governmental regulations and that there are no known violations of any environmental or other governmental regulations affecting their respective exchange property.
- B. Each Party acknowledges that its representatives or agents have examined the exchange properties prior to entering into this Agreement. This Agreement is based upon this inspection and not upon any representation or warranties or conditions by the Grantor Party or its agents. Each party acknowledges that they are conveying their Exchange Property on an "as is" basis, except for the warranties and representations as provided in this Agreement.

VI. Additional Provisions.

- A. Further Assurances. Each Party will, except as otherwise provided herein, whenever it shall be necessary to do so by the other, promptly execute, acknowledge and deliver, or cause to be executed, acknowledged or delivered, documents as may be necessary or property to effectuate the covenants, contingencies and agreements herein provided. The District and the City agree to use their best efforts in cooperation to carry out the intent of this Agreement and to provide quality and efficient development of the sites for both the City and the District.
- B. Time is of the Essence. Both Parties agree that time is of the essence under this Agreement.
- C. Reasonable Rules and Regulations. The District and the City shall each have the right to promulgate reasonable rules, restrictions and regulations governing the use, maintenance, operation and enjoyment of their respective Parcels, so long as the rules, restrictions, and regulations are of general applicability and are not designed or implemented in such a manner so as to discriminate against the other Party to this Agreement or that Party's Users. Each Party to this Agreement agrees to honor any rules, restrictions and regulations promulgated under this Agreement by the other Party.
- D. No Relationship. Neither anything contained within this Agreement nor any acts of the Parties pursuant to this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any other association between or among the Parties.
- E. Indemnification. Except as set forth herein, each Party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and

representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions, including providing its own defense, except as provided herein. In situations including joint liability, each Party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the Parties to waive any statutory protections or impose liability beyond that imposed by state statutes. The obligations of the Parties under this paragraph shall survive the expiration or termination of this Agreement. Either Party may enforce the terms of this Agreement by any legal means.

- F. Non-waiver. Notwithstanding any other provision of this Agreement, nothing contained herein is intended to waive or estop the Parties or their insurers to rely upon the limitations, defenses, and immunities contained within Wis. Stat. § 893.80. To the extent that indemnification is available and enforceable, the Parties or their insurers shall not be liable for indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.
- G. Non-Discrimination. During the term of this Agreement, the Parties shall not discriminate against any person based on race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.
- H. Compliance with Law. All use of District and City Facilities shall be in accordance with state and local law. In case of a conflict between the terms of this Agreement and requirements of state law, the state law shall govern. Any actions taken by the District or the City that are required by state law, but are inconsistent with the terms of this Agreement, shall not be construed to be a breach or default of this Agreement.
- I. Governing Law. This Agreement and the rights and obligations of District and City under this Agreement shall be interpreted according to the laws of the State of Wisconsin.
- J. Severability. The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision nor the validity of any other provision of this Agreement shall be in any way affected thereby.
- K. Amendment. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless and until such is reduced to writing and executed by District and City.

- L. Assignment. Neither this Agreement nor any rights hereunder may be assigned or otherwise transferred by City or District without the prior written consent of the other Party.
- M. Compliance with Applicable Laws. Each Party, its agents and employees shall become familiar with and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services to be performed under this Agreement.
- N. Draftsman. This Agreement is the result of an arm's length negotiation and in resolving any ambiguity in this Agreement, none of the Parties hereto shall be deemed to have been the draftsman hereof.
- O. Binding Effect. This Agreement shall not be binding upon either Party until such time as this Agreement has been approved by each Party's governing body. Except as provided herein, this Agreement shall be binding upon and shall inure to the benefit of District and City and upon their respective heirs, successors, executors, administrators, personal representatives, and permitted successors and assigns. Unless this Agreement otherwise requires, the covenants of this Agreement shall survive the transfer of title.
- P. District and City each represent and warrant that it has carefully reviewed and fully understands this Agreement, including any attachment.
- Q. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties hereto have set their hands at Green Bay, Wisconsin.

THE GREEN BAY AREA PUBLIC SCHOOL DISTRICT

By: _____
Dr. Michelle S. Langenfeld
Title: Superintendent of Schools and Learning
Date: _____

By: _____
Dr. Brenda Warren
Title: President, Board of Education
Date: _____

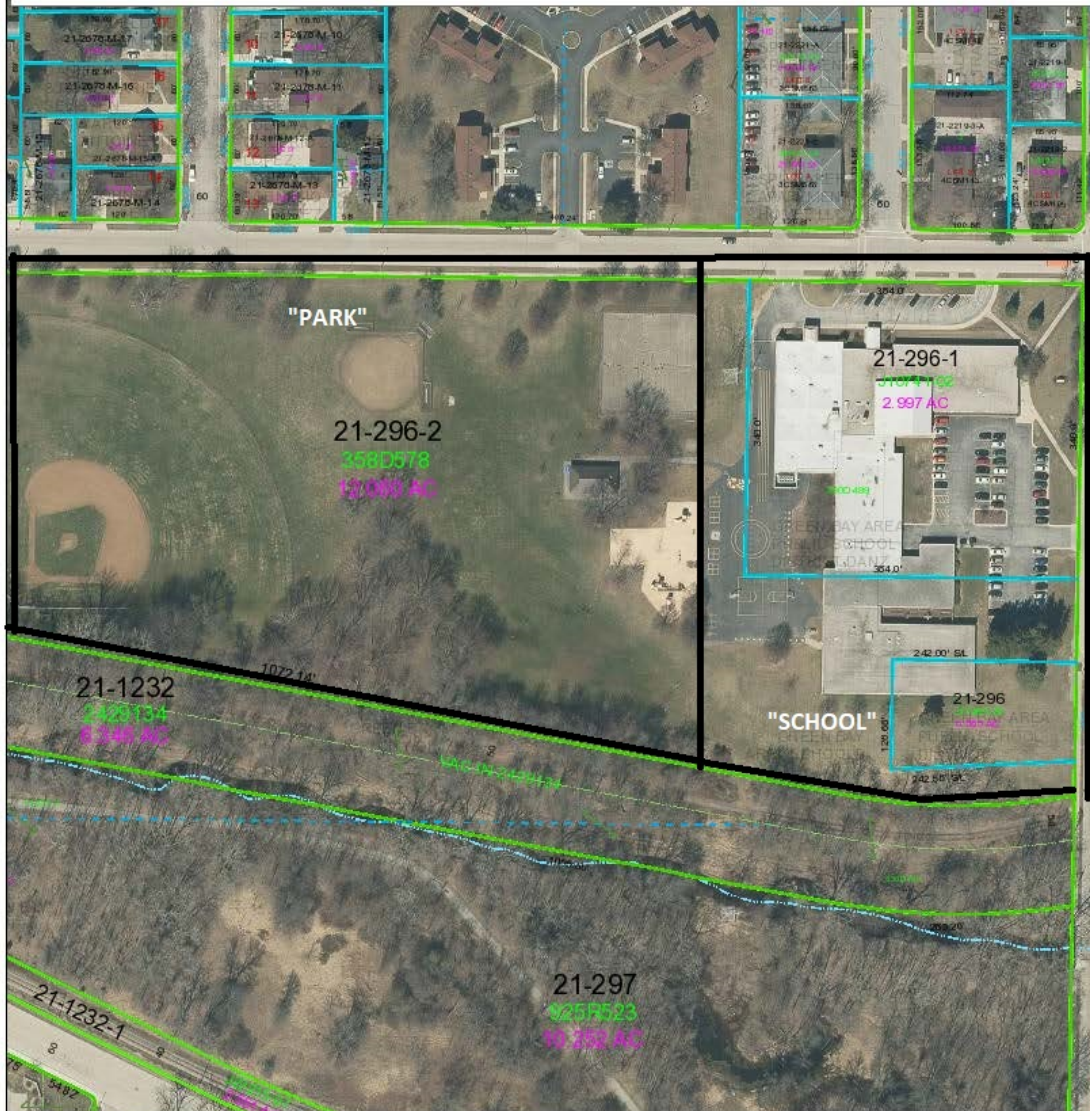
THE CITY OF GREEN BAY, WISCONSIN
a municipal corporation:

By: _____
James J. Schmitt
Title: Mayor, City of Green Bay
Date: _____

By: _____
Kris A. Teske
Title: Clerk
Date: _____

<Title>

EXHIBIT A



A map key (legend) and other information about this map is available at: maps.gis.co.brown.wi.us

Geographic Information System (GIS) data provided by: Brown County Planning & Land Services Department

Brown County is not responsible for user-drawn graphics that may have been added to this GIS base map.

This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "As Is" basis. No warranties are implied. Boundaries shown on this map are general representations only and should not be used for legal documentation, boundary survey determinations, or other property boundary issues.

01/09/2019
Scale 1:1800



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # Q.5.

To approve the Parks, Recreation and Forestry Department policy for promoting private fundraising efforts on the Parks webpage for City Park projects.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Webpage Policy Final (Amended)

CITY OF GREEN BAY

PARKS, RECREATION & FORESTRY DEPARTMENT

POLICIES AND PROCEDURES

GENERAL SUBJECT: Administration

SPECIFIC SUBJECT: Promoting private fundraising on the Parks, Recreation & Forestry webpage

AUTHORIZATION DATE: Park Committee Approved: 2/13/19
Council Approved: 2/18/19

Purpose

To establish a policy for utilizing the Parks, Recreation & Forestry webpage to help promote private fundraising efforts intended to benefit City Park projects.

Policy and Procedures

All instances where the Parks, Recreation & Forestry webpage is to be used to promote private fundraising efforts intended to benefit City Park projects must meet the following requirements set forth:

- No information will be placed on the main City webpage. Only the Parks, Recreation & Forestry website is available for promotion of private fundraising efforts.
- The fundraising efforts must directly benefit the City of Green Bay Parks Department, and must be the primary purpose of the fundraising efforts.
- The fundraising dollars are to be used for capital improvement projects within a City owned or operated Park.
- The fundraising group must be an official 501(C)3 nonprofit entity in good standing. If the fundraising group is not a 501(C)3 entity or is not in good standing, then the group must hire a fiscal agent to exclusively manage the funds. The City of Green Bay Parks, Recreation and Forestry Director must approve the fiscal agent before any information will be posted on the Parks, Recreation and Forestry webpage.
- Other than the fee for the fiscal agent, 100% of the total fundraising dollars must be used to pay for construction costs.
- Both the Park Committee and City Council must formally approve the fundraising efforts, as determined by them in their own discretion.
- The City will not create a dedicated webpage for any fundraising efforts.
- The City of Green Bay Park, Recreation and Forestry Director shall have sole authority to determine what is ultimately posted on the webpage, in consultation with the fundraising group. The Parks Department will create a brief description of the project and post the basic information on the Parks, Recreation & Forestry webpage.

- If the fundraising group creates their own webpage, the Parks Department will allow a website link button to be displayed on the Parks, Recreation & Forestry homepage. This is conditional upon the Green Bay Parks, Recreation and Forestry Director reviewing and approving the content shown on the fundraising webpage.
- If the fundraising group does not create their own webpage, the Parks Department will provide fundraiser group contact information on the Parks, Recreation & Forestry homepage.
- The Green Bay Parks, Recreation Director will have sole authority to determine what, if any additional information is to be provided on the City Parks, Recreation & Forestry webpage.
- The Green Bay Parks, Recreation and Forestry Director may remove the information and links shown on the Parks, Recreation and Forestry webpage at any time and for any or no reason.
- The fundraising information will be removed from the Parks, Recreation and Forestry webpage at the conclusion of the fundraising efforts.

The use of the Parks, Recreation and Forestry webpage for the promotion of fundraising efforts intended to benefit City Park projects does not create any rights or obligations. The decision to post a group's efforts in one instance does not guarantee any continuing or future efforts will similarly be posted. The City retains full and exclusive rights over its website and the Parks, Recreation and Forestry webpage.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # R.I.

To approve request from Parks, Recreation & Forestry Department to reclassify the vacant Mechanic Foreperson position to a Mechanic position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Mechanic Foreperson Reclassification 01-2019

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Melanie Falk, PHR
Human Resources Operations Manager

Re: Request to fill and reclassify the Parks Department Mechanic Foreperson position to a Mechanic

Date: January 25, 2019

RECOMMENDATION

- A. Classification and Fiscal Impact: The Parks, Recreation & Forestry Department requests that a vacant full-time Mechanic Foreperson position in Pay Grade I (\$25.86 - \$30.42 per hour) be reclassified to a full-time Mechanic position in Pay Grade H (\$23.77 - \$27.96 per hour). The cost impact is a savings of \$6,948 annually for reclassifying this position.
- B. Rationale: Effective January 13, 2019, the Mechanic Foreperson was promoted to a Park Supervisor position. During the last several weeks, Park Department management personnel have assessed the need for the Foreperson position and have determined that it should be reclassified to a Mechanic. In addition to performing the same work as a Mechanic, the Mechanic Foreperson is responsible for overseeing the work of the Mechanics; assigning daily tasks; ensuring proper training and use of equipment and securing and monitoring the use of needed equipment and supplies.

The Park Supervisor is responsible for planning, scheduling and supervising the (5) Mechanics, the Mechanic Foreperson and the Parts Clerk. In addition, this position will assist the Mechanics with vehicle and equipment maintenance as needed. As a result, there is duplication in the oversight of (5) Mechanics, which is not necessary.

The Mechanic Foreperson position was a holdover from years ago. In addition, when the Zippin Pippin was being built and put into service, the Park Supervisor spent a significant amount of time at Bay Beach and supervisory gaps would occasionally occur at the Park Shop. The Mechanic Foreperson would provide oversight at the shop during these times. According to Park Superintendent Keith Wilhelm, this is no longer an issue.

The Mechanic Foreperson that was recently promoted to the position of Park Supervisor has more than 25 years of experience in the Park Department as either a Mechanic or Mechanic Foreperson, and it has been determined that he can perform his duties as the Park Supervisor without the assistance of a Mechanic Foreperson. The division has experienced Mechanics at Bay Beach and the Park Shop, and with upgraded communication equipment and the expectation that the Park Supervisor monitors the work daily at both sites; he feels that the Park Supervisor is able to supervise both sites adequately. Admittedly, as Bay Beach grows over the next several years with more rides and a swimming beach, the need for some type of on-site Foreperson at Bay Beach may be warranted.

FISCAL IMPACT

C. The following is a breakdown of costs for the Mechanic Foreperson reclassification to a Mechanic.

Category	Mechanic Foreperson	Mechanic
Salary	Step 3 - \$56,950	Step 2 - \$50,877
FICA	\$4,357	\$3,892
Worker's Comp	\$120	\$107
WRS	\$3,730	\$3,332
Health Insurance	\$16,211	\$16,211
Dental Insurance	\$1,361	\$1,361
Life Insurance	\$86	\$86
TOTAL COMPENSATION	\$82,815	\$75,867

c: Parks, Recreation & Forestry Director Daniel Ditscheit
Park Superintendent Keith Wilhelm



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # R.2.

To approve amendment of City of Green Bay Personnel Policy Chapter II Travel and Reimbursement to eliminate prior authorization for cost neutral or out-of-state travel.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amended Travel Policy -Strikethrough- Personnel Committee 1-29-19



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Travel and Reimbursement	Policy Reference Chapter 11
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval September 26, 2006	City Council Approval October 3, 2006

11.1 ~~TRAVEL AUTHORIZATION. Travel is authorized by department heads based on funds allocated by the Common Council through the budget process. The procedure for employees to receive authorization for travel differs for "in-state" or "out-of-state" travel.~~

11.1.1 ~~In State. Travel within the State of Wisconsin or to the Chicago or Minneapolis areas is authorized by department heads based on funds allocated by the Common Council through the budget process.~~

11.1.2 ~~Out of State. All departments, with the exception of the Mayor's Office, which are able to project the cost and destination of a trip outside of the areas mentioned in 11.1.1 during the budget cycle preceding the year in which the trip will be taken, will submit the request with their budget and, if approved, need not seek further approval from the Personnel Committee or Common Council prior to the conference.~~

~~For trips in which the destination and/or cost are not available during the budget process, the department head may budget for the estimated costs and, if approved, must then seek approval of the Personnel Committee and Common Council prior to the trip. Where the traveler is not afforded the appropriate time to receive such approval, emergency authorization may be obtained from the Mayor, Personnel Committee Chairperson and the President of the Council.~~



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # R.3.

To approve amendment of City of Green Bay Personnel Policies Chapter 17 – Safety and Chapter 22 – Dress Code to include policies for Key/Card Access Control and Employee Identification Badges.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Card Access Control Policy and Employee ID Badges
2. Revised Ch. 17 Safety - Access Card Control Policy
3. Revised Ch. 22 Dress Code - Employee ID Badges

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: City Hall Key/Access Card Control Policy and Employee Identification Badges

Date: January 29, 2019

City Hall Security and Employee Identification Badges

The City is in the process of upgrading security measures and protocols throughout City Hall. Part of that process is installing electronic door access throughout the building. In doing so, employees will be provided key cards to access City Hall and rooms in City Hall that are necessary to fulfilling the employee's job responsibilities. Attached to this memo is an amendment to Chapter 17 – Safety that provides for the key/card access control policy for all City Hall employees and the acknowledgement sheet for employees who receive access cards.

Moreover, City Hall employees will be issued an employee identification badge. Employees will be required to wear the employee identification badge in a visible spot during work time (see attached Revised Ch. 22 Dress Code.)

Encl. Revised Ch. 17 – Safety – Key/Access Card Control Policy
Revised Ch. 22 Dress Code – Employee Identification Badges
Access Card Acknowledgement Form



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Safety	Policy Reference Chapter 17
Policy Source Human Resources Department	Legal Review Date August 22, 2011
Personnel Committee Approval September 13, 2011	City Council Approval September 20, 2011

- 17.1 **PURPOSE.** The purpose of this policy to set forth responsibilities and procedures to be followed by City personnel regarding safety and accident prevention related to persons and property.

...

17.7 **CITY HALL EMPLOYEE KEY/CARD ACCESS CONTROL POLICY.**

17.7.1 **Purpose:** The purpose of the City Hall Key/Card Access Control Policy is to provide reasonable safety, security, and privacy to employees working in City Hall by limiting access to City Hall to assigned employees. This policy will provide individuals assigned to work in City Hall with the guidance and regulation of the issuance, maintenance, control, and return of all keys/access cards used to control access to City Hall.

17.7.2. **Scope:** This policy applies to all locking devices securing City Hall and those individuals authorized to use them.

17.7.3 **Policy.** It is the policy of the City to issue building and room keys/access cards to City Hall employees. A violation of this City policy may result in discipline up to and including termination.

- a. The Human Resources Department and the IT Department are responsible for issuing and tracking keys/access cards and maintaining accurate records. Risk Management and the IT Department are responsible for installation, maintenance, and control of all locks and keys/access cards for City Hall.
- b. City Hall employees will be issued the least number of key/access cards at the lowest level in the locking system hierarchy that is necessary to provide the required access. An employee may or may not be given a key/access card depending on his or her required access.

- c. All keys/access cards are the property of the City of Green Bay and must be returned to the Human Resources Department upon termination of employment. Obsolete or unneeded keys/access cards must be returned to the Human Resources Department for disposal.
- d. Since the loss of keys/access cards can expose the City to potential privacy and security risks including unnecessary safety risks to employees, City Hall employees are responsible to safeguard keys, access cards or other access devices in such a manner as to not be susceptible to loss or theft.
- e. If an individual loses a key/access card or it is stolen, the individual must immediately report this to the Human Resources Department at 920-448-3147 and also notify his or her supervisor. There may be a fee or cost of replacement with the loss, theft, damage, alteration or late return of keys/access cards.
- f. City Hall employees are not to allow unauthorized possession or use of keys, access cards, or other access devices.
- g. Only the Human Resources Department and the IT Department are authorized to approve duplication of keys/access cards. It is a violation of this policy for any individual to duplicate any key/access card issued by the City.
- h. Department heads and supervisors are responsible for monitoring compliance with this policy within his or her department.
- i. The Human Resources Department shall have the authority to recall all access issued.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Dress Code	Policy Reference Chapter 22
Policy Source Human Resources Department	Legal Review Date August, 2010
Personnel Committee Approval October 26, 2010	City Council Approval December 7, 2010

- 22.1 **PURPOSE.** City employees present the first impression of the City of Green Bay to members of the public, and therefore, must present a professional image at all times. Professional attire complements an environment that reflects an efficient, orderly, professionally-operated organization.

The purpose of this policy is to provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work.

This policy is primarily intended for office workers at City Hall and other City office settings. The policy does not apply to employees listed in 22.4. This policy shall apply when on City business or otherwise representing the City.

...

- 22.2.3 **EMPLOYEE IDENTIFICATION BADGES.** The City of Green Bay will provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow coworkers, vendors, and the public to know who employees are and they are an important part of providing a secure environment for our employees. Employees are expected to wear their employee identification badges in a visible spot during their work time. Employees will return the employee identification badge to the Human Resources Department upon termination of employment.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.I.

To receive and place on file the report by the Police Department of the 2018 4th quarter serious injury and fatality crashes. (January 21, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. D.I. - 2018 Q4 SI&F Report



GREEN BAY POLICE DEPARTMENT OPERATIONS DIVISION

Lieutenant Brad Strouf

Email: bradst@greenbaywi.gov

(920) 448-3217

2018 Fourth Quarter Serious Injury & Fatal Accident Report

18-211185

Manitowoc Rd. at Brosig St.

On Thursday, 10-04-18 at 7:31pm, a four door Jeep Wrangler travelling westbound on Manitowoc Rd, struck a pedestrian walking in the roadway near Brosig St. The driver, and sole occupant of the Jeep was a 40 yr old Green Bay resident. She reported that she did not see the pedestrian until just prior to the crash. The pedestrian, a 36 yr old Green Bay resident was transported to a nearby hospital where she was pronounced deceased at 8:02pm. Witness statements point to the area of the crash being poorly lit and the pedestrian walking in traffic as contributing factors in the crash.

2018-216282

Humboldt Rd. at Laverne Dr.

On Monday, 12-24-18 at 2:21am, a Dodge Neon travelling eastbound on Humboldt Rd left the roadway and struck a tree near Laverne Dr. The vehicle immediately became engulfed in flames. The driver, and lone occupant, a 26 year old male from Green Bay was ejected from the vehicle when it impacted the tree. The male was pronounced deceased at the scene. Witnesses reported hearing the crash, but did not witness the actual crash.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.2.

To eliminate Municipal Code Sec. 29.503 - Obstruction of Crossing by Trains - due to a recent Wisconsin Court of Appeals ruling upholding the regulations of the Federal Railroad Safety Act. (January 21, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. D.2. - LOM FSRA Article
2. D.2. - Sec 29.503 Obstruction of crossing by trains

FRSA Preempts Ordinance Prohibiting Trains from Obstructing RR Crossings

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities



The Wisconsin Court of Appeals recently held that the Federal Railroad Safety Act (FRSA) and regulations promulgated pursuant to that act preempt a City of Weyauwega ordinance prohibiting any train from obstructing, for more than 10 minutes, any railroad street crossing unless the train is in continuous motion. *City of Weyauwega v. Wisconsin Central Ltd.*, 2018 WI App 65.

Wisconsin Central is a railroad carrier that owns railroad tracks in the city and operates trains that pass through the city. Wisconsin Central's tracks cross streets and a highway at three points within the city. A portion of the city is located north of the Wisconsin Central tracks. When trains obstruct any of the crossings, motor vehicles are forced to take alternate routes to reach northern parts of the city. When not in use, the city's police, fire, and emergency service vehicles are located south of the railroad tracks. The response time for police, fire, and emergency services vehicles to reach northern portions of the city can increase from about one minute to anywhere between 12 to 15 minutes when Wisconsin Central trains obstruct some or all of the crossings.

In March 2015, a Wisconsin Central train stopped at and blocked one of the crossings for 69 minutes. The city cited Wisconsin Central for violating the ordinance. In a stipulation ratified by the New London/Weyauwega Joint Municipal Court, the parties agreed to conduct a trial regarding that citation. The agreement incorporated by reference

39 other pending citations issued by the city to Wisconsin Central for violating the ordinance, with proposed forfeitures totaling over \$25,000.00. The parties agreed that a final appellate decision as to that citation would apply with equal force to the remaining outstanding citations issued to Wisconsin Central. The municipal court found in favor of the city after a trial on the citation. The Wisconsin Court of Appeals reversed.

The court of appeals explained that in 1970, and in response to a call for comprehensive rail safety regulation, Congress enacted the FRSA to "promote safety in every area of railroad operations and reduce railroad-related accidents and incidents." *Id.* at ¶ 12 quoting 49 U.S.C. § 20101. The FRSA grants the Secretary of Transportation broad powers to prescribe regulations for every area of railroad safety. An express preemption clause declares that laws related to railroad safety shall be nationally uniform to the extent practicable and to facilitate uniformity, expressly preempts state law in areas covered by the FRSA. *Id.* at ¶ 14. In two "saving clauses," the FRSA permits state regulation related to railroad safety only in the following situations:

Under the first saving clause, states can "adopt or continue in force a law, regulation, or order related to railroad safety ... until the Secretary of Transportation ... prescribes a regulation or issues an order covering the subject matter of the State requirement." *Id.* citing § 20106(a)(2). The second

saving clause permits a state to adopt a more stringent law, regulation or order regarding railroad safety if it meets three requirements: (A) it is "necessary to eliminate or reduce an essentially local safety ... hazard"; (B) it is compatible with federal laws and regulations; and (C) it does not create an undue burden on interstate commerce. *Id.* at ¶ 15 citing § 20106(a)(2)(A)-(C).

The court assumed, without deciding, that the city's ordinance qualifies as a state law or regulation under the FRSA. The court rejected the city's argument that its ordinance was related to the public health, safety, and welfare and concluded that the ordinance is related to railroad safety and that the subject matter of the ordinance is regulating the operation and movement of trains. It next determined that federal regulations concerning train speed, crossing safety, and air brake testing cover the subject of the ordinance (operation and movement of trains) and there is no exception to preemption under the first saving clause. Looking to the second saving clause, the court determined that because it is written in the conjunctive, the ordinance must satisfy all three requirements to be excepted from preemption. The court concluded that the ordinance does not address an essentially local safety hazard and therefore fails to satisfy the requirements of the second saving clause. The court concluded that the ordinance was preempted.

► p.26

In the wake of this decision, cities and villages with ordinances similar to the preempted City of Weyauwega ordinance should read the decision and consult with their municipal attorney to determine whether the municipality's ordinance can be defended under the requirements of the second saving clause (i.e., is necessary to eliminate or reduce an essentially local safety hazard) which would allow the ordinance to survive preemption.

Powers of Municipalities 936

About the Author:

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Sec. 29.503. - Obstruction of crossing by trains.

(1) Limited. No person having charge of any railroad car, engine, or tender or any railroad in the city shall permit any railroad car, engine, or tender under such person's control or charge to operate, stand, or remain in any street crossing in the city or across or in front of any bridge belonging to the city so as to obstruct the free passage of traffic along such street or bridge and across such railroad track more than five minutes at any one time. (2) Defined. A street crossing shall be deemed blocked when kept closed to traffic by the acts of the railroad, its agents, or employee in permitting the operation of one train through or on a street crossing, by the operation of gates or by the operation of more than one train over a street crossing for longer than the specified five-minute period without allowing a two-minute interval for the movement of traffic. If two railroads are involved, the one occupying the street crossing at the time the five-minute limit is exceeded shall be deemed in violation of this section.

(Ord. No. 16-03)



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.3.

To remove and adopt by ordinance the NO PARKING DURING SCHOOL HOURS zone on the west side of Irwin Avenue from Cass Street to a point 200 feet north of Cass Street. (January 21, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.4.

To remove and adopt by ordinance the 2-HOUR PARKING 7 AM TO 7 PM MONDAY THRU FRIDAY zone on the west side of N Oakland Ave from a point of 58 feet north of Shawano Avenue to a point 130 feet south of Hubbard Street. (January 21, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.5.

To optimize the morning arrival and afternoon school release traffic signal timings at East Mason Street and Alpine Drive using the lowest possible cycle length while maintaining the existing signal displays. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 01 M Mason-Alpine SBL Arrow

MEMORANDUM



Department of Public Works | Traffic Division

To: Traffic, Bicycle, & Pedestrian Commissioners
Director Steven Grenier, P.E.

From: Traffic Engineer David J.A. Hansen, P.E., PTOE

Re: **Southbound Left-Turn: Determine Need for Protected Left Phase
East Mason Street at Alpine Drive**

Date: Friday, February 8, 2019

This memorandum serves as a response to the request by Ald. De Wane to install a southbound left-turn signal on Alpine Drive to East Mason Street. The request was referred to staff for study by the Traffic, Bicycle, & Pedestrian Commission (TBPC) on January 15, 2018 and by Common Council on February 6, 2018.

This memo will be presented at the Monday, February 11, 2019 meeting of the TBPC.

EXISTING SITE CONDITIONS

The signalized intersection of East Mason Street and Alpine Drive is located on the east side of the City of Green Bay, in Aldermanic District 2 (Ald. Corpus-Dax). See Figures 1 through 3 for maps and images of the intersection and vicinity.

Figure 1 – General Location

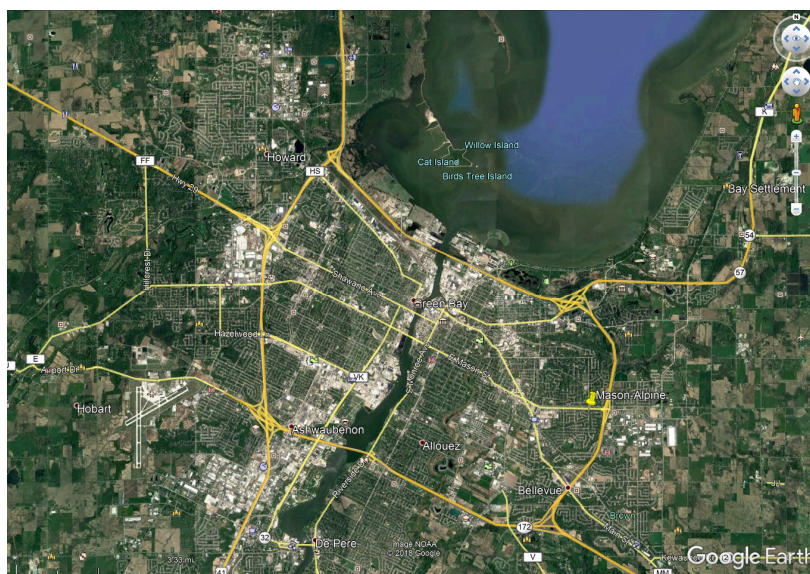


Figure 2 – Neighborhood View

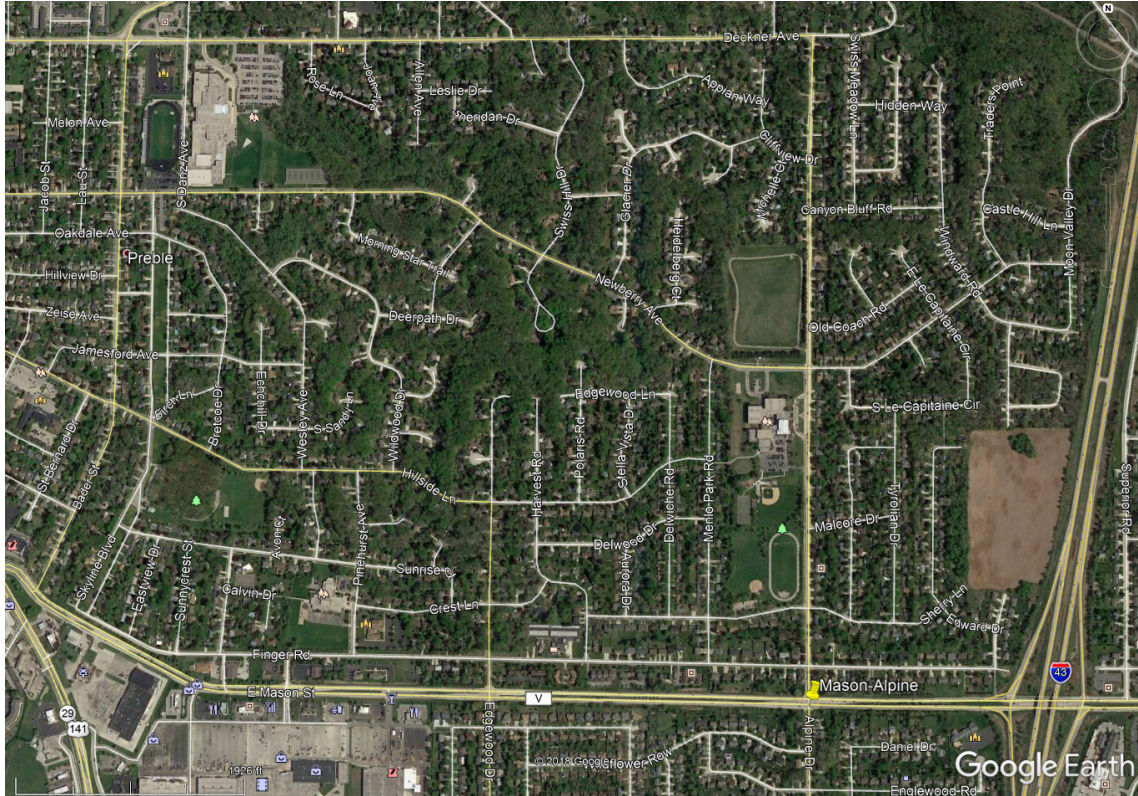
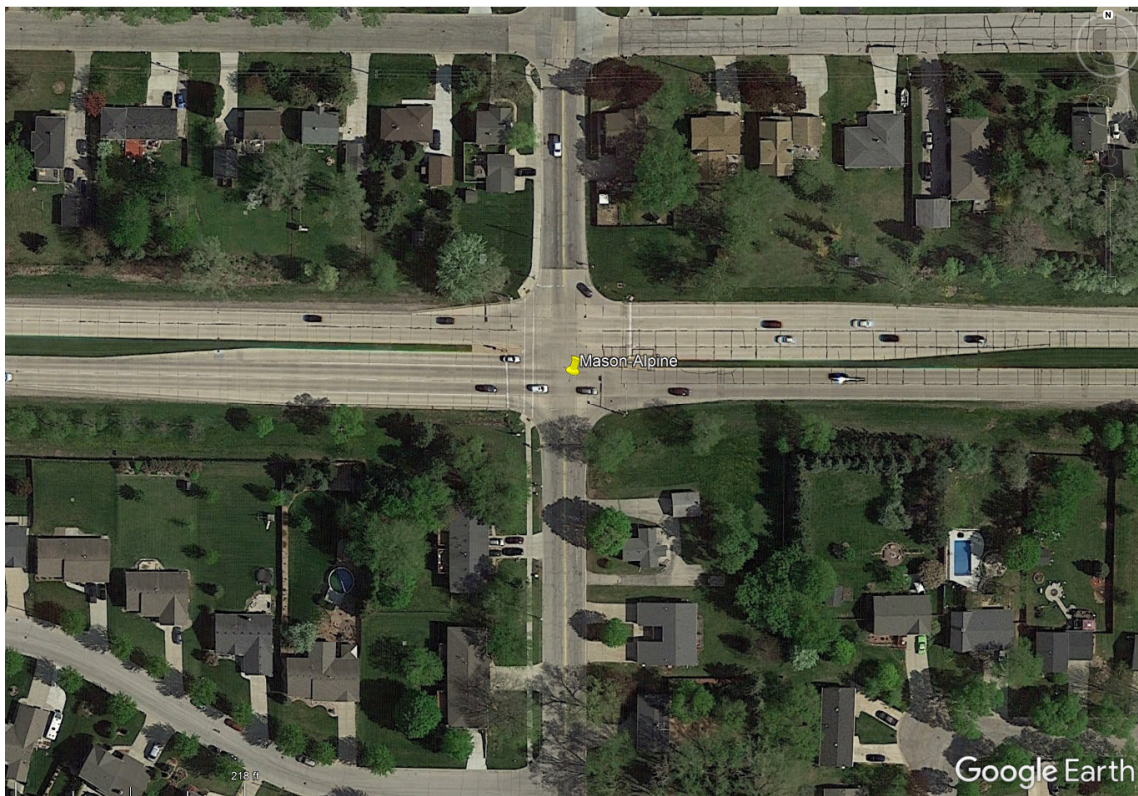


Figure 3 – Intersection View



East Mason St (County Highway V) is a divided urban principal arterial street. It extends east-west through the city, crossing both east and west corporate limits. Total length within the city is 13.4 miles. Alpine Dr is an undivided urban collector street. Its south terminus is Greenbrier Rd. Its north terminus is Deckner Ave. Total length is 2 miles.

Both east and west of the intersection, E Mason St consists of 2 through lanes, 1 left-turn lane, and 1 right turn lane in each direction. North and south of the intersection, Alpine Dr consists of 1 through-left and 1 through-right lane in each direction. Sidewalk exists on the west side of Alpine Dr from Wildflower Row to Newberry Ave. A crosswalk exists crossing the west approach of the intersection.

Complaints and reports from motorists have been received that the southbound movement wait time and queue lengths are lengthy, especially during school release times. The intersection has an increase in traffic during the release times of both Edison Middle and East High schools. Currently, the signal phasing includes eastbound and westbound E Mason St leading protected-permitted left-turns followed by eastbound and westbound E Mason St circular green for left-thru-right movements followed by northbound and southbound Alpine Dr circular green for left-thru-right movements. The signal operates within the E Mason St 2 progression corridor system (Abrams St – Alpine Dr). During the peak periods with the exception of school peaks, the signal operates in coordination mode with the other signals in the E Mason St 2 system. During school peaks, the signal changes to fully-actuated mode, meaning each movement and approach are timed to dynamically respond to real-time traffic conditions using programmed minimum, maximum, and extension times for each signal phase.

EVALUATING CONTROL DELAY AND LEVEL OF SERVICE

Intersection, approach, and movement delays and Levels of Service were evaluated. Intersection turning movement counts used for the analysis were collected in May 2016 by City of Green Bay staff on a school day for nearby schools Edison Middle and Preble High. Since the afternoon release school peak (2:45 p.m. – 3:45 p.m.) has higher traffic volumes than the morning arrival school peak (7 a.m. to 8 a.m.), only the afternoon school peak hour was evaluated.

The study intersection was analyzed using the Synchro 10 traffic analysis model (outputs based on the Highway Capacity Manual, Sixth Edition). Intersection operation is defined by “level of service”. Level of Service (LOS) is a quantitative measure that refers to the overall quality of flow at an intersection ranging from very good, represented by LOS ‘A’, to very poor, represented by LOS ‘F’. For the purpose of this study, LOS D was used to define acceptable peak hour operating conditions. Descriptions of the various levels of service are as follows:

LOS A is the highest level of service that can be achieved. Under this condition, intersection approaches appear quite open, turning movements are easily made, and nearly all drivers find freedom of operation. At signalized and unsignalized intersections, average delays are less than 10 seconds.

LOS B represents stable operation. At signalized intersections, average vehicle delays are 10 to 20 seconds. At unsignalized intersections, average delays are 10 to 15 seconds.

LOS C still represents stable operation, but periodic backups of a few vehicles may develop behind turning vehicles. Most drivers begin to feel restricted, but not objectionably so. At signalized intersections, average vehicle delays are 20 to 35 seconds. At unsignalized intersections, average delays are 15 to 25 seconds.

LOS D represents increasing traffic restrictions as the intersection approaches instability. Delays to approaching vehicles may be substantial during short peaks within the peak period, but periodic clearance of long lines occurs, thus preventing excessive backups. At signalized intersections, average vehicle delays are 35 to 55 seconds. At unsignalized intersections, average delays are 25 to 35 seconds.

LOS E represents the capacity of the intersection. At signalized intersections, average vehicle delays are 55 to 80 seconds. At unsignalized intersections, average delays are 35 to 50 seconds.

LOS F represents jammed conditions where the intersection is over capacity and acceptable gaps for unsignalized intersections in the mainline traffic flow are minimal. At signalized intersections, average vehicle delays exceed 80 seconds. At unsignalized intersections, average delays exceed 50 seconds.

Five scenarios were evaluated. They are described as follows:

The **Existing** option includes existing geometric and operational conditions as programmed in the existing signal controller.

The **Optimized Existing Timings** option is the same as the Existing option but where the signal timings were optimized given the existing basic timing parameters programmed into the controller. Minimum and maximum times are preserved but will return results showing the best signal timings between the programmed min and max timers.

The **Optimized Low Cycle** option is the same as the Optimized Existing Timings option but eliminates the max timers, reduces the minimum timers to their lowest reasonable times, then optimizes the signal splits based on balancing control delays around the intersection. No changes to signal phases are included in this option, meaning the signal displays are not modified in any way.

The **SB Lead Remark SB** option includes converting the inside southbound lane from thru-left to left-turn only, and adding a southbound left-turn phase to the signal operations. The signal timings were optimized given the existing basic timing parameters programmed into the controller. Basically minimum and maximum times are preserved but will return results showing the best signal timings between the programmed min and max timers.

The **SB Lead Low Cycle Remark SB** option is similar to the Optimized Low Cycle option but with the changes to the signal included in the SB Lead Remark SB option. This option includes adding a southbound left turn movement and phase while optimizing to the lowest cycle length feasible.

Figure 4 shows the results of the signal analysis. Delays and LOS values noted in bold text indicate the best results.

Figure 4 – Control Delay and Level of Service (LOS)

Control Delay (sec/veh) and Level Of Service

East Mason Street at Alpine Drive
School Afternoon Release Peak Hour

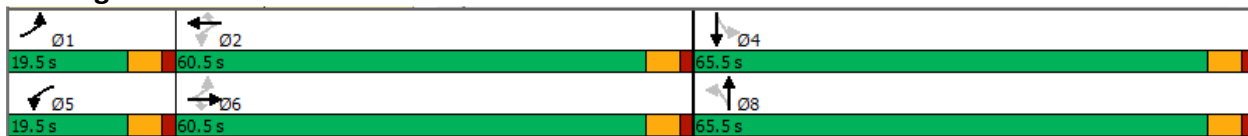
Signal Plan	Northbound				Southbound				Eastbound				Westbound				Intersection
	L	T	R	App	L	T	R	App	L	T	R	App	L	T	R	App	
Existing	18.0 B	* B	19.2 B	18.7 B	31.5 C	* C	20.0 C	27.5 C	15.3 B	21.0 C	17.3 B	20.2 C	15.3 B	20.6 C	18.9 B	19.6 B	21.4 C
Optimized Existing Timings	18.0 B	* B	19.2 B	18.7 B	31.5 C	* C	20.0 C	27.5 C	15.3 B	21.0 C	17.3 B	20.2 C	15.3 B	20.6 C	18.9 B	19.7 B	21.4 C
Optimized Low Cycle	14.4 B	* B	15.8 B	15.2 B	31.9 C	* B	16.6 C	26.6 C	10.3 B	15.2 B	12.4 B	14.6 B	10.2 B	14.9 B	13.6 B	14.1 B	16.9 B
SB Lead Remark SB	40.3 D	* D	50.5 D	46.4 D	25.4 C	* C	20.3 C	23.6 C	15.9 B	21.7 C	17.9 B	20.9 C	15.9 B	21.2 C	19.5 B	20.3 C	23.2 C
SB Lead Low Cycle Remark SB	23.5 C	* C	27.3 C	25.7 C	23.8 C	* B	14.7 C	20.6 C	12.8 B	18.6 B	14.9 B	17.8 B	12.8 B	18.3 B	16.6 B	17.3 B	18.8 B

Note that NBT and SBT delay and LOS values are included in the NBL/R and SBL/R values since thru movements are made from the left and right turn lanes.

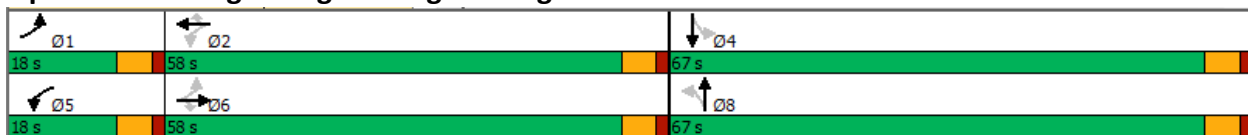
Figure 5 shows the traffic signal timings for each scenario.

Figure 5 – Signal Timings

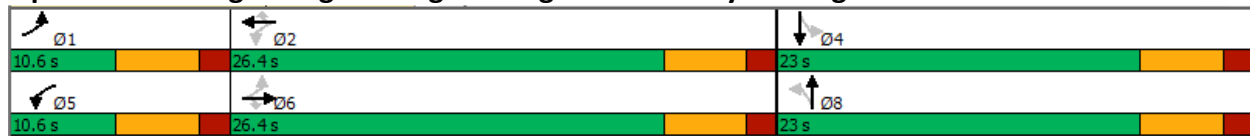
Existing



Optimized Timings using Existing Phasing

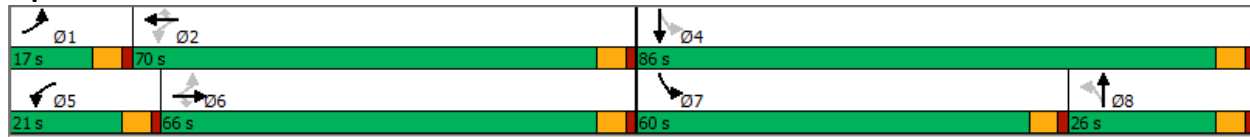


Optimized Timings using Existing Phasing and Lower Cycle Length



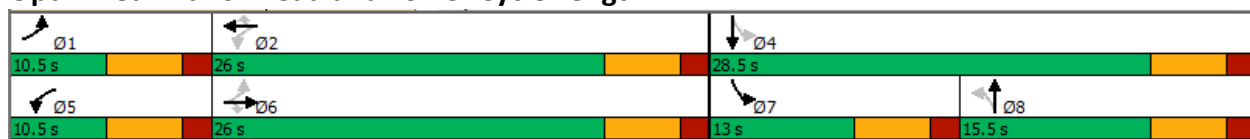
Cycle = 60 sec

Optimized with SB Lead



Cycle = 173 sec

Optimized with SB Lead and Lower Cycle Length



Cycle = 65 sec

Improving the traffic signals and lane markings to include a southbound left signal phase and lane is not a low cost improvement project. If that option were selected, then the City would be required to make other improvements to the signal in order to bring it up to current standards and regulations. Reconstructing the entire signal system would cost anywhere from \$150,000 to \$300,000 (estimated) depending on the time of year, time constraints, and availability of certain signal parts such as the large overhead monotube signal structures. Without remarking and adding a southbound left-turn arrow, the other improvement options include only staff time to make the timing changes.

CRASH HISTORY

A review of the past 5 years resulted in no crashes that could have been prevented if a southbound left-turn arrow were active and present.

CONCLUSIONS

1. The Existing option does not result in the least amount of signal delay and best LOS.
2. Optimizing signal timings using the basic timing parameters within the signal controller does not result in the least amount of signal delay and best LOS.
3. Optimizing signal timings while using the lowest cycle length possible produces the least amount of signal delay and best Levels of Service (LOS) for all movements and approaches with the exception of the southbound movements and approach.
4. Adding a southbound arrow to the intersection while remarking the southbound approach and lowering the cycle length does not result in the least amount of signal delay and best Levels of Service (LOS) with the exception of southbound movements and approach.
5. The Optimized Low Cycle option has the lowest overall intersection control delay, best LOS, and lowest cost.
6. Overall, both SB Lead options result in worse operating conditions and higher costs compared to the Optimized Low Cycle option.
7. All options result in LOS C or better except the SB Lead Remark SB option where all northbound movements operate at LOS D.
8. Although the SB Lead Low Cycle Remark SB option results in lowest delays for the southbound movement, the difference in delay values compared to the Optimized Low Cycle option for the southbound movement are small and result in the same LOS. In other words, most southbound motorists would not notice the differences in delay between the two options.
9. Adding a southbound left-turn arrow would not have been prevented any Alpine Dr crashes that took place in the past 5 years based on a review of intersection crash history.

RECOMMENDATION

1. Optimize traffic signal timings using the lowest possible cycle length and existing signal phasing at the intersection of East Mason Street and Alpine Drive during both morning arrival and afternoon release school release periods.

Intersection Movement Traffic Volumes

East Mason Street at Alpine Drive

Morning Arrival and Afternoon Release Timeframe

Time	SBR	SBT	SBL	P	App Tot		WBR	WBT	WBL	P	App Tot		NBR	NBT	NBL	P	App Tot		EBR	EBT	EBL	P	App Tot	
7:00	46	12	82	0	140		133	110	6	0	249		41	31	6	0	78		2	102	26	0	130	
7:15	50	11	99	0	160		69	103	23	0	195		40	15	8	0	63		0	107	26	0	133	
7:30	18	6	85	0	109		24	116	27	0	167		42	5	14	0	61		0	126	9	0	135	
7:45	18	17	35	0	70	479	23	127	18	0	168	779	33	6	6	0	45	247	4	104	8	0	116	514
8:00	9	11	38	0	58	397	16	66	4	0	86	616	28	12	10	0	50	219	7	82	7	0	96	480
2:30	10	3	37	0	50		40	158	26	0	224		17	4	2	0	23		5	152	43	0	200	
	1	0	2																					
2:45	38	24	64	1	127		41	151	18	0	210		28	24	13	0	65		12	156	29	0	197	
	3	2	4																					
3:00	40	20	111	0	171		41	179	40	0	260		38	9	5	1	53		7	165	16	0	188	
	3	1	7																					
3:15	24	10	105	0	139	487	50	182	30	0	262	956	24	7	4	0	35	176	5	165	19	0	189	774
	2	1	7																					
3:30	17	6	56	0	79	516	51	192	27	0	270	1002	26	10	8	0	44	197	19	190	14	0	223	797
	1	0	4																					
AM Hour	132	46	301	0	479		249	456	74	0	779		156	57	34	0	247		6	439	69	0	514	
AM Rnd	135	50	305	0	490		250	460	75	0	785		160	60	35	0	255		10	440	70	0	520	
PM Hour	119	60	336	1	516		183	704	115	0	1002		116	50	30	1	197		43	676	78	0	797	
PM Rnd	120	60	340	5	525		185	705	115	0	1005		120	50	30	5	205		45	680	80	0	805	

HCM 6th Signalized Intersection Summary

63: Alpine Dr & Mason St

02/06/2019

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Future Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1900	1945	1900	1900	1945	1900	1900	1900	1900	1900	1900	1900
Adj Flow Rate, veh/h	80	680	45	115	705	185	30	50	120	340	60	120
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	0	2	0	0	2	0	0	0	0	0	0	0
Cap, veh/h	352	1458	635	392	1490	649	237	373	572	492	201	402
Arrive On Green	0.06	0.39	0.39	0.07	0.40	0.40	0.39	0.39	0.38	0.39	0.39	0.38
Sat Flow, veh/h	1810	3696	1610	1810	3696	1610	467	957	1465	1060	515	1029
Grp Volume(v), veh/h	80	680	45	115	705	185	80	0	120	340	0	180
Grp Sat Flow(s),veh/h/ln	1810	1848	1610	1810	1848	1610	1424	0	1465	1060	0	1544
Q Serve(g_s), s	2.3	12.5	1.6	3.3	12.8	7.1	0.2	0.0	5.0	23.1	0.0	7.4
Cycle Q Clear(g_c), s	2.3	12.5	1.6	3.3	12.8	7.1	7.6	0.0	5.0	28.1	0.0	7.4
Prop In Lane	1.00		1.00	1.00		1.00	0.38		1.00	1.00		0.67
Lane Grp Cap(c), veh/h	352	1458	635	392	1490	649	610	0	572	492	0	602
V/C Ratio(X)	0.23	0.47	0.07	0.29	0.47	0.28	0.13	0.00	0.21	0.69	0.00	0.30
Avail Cap(c_a), veh/h	543	2269	988	568	2269	988	1048	0	980	836	0	1032
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	15.2	20.5	17.2	15.1	20.1	18.4	17.8	0.0	18.8	27.8	0.0	19.5
Incr Delay (d2), s/veh	0.1	0.5	0.1	0.2	0.5	0.5	0.2	0.0	0.4	3.7	0.0	0.6
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	5.1	0.6	1.3	5.2	2.6	1.1	0.0	1.8	7.2	0.0	2.7
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	15.3	21.0	17.3	15.3	20.6	18.9	18.0	0.0	19.2	31.5	0.0	20.0
LnGrp LOS	B	C	B	B	C	B	B	A	B	C	A	C
Approach Vol, veh/h		805			1005			200			520	
Approach Delay, s/veh		20.2			19.6			18.7			27.5	
Approach LOS		C			B			B			C	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	9.8	41.3		40.1	10.6	40.5		40.1				
Change Period (Y+Rc), s	5.5	5.5		5.5	5.5	5.5		5.5				
Max Green Setting (Gmax), s	14.0	55.0		60.0	14.0	55.0		60.0				
Max Q Clear Time (g_c+I1), s	4.3	14.8		30.1	5.3	14.5		9.6				
Green Ext Time (p_c), s	0.1	20.4		4.5	0.1	16.8		1.6				
Intersection Summary												
HCM 6th Ctrl Delay				21.4								
HCM 6th LOS				C								

HCM 6th Signalized Intersection Summary

63: Alpine Dr & Mason St

02/06/2019

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Future Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1900	1945	1900	1900	1945	1900	1900	1900	1900	1900	1900	1900
Adj Flow Rate, veh/h	80	680	45	115	705	185	30	50	120	340	60	120
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	0	2	0	0	2	0	0	0	0	0	0	0
Cap, veh/h	351	1458	635	391	1490	649	237	374	572	493	201	402
Arrive On Green	0.06	0.39	0.39	0.07	0.40	0.40	0.39	0.39	0.38	0.39	0.39	0.38
Sat Flow, veh/h	1810	3696	1610	1810	3696	1610	467	957	1465	1060	515	1029
Grp Volume(v), veh/h	80	680	45	115	705	185	80	0	120	340	0	180
Grp Sat Flow(s),veh/h/ln	1810	1848	1610	1810	1848	1610	1424	0	1465	1060	0	1544
Q Serve(g_s), s	2.3	12.5	1.6	3.3	12.8	7.1	0.2	0.0	5.0	23.1	0.0	7.4
Cycle Q Clear(g_c), s	2.3	12.5	1.6	3.3	12.8	7.1	7.6	0.0	5.0	28.1	0.0	7.4
Prop In Lane	1.00		1.00	1.00		1.00	0.38		1.00	1.00		0.67
Lane Grp Cap(c), veh/h	351	1458	635	391	1490	649	610	0	572	493	0	603
V/C Ratio(X)	0.23	0.47	0.07	0.29	0.47	0.29	0.13	0.00	0.21	0.69	0.00	0.30
Avail Cap(c_a), veh/h	513	2166	944	538	2166	944	1073	0	1003	856	0	1057
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	15.2	20.5	17.2	15.1	20.1	18.4	17.8	0.0	18.8	27.8	0.0	19.4
Incr Delay (d2), s/veh	0.1	0.5	0.1	0.2	0.5	0.5	0.2	0.0	0.4	3.7	0.0	0.6
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	5.1	0.6	1.3	5.2	2.6	1.1	0.0	1.8	7.2	0.0	2.7
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	15.3	21.0	17.3	15.3	20.6	18.9	18.0	0.0	19.2	31.5	0.0	20.0
LnGrp LOS	B	C	B	B	C	B	B	A	B	C	A	C
Approach Vol, veh/h		805			1005			200			520	
Approach Delay, s/veh		20.2			19.7			18.7			27.5	
Approach LOS		C			B			B			C	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	9.8	41.3		40.1	10.6	40.5		40.1				
Change Period (Y+Rc), s	5.5	5.5		5.5	5.5	5.5		5.5				
Max Green Setting (Gmax), s	12.5	52.5		61.5	12.5	52.5		61.5				
Max Q Clear Time (g_c+I1), s	4.3	14.8		30.1	5.3	14.5		9.6				
Green Ext Time (p_c), s	0.1	19.7		4.5	0.1	16.3		1.6				
Intersection Summary												
HCM 6th Ctrl Delay				21.4								
HCM 6th LOS				C								

HCM 6th Signalized Intersection Summary

63: Alpine Dr & Mason St

02/07/2019

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Future Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1900	1945	1900	1900	1945	1900	1900	1900	1900	1900	1900	1900
Adj Flow Rate, veh/h	80	680	45	115	705	185	30	50	120	340	60	120
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	0	2	0	0	2	0	0	0	0	0	0	0
Cap, veh/h	409	1333	581	446	1371	597	219	330	466	439	164	327
Arrive On Green	0.08	0.36	0.36	0.09	0.37	0.37	0.32	0.32	0.30	0.32	0.32	0.30
Sat Flow, veh/h	1810	3696	1610	1810	3696	1610	421	1039	1465	993	515	1029
Grp Volume(v), veh/h	80	680	45	115	705	185	80	0	120	340	0	180
Grp Sat Flow(s),veh/h/ln	1810	1848	1610	1810	1848	1610	1460	0	1465	993	0	1544
Q Serve(g_s), s	1.5	8.4	1.1	2.2	8.6	4.8	0.1	0.0	3.6	14.9	0.0	5.3
Cycle Q Clear(g_c), s	1.5	8.4	1.1	2.2	8.6	4.8	5.4	0.0	3.6	18.5	0.0	5.3
Prop In Lane	1.00		1.00	1.00		1.00	0.38		1.00	1.00		0.67
Lane Grp Cap(c), veh/h	409	1333	581	446	1371	597	549	0	466	439	0	491
V/C Ratio(X)	0.20	0.51	0.08	0.26	0.51	0.31	0.15	0.00	0.26	0.77	0.00	0.37
Avail Cap(c_a), veh/h	455	1390	606	474	1390	606	549	0	466	439	0	491
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	10.2	14.6	12.2	10.1	14.2	13.0	14.2	0.0	15.2	22.2	0.0	15.6
Incr Delay (d2), s/veh	0.1	0.6	0.1	0.1	0.7	0.6	0.3	0.0	0.6	9.7	0.0	1.0
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.5	3.0	0.3	0.7	3.1	1.5	0.7	0.0	1.2	5.6	0.0	1.9
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	10.3	15.2	12.4	10.2	14.9	13.6	14.4	0.0	15.8	31.9	0.0	16.6
LnGrp LOS	B	B	B	B	B	B	B	A	B	C	A	B
Approach Vol, veh/h		805			1005			200			520	
Approach Delay, s/veh		14.6			14.1			15.2			26.6	
Approach LOS		B			B			B			C	
Timer - Assigned Phs	1	2		4	5	6		8				
Phs Duration (G+Y+Rc), s	9.1	26.1		23.0	9.7	25.5		23.0				
Change Period (Y+Rc), s	5.5	5.5		5.5	5.5	5.5		5.5				
Max Green Setting (Gmax), s	5.1	20.9		17.5	5.1	20.9		17.5				
Max Q Clear Time (g_c+I1), s	3.5	10.6		20.5	4.2	10.4		7.4				
Green Ext Time (p_c), s	0.0	7.5		0.0	0.0	6.8		0.9				
Intersection Summary												
HCM 6th Ctrl Delay				16.9								
HCM 6th LOS				B								

HCM 6th Signalized Intersection Summary

63: Alpine Dr & Mason St

02/07/2019

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Future Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1900	1945	1900	1900	1945	1900	1900	1900	1900	1900	1900	1900
Adj Flow Rate, veh/h	80	680	45	115	705	185	30	50	120	340	60	120
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	0	2	0	0	2	0	0	0	0	0	0	0
Cap, veh/h	348	1471	641	389	1506	656	104	146	175	538	223	447
Arrive On Green	0.06	0.40	0.40	0.07	0.41	0.41	0.12	0.12	0.11	0.23	0.39	0.38
Sat Flow, veh/h	1810	3696	1610	1810	3696	1610	439	1219	1465	1810	565	1131
Grp Volume(v), veh/h	80	680	45	115	705	185	80	0	120	340	0	180
Grp Sat Flow(s),veh/h/ln	1810	1848	1610	1810	1848	1610	1657	0	1465	1810	0	1696
Q Serve(g_s), s	2.4	13.0	1.7	3.5	13.4	7.4	0.9	0.0	7.5	14.0	0.0	6.9
Cycle Q Clear(g_c), s	2.4	13.0	1.7	3.5	13.4	7.4	3.9	0.0	7.5	14.0	0.0	6.9
Prop In Lane	1.00		1.00	1.00		1.00	0.38		1.00	1.00		0.67
Lane Grp Cap(c), veh/h	348	1471	641	389	1506	656	250	0	175	538	0	670
V/C Ratio(X)	0.23	0.46	0.07	0.30	0.47	0.28	0.32	0.00	0.68	0.63	0.00	0.27
Avail Cap(c_a), veh/h	482	2376	1035	582	2530	1102	415	0	329	1176	0	1445
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	15.8	21.2	17.8	15.7	20.7	19.0	38.7	0.0	40.9	24.1	0.0	19.8
Incr Delay (d2), s/veh	0.1	0.5	0.1	0.2	0.5	0.5	1.6	0.0	9.6	1.2	0.0	0.5
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.9	5.4	0.6	1.4	5.5	2.7	1.8	0.0	3.2	6.1	0.0	2.8
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	15.9	21.7	17.9	15.9	21.2	19.5	40.3	0.0	50.5	25.4	0.0	20.3
LnGrp LOS	B	C	B	B	C	B	D	A	D	C	A	C
Approach Vol, veh/h		805			1005			200			520	
Approach Delay, s/veh		20.9			20.3			46.4			23.6	
Approach LOS		C			C			D			C	
Timer - Assigned Phs	1	2		4	5	6	7	8				
Phs Duration (G+Y+Rc), s	9.9	43.5		42.3	10.8	42.6	26.3	16.0				
Change Period (Y+Rc), s	5.5	5.5		5.5	5.5	5.5	5.5	5.5				
Max Green Setting (Gmax), s	11.5	64.5		80.5	15.5	60.5	54.5	20.5				
Max Q Clear Time (g_c+I1), s	4.4	15.4		8.9	5.5	15.0	16.0	9.5				
Green Ext Time (p_c), s	0.0	22.6		1.5	0.1	17.6	4.8	0.9				
Intersection Summary												
HCM 6th Ctrl Delay				23.2								
HCM 6th LOS				C								

HCM 6th Signalized Intersection Summary

63: Alpine Dr & Mason St

02/07/2019

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Future Volume (veh/h)	80	680	45	115	705	185	30	50	120	340	60	120
Initial Q (Qb), veh	0	0	0	0	0	0	0	0	0	0	0	0
Ped-Bike Adj(A_pbT)	1.00		1.00	1.00		1.00	1.00		1.00	1.00		1.00
Parking Bus, Adj	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Work Zone On Approach		No			No			No			No	
Adj Sat Flow, veh/h/ln	1900	1945	1900	1900	1945	1900	1900	1900	1900	1900	1900	1900
Adj Flow Rate, veh/h	80	680	45	115	705	185	30	50	120	340	60	120
Peak Hour Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Percent Heavy Veh, %	0	2	0	0	2	0	0	0	0	0	0	0
Cap, veh/h	364	1216	530	396	1248	544	151	214	252	474	212	425
Arrive On Green	0.08	0.33	0.33	0.08	0.34	0.34	0.17	0.17	0.16	0.13	0.38	0.36
Sat Flow, veh/h	1810	3696	1610	1810	3696	1610	425	1240	1465	1810	565	1131
Grp Volume(v), veh/h	80	680	45	115	705	185	80	0	120	340	0	180
Grp Sat Flow(s),veh/h/ln	1810	1848	1610	1810	1848	1610	1665	0	1465	1810	0	1696
Q Serve(g_s), s	1.8	9.7	1.2	2.5	10.0	5.5	0.0	0.0	4.8	8.5	0.0	4.8
Cycle Q Clear(g_c), s	1.8	9.7	1.2	2.5	10.0	5.5	2.3	0.0	4.8	8.5	0.0	4.8
Prop In Lane	1.00		1.00	1.00		1.00	0.38		1.00	1.00		0.67
Lane Grp Cap(c), veh/h	364	1216	530	396	1248	544	364	0	252	474	0	637
V/C Ratio(X)	0.22	0.56	0.08	0.29	0.56	0.34	0.22	0.00	0.48	0.72	0.00	0.28
Avail Cap(c_a), veh/h	398	1245	542	414	1248	544	364	0	252	474	0	638
HCM Platoon Ratio	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Upstream Filter(I)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Uniform Delay (d), s/veh	12.7	17.6	14.8	12.6	17.3	15.8	22.8	0.0	24.3	18.6	0.0	14.2
Incr Delay (d2), s/veh	0.1	1.0	0.1	0.1	1.0	0.8	0.6	0.0	3.0	5.2	0.0	0.5
Initial Q Delay(d3),s/veh	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
%ile BackOfQ(50%),veh/ln	0.6	3.7	0.4	0.9	3.8	1.9	1.1	0.0	1.8	4.5	0.0	1.8
Unsig. Movement Delay, s/veh												
LnGrp Delay(d),s/veh	12.8	18.6	14.9	12.8	18.3	16.6	23.5	0.0	27.3	23.8	0.0	14.7
LnGrp LOS	B	B	B	B	B	B	C	A	C	C	A	B
Approach Vol, veh/h		805			1005			200			520	
Approach Delay, s/veh		17.8			17.3			25.7			20.6	
Approach LOS		B			B			C			C	
Timer - Assigned Phs	1	2		4	5	6	7	8				
Phs Duration (G+Y+Rc), s	9.3	26.1		28.5	9.8	25.5	13.0	15.5				
Change Period (Y+Rc), s	5.5	5.5		5.5	5.5	5.5	5.5	5.5				
Max Green Setting (Gmax), s	5.0	20.5		23.0	5.0	20.5	7.5	10.0				
Max Q Clear Time (g_c+I1), s	3.8	12.0		6.8	4.5	11.7	10.5	6.8				
Green Ext Time (p_c), s	0.0	6.4		1.0	0.0	5.9	0.0	0.4				
Intersection Summary												
HCM 6th Ctrl Delay				18.8								
HCM 6th LOS				B								



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.6.

To remove and adopt by ordinance the NO PARKING zone on the south side of Mather Street from a point 50 feet west of Gray Street to a point 100 feet east of Gray Street. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.7.

To remove and adopt by ordinance the NO PARKING zone on the north side of Mather Street from Gray Street to Roy Avenue. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.8.

To establish and adopt by ordinance a NO PARKING BIKE LANE zone on both sides of Mather Street from Gray Street to Vroman Street. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

Stacie Proper

AGENDA ITEM # S.9.

To establish and adopt by ordinance a NO PARKING zone on the south side of Mather Street from a point 50 feet west of Gray St to Gray St. (February 11, 2019)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Mission of the Sustainability Commission for the City of Green Bay

From General Ordinance 9-18, the ordinance that creates Section 1.67 in the Municipal Code creating the Sustainability Commission:

Purpose: The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the Green Bay community for present and future generations. The Sustainability Commission is hereby established to explore sustainability initiatives that can be implemented in Green Bay, with the ultimate goal of providing a more sustainable, livable, and healthy community.

Definitions: “Sustainability” means the quality of not being harmful to the environment or depleting natural resources, and thereby supporting long-term ecological balance.

Powers and Duties: Powers and duties of the Sustainability Commission. The authority and activities of the Commission shall be advisory, and it shall act in a cooperative capacity and rely upon voluntary compliance. The basic function of the Commission shall be the promotion of sustainable initiatives. The duties of the Commission shall be to:

- (a) Advise the Mayor and the Common Council with regard to policies, budgets, and regulations related to sustainable policies and practices relative to the environment, including but not limited to natural resources, energy, food waste, hazardous materials and pollution;
- (b) Advise municipal efforts to engage the community in a broad range of sustainable initiatives;
- (c) Consult with private entities, higher education institutions, and the community with regard to the City’s sustainable initiatives;
- (d) Coordinate and support efforts to unite and focus municipal programs and services as they relate to sustainable initiatives.

Sustainability Taskforce Missions (from ~2006):

“A sustainable Green Bay focuses on planning and implementing environmental enhancements as well as incentives for sustainable energy usage and building practices saving costs and improving quality of life for the citizens of our community.”

Mission of the Sustainability Commission for the City of Green Bay

“Sustainable Green Bay is dedicated to planning and implementing action in environmental and educational programs which strengthen our economy, ecology, and community culture for all people of today and future generations.”

Draft Mission Statement:

The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the Green Bay community for present and future generations. The Sustainability Commission is dedicated to exploring and developing sustainability initiatives that can be implemented in Green Bay, with the ultimate goal of providing a more sustainable, vibrant, and healthy community.

City of Green Bay Sustainability Commission 2019 Work Plan

Goal	Institution or Community?*	Research or Evidence	Anticipated outcome, product, or result	Specific Actions	Target Dates	Partners or Departments	Funding Source	Point Person(s)
Renewable Energy	Both	-Current energy usage by city -Current emissions in GB area -Cost estimates	-Institution to use 100% renewable energy by 20XX -City as a community to use 100% renewable energy by 20XX -Institution to conserve energy -Community to conserve energy	-Invite EPA to give presentation to us on potential initiatives -Invite RENEW Wisconsin to give presentation on how local government can pursue renewable energy		EPA, WDNR Green Tier Program, RENEW Wisconsin,		Ned, Seth
Storm water Management/Green Infrastructure	Institution			-Refer Urban Nonpoint Source & Storm Water Management Grant Program grant to DPW	-Grant submission due in April	Department of Public Works		
Waste Reduction	Both		-Zero Waste Community					
Sustainable Transportation	Institution		-More sustainable transportation options -More access to marginalized communities					

City of Green Bay Sustainability Commission 2019 Work Plan

Sustainability Chapter in the next Comprehensive Plan	Institution		-Engage in development of new comprehensive plan and ensure sustainability is considered -Create sustainability chapter in plan that outlines components of sustainability and establishes metrics for accomplishment	-Analysis of current plan to see strengths and weaknesses -Determine categories and metrics of sustainability to be outlined in plan	New plan starts being developed in spring 2019			
Community Outreach	Community		-Involve diverse array of stakeholders in initiatives and decision making	-Receive and consider feedback from community listening session -Set up meetings with stakeholders (see stakeholder chart)	Ongoing			
Strategic Planning	Internal							
Green Tier Legacy Community Program	Institution	Presentation from GTLC – October	-City join WDNR Green Tier Legacy Community program -GTLP provides a framework to identify what city is and isn't doing re: various aspects of sustainability -GTLP help city identify and pursue sustainable initiatives	-Pending passage of resolution to join, reach out to GTLC staff to conduct analysis of city	Common Council, WI DNR	Winter/Spring 2019	No cost	

City of Green Bay Sustainability Commission 2019 Work Plan

*Institution refers to the City of Green Bay as a governmental entity, community refers the City of Green Bay as a whole

-All listed goals approved by commission at September 2018 meeting

Other Goals for 2019:

-Determine what sustainable practices the city is already doing so as to highlight current practices and identify gaps for future initiatives.

-Build and formalize a network of advisors in the community to help drive our work.



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # T.3.

To receive and place on file the creation of the Sustainability Commission's strategy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Sustainability Commission of the City of Green Bay
Community Stakeholder Outreach

Who	Specific People or Department(s)	Member(s)	When	Specific Topics	Summary of Meeting	Next Steps
Wisconsin Public Service		Ned and Seth	January	Renewable Energy		
Greater Green Bay Chamber of Commerce				Sustainable practices in business community. Specifically renewable energy and zero waste.		
University of Wisconsin – Green Bay						
Northeast Wisconsin Technical School						
JOSHUA	Rachel Westenberg, organizer	Seth	January	Community-hosted listening session		
Green Bay Neighborhood Leadership Council	Dan Theno, president	Seth	October 2018	How sustainability commission can work with neighborhood leadership council, neighborhood association	Discussed goals of commission, invited to speak to meeting in early 2019	Follow up with Dan to set up meeting (Seth)

Questions:

What are you already doing to promote sustainability?

Do you have any plans to promote sustainability?

What would you like to do to promote sustainability?

What are specific aspects of sustainability that are most pertinent to you?

Sustainability Commission of the City of Green Bay
Community Stakeholder Outreach

What are barriers that have prevented you from being more sustainable?

How have you worked with the City in the past on sustainability initiatives?

How could the City and/or Commission help you with any of your goals or current practices?

Are there other partners in the community you have worked with on sustainable initiatives?



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # T.5.

To receive and place on file on creating a community outreach plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Detail Summary of Projects Issued

1/1/2019 to 1/31/2019

Proj #	Address	Owner	Applicant	Fees Paid	Estimated \$	Status
75701	141 RACCOON BERRY WY..21-8343	APPLE TREE GB TWO LLC	APPLE TREE GB TWO, LLC	\$1,545.03	\$416,000.00	Pending
[01-101 - Single Family House, Detached] 1 STORY SINGLE FAMILY HOME PLUS BASEMENT AND GARAGE						
75706	2517 REMINGTON RD..21-8037	BLUE VIPER LLC	JOHNNY B HOME CONSTRUCTION	\$1,332.72	\$240,000.00	Pending
[01-101 - Single Family House, Detached] ONE STORY SINGLE FAMILY HOME PLUS BASEMENT AND ATTACHED GARAGE.						
75716	2570 REMINGTON CT..21-7233	STEPHEN E & KRISTIN K SEEHOLZER	CLASSIC HOMES CONSTRUCTION INC.	\$150.00	\$8,441.00	Pending
[02-434 - Single-Family Residential Building, Alteration] ADD SEWING ROOM IN BASEMENT						
75740	618 PHOEBE ST..18-485	JOHN VAN DREEL	COACH BUILDERS	\$100.00	\$23,600.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Per complaint 88839						
75746	531 FAIR WINDS LN..21-7164	MICHAEL J & KERRIE A HELD	MICHAEL J & KERRIE A HELD	\$255.00	\$600.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Per complaint 89495 - work already completed by deceased husband.						
Electrician -REPAIR WIRING DONE BY OWNER IN BASEMENT						
75754	1446 EMILIE ST..17-632	BRUCE RUSSELL	COLKEN HOME IMPROVEMENTS	\$280.00	\$46,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Complete gut job.						
76146	1070 ROSCOE ST..1-20-1	JASON J & MARTA K PELISHEK	MARTY PONCE	\$239.55	\$14,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] bedroom, bathroom BASEMENT FINISH						
76156	3168 SITKA ST..21-8084	CATHERINE M & ERIC M STANCZAK	LAAKSONEN BUILDERS LLC	\$221.50	\$42,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Bedroom, bathroom						
76177	1145 WIRTZ AV..1-63	DOMUS AUREA LLC	OWNER	\$130.00	\$3,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] See notes AND drag file for info, Steve T worked with owner about wall removal. REMOVED INTERIOR WALL, GROUNDED RECEPES; CHANGED REVERSE POLARITY; CHANGED DAMAGED STOVE PLUG; PUT GFI IN KITCHEN; ELIMINATED OLD WIRING NOT IN USE						
76178	2460 BIRCH POINTE CI..21-5947	CHAD P & JESSICA D DEGRAVE	CHAD P & JESSICA D DEGRAVE	\$205.00	\$12,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] FINISH PART OF BASEMENT. ROUGH IN FOR FUTURE BATHROOM AND TWO AREAS FULLY FINISHED. REC ROOM AND HOME THEATER ROOM.						
76186	2031 ZEISE AV..21-2445-P-20	TRACY L REYNOLDS	TRACY L REYNOLDS	\$155.00	\$6,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] REMODEL BASEMENT-ADDING WORKSHOP, OFFICE, FAMILY ROOM, AND STORAGE AREA						
76189	1375 HARVEY ST..7-125	KIM COR PROPERTIES LLC	ZSK ENTERPRISE INC	\$195.00	\$0.00	Pending
[02-434 - Single-Family Residential Building, Alteration] New wiring and sheet rock throughout						
76198	225 N ASHLAND AV..4-126	JOHN R CALHOON	COVERALL	\$286.00	\$30,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] CUP approved for 2 family						
76209	1313 BIEMERET ST..6-919	MEB VACATION HOMES LLC	SOARING EAGLE CONSTRUCTION	\$310.00	\$10,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Engineered plans to reduce floor joists to get 7' height						
76220	1376 DOBLON ST..21-1701	CINDI L MICHEAU	PAUL DAVIS RESTORATION	\$410.00	\$3,000.00	Pending

[02-434 - Single-Family Residential Building, Alteration] Mostly bathroom remodel.

76235	1754 LOST LN..21-1294-1-1	ROGER ADRIANS	CREATIVE EDGE PROPERTIES LLC	\$205.00	\$20,000.00	Pending
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[02-434 - Single-Family Residential Building, Alteration] -Second story renovations/sturctual walls
-first story-no structural changes. Just cosmetic

76244	1661 BIRCH ST..6-811-2	JOSEPH H ROPSON JR	FISHER BUILDING & REMODELING, LLC	\$155.00	\$2,000.00	Pending
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[02-434 - Single-Family Residential Building, Alteration] LICENSED CONTRACTOR PULLING PERMITS FOR FRAMING AND THEN OWNER WILL DRYWALL.

75748	1643 WESTERN AV..6-120-B	H J MARTIN & SON	BAYLAND EXCAVATING	\$175.00	\$8,500.00	Pending
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[05-645 - Raze Sungle-Family house(attached or detached)] Raze single family home

76223	2735 EAST SHORE DR..21-1165	DAVID D MADIGAN	H & T EXCAVATING	\$100.00	\$4,000.00	Pending
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[05-645 - Raze Sungle-Family house(attached or detached)] NO PLANS TO REBUILD
-NO BASEMENT/FOUNDATION-THUS NO EC NEEDED, UNDER 100 CUBIC YARDS AND 4000 SQ FT.

74670	901 MAIN ST..9-48	CITY OF GREEN BAY-CLERK	ATLAS ADVENTURE GROUP	\$7,991.82	\$3.80	Pending
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[08-105 - 5 or more family building(refer to 06-103)] EROSION CONTROL APPROVED
No SWM bond needed
Internal Plumbing plans needed. ***

75345	1681 DECKNER AV..21-1205-2	S & G RENTALS LLC	TONY GILLIS	\$565.00	\$0.00	Closed
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[10-434 - Multi-Family Residential Building Alteration]

75715	1687 DECKNER AV..21-1205-2	S & G RENTALS LLC	TONY GILLIS	\$190.00	\$0.00	Pending
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[10-434 - Multi-Family Residential Building Alteration] Plan review under Project 75345 and Plan #4470

75742	645 S IRWIN AV..17-448	FRANCISCAN FATHERS	COMMONWEALTH CONSTRUCTION CORP	\$140.00	\$0.00	Pending
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[10-434 - Multi-Family Residential Building Alteration] Only demo with electrical INTERIOR DEMO ONLY

76199	411 N MONROE AV..11-66	RICOS PARKING LOT LLC	PUROCLEAN PROPERTY RESTORATION	\$330.00	\$48,000.00	Pending
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[10-434 - Multi-Family Residential Building Alteration] Fire restoration units 114,116,214,216, 314,316,414,416 and 1 and 2nd floor hallways

66682	1313 BAY BEACH RD..21-440-1	CITY OF GREEN BAY-CLERK		\$0.00	\$10,000.00	Closed
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[11-318 - Amusement, Social, Recreation(theaters, auditoriums, YMCA's w/o beds, bowling alleys, radio/tv studios, athletic & social clubs, arenas, skating rinks)]

75231	2228 N QUINCY ST..20-689	CITY OF GREEN BAY-CLERK	CD SMITH CONSTRUCTION	\$2,366.00	\$0.00	Pending
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[11-324 - office, bank, professional(offices, professional buildings, administration buildings, financial institutions, medical office buildings)] Working on permits, see drag - CR 1-16-19

76208	1313 BAY BEACH RD..21-440-1	CITY OF GREEN BAY-CLERK	ELAND ELECTRIC CORP	\$0.00	\$0.00	Pending
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[11-329 - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).] Motor control shed to be built by Parks Department(prefab from Menards)
THE PARKS DEPT WILL BE INSTALLING A MOTOR CONTROL CENTER SHED FOR THE BAY BEACH AMUSEMENT PARK FERRIS WHEEL

70991	1130 RADISSON ST..20-424	PJS OF DEPERE LLP	BAYLAND BUILDINGS INC	\$1,514.00	\$500,000.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] EC Permit issued, in drag
CAR WASH ADDITION W/LAUNDRY MDT

75184	517 S MILITARY AV..6-1517-A	RICHARD D SCHULZ	TE CONSTRUCTION LLC	\$1,501.09	\$0.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] H&P Nail Spa

75455	501 HOWE ST..13-142	FIRST UNITED METHODIST CHURCH CONGREGATION	JAMES J CARMES & SONS	\$220.00	\$18,932.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Small glassed in area for families

75462	111 N WASHINGTON ST..12-24	NICOLET JOINT VENTURES LLC	MIRON CONSTRUCTION	\$2,686.06	\$409,000.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] 2ND FLOOR INTERIOR OFFICE REMODEL. 5692 SF. OFFICES & CONFERENCE ROOM BUILDOUTS

75615	1532 SHAWANO AV..6-236	JAMES W & JANET M POWELL	HAWKEYES TRADING POST	\$590.00	\$1,000.00	Closed
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] HAWKEYE TRADING POST

75656	1265 LOMBARDI AV..1-1841-A	CITY OF GREEN BAY-CLERK	MIRON CONSTRUCTION	\$7,240.20	\$7,555,686.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] RENOVATIONS OF US CELLULAR LOFT, LEGENDS CLUB AND ADJACENT CONCESSIONS AREA, AND RENOVATION OF (6) CONCESSION STANDS. NEW FOOD SERVICE EQUIPMENT AND NEW INTERIOR FINISHES. LEVELS 3, 4 AND 6.

75769	728 LOMBARDI AV..1-1412-B-1	728 LOMBARDI AVENUE LLC	MARTY PONCE	\$170.00	\$3,500.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] JUST WALL REMOVAL TO MAKE OPEN CONCEPT FOR OFFICE AREA.
-NOT LOAD BEARING AND DOES NOT EFFECT EGRESS

76154	1035 KEPLER DR..21-145-5	BAYCARE HEALTH SYSTEMS LLC	SCHUH CONSTRUCTION	\$1,158.69	\$95,000.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] REMODEL OFFICE AREA 2,258 SQ FT BUILD OUT

76179	2845 GREENBRIER RD..21-161-2	AURORA HEALTH CARE INC	MIRON CONSTRUCTION	\$360.00	\$20,000.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] RM P2204-FAMILY ROOM

76200	400 SCHOEN ST..21-1298-1	RAZZ-MA-TAZZ	OWNER	\$210.00	\$2,400.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] COOLER REPLACMENT, OFFICE REPAIR IN BASEMENT FROM WATER DAMAGE. WATER HEATER REPLACEMENT.

REPLACE 8' X 12' WALK-IN COOLER AND 8' X 8' OFFICE SPACE, REPLACE WATER HEATER AND UTILITY SINK

76233	121 N ADAMS ST ..12-115	WELHOUSE SPORTS DEVELOPMENT LLC	HJ MARTIN & SON INC	\$70.00	\$0.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] ONLY DEMOLITION FOR INTERIOR - REMOVAL OF WALL FINISHES AND PLUMBING FIXTURES

76249	1638 UNIVERSITY AV..21-2267	RUBEN P RODRIGUEZ	PERFECTION PROPERTY RESTORATION	\$70.00	\$18,000.00	Pending
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[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Hit by vehicle, no structural damage. Just small block repair.

75719	1008 DOTY ST..14-924	VICTORIA MIRAMONTES	RAIDER REMODELING	\$225.00	\$9,000.00	Closed
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[17-438 - New Garage or Carport] DOUBLE FEE THE PERMIT - DONE WITHOUT PERMIT

76257	2820 TRAVERTINE CT..22-2145	ROGER L & CONNIE L HAMANN	ROGER L & CONNIE L HAMANN	\$299.00	\$15,000.00	Pending
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[18-438 - Remodel Garage or carport or Shed] FAMILY ROOM, KITCHENETTE,GAME ROOM, BATHROOM OFFICE

76202	838 PHOEBE ST..18-646	CITY OF GREEN BAY-CLERK	EIS STRUCTURE MOVERS	\$0.00	\$5,100.00	Pending
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[20-*** - Move garage, Carport, or Storage building] from 1418 Lawe to 838 Phoebe(Parks shop)

76159	1828 10th AV..1-1233	DUWAYNE R & DONNA M DEMMITH JR	DUWAYNE R & DONNA M DEMMITH JR	\$50.00	\$750.00	Pending
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[21-649 - Demolition of all Other Buildings or Structures] SLAB TO REMAIN FOR POSSIBLE NEW GARAGE

76256	820 S BAIRD ST..17-480	NICHOLAS V FLORES	OWNER	\$50.00	\$200.00	Pending
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[23-434 - Deck, Porch, Patio] NEW PREMIT TO FINISH OFF THE FRONT AND BACK STEPS SO WE CAN CLOSE THE ADDITION PERMIT

75702	1145 EMILIE ST..17-152	LAURI O MAKI III & SARA R WALL	OWNER	\$50.00	\$1,000.00	Pending
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[25-329 - Swimming Pool] Exterior barrel sauna
-No electrical or plumbing. Wood stove.

76106	1008 GOODELL ST..17-659-B	RICHARD J BENO	AREA WATERPROOFING	\$50.00	\$3,285.00	Pending
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[28-434 - Foundation Repair]

76243	1311-1313 DIVISION ST..5-659-E-1	COURTNEY L & JESSICA M GAST	OWNER	\$50.00	\$200.00	Pending
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[34-*** - Window, Door, Replacement] Owner occupied
ELIMINATING DOOR ON 2ND FLOOR AND REPLACING IT WITH A 30 X 60 WINDOW

75721	1366 ELM ST..8-384	MARIO & GABRIELA VARGAS JIMENEZ	MARIO & GABRIELA VARGAS JIMENEZ	\$50.00	\$3,000.00	Pending
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[35-*** - Driveway Expansion] Expand driveway 8' to the east

76232	935 DIVISION ST..5-451	LEE VAN LAANEN	KPC CONCRETE CONTRACTORS LLC	\$100.00	\$0.00	Closed
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[35-*** - Driveway Expansion] ILLEGALLY COMPLETED BY OWNER, LICENSED CONTRACTOR CAME IN TO PULL PERMIT. PER ORDERS

76149	1208 KENWOOD ST..1-2671	AMANDA M LEMAY	AMANDA M LEMAY	\$50.00	\$1,000.00	Closed
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[36-*** - Fence] 6'wood fence
-Per complaint 89283

75677	1819 MAIN ST..21-1325	GREEN BAY C LLC	GRAPHIC HOUSE, INC	\$30.00	\$1,600.00	Pending
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[37-329 - Signs]

75704	1483 W MASON ST ..6-169	AAM GREEN BAY PLAZA LLC	Tim McGrath	\$88.63	\$7,000.00	Pending
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[37-329 - Signs] New 8' 9" X 3' 3" (28.5 sf) wall sign on front facade of Green Bay Plaza

75712	1003 PINE ST..9-98	RONALD L & RACHEL A SMITS	Ronald Smits	\$83.00	\$1,200.00	Pending
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[37-329 - Signs] Add three "Smitty's" 48" X 30" (10 sf) wall signs to existing wall signage (Projects 74479 & 74420) for a total of 64 sf of wall signage on the north (facing Main), south (facing Pine) and west (facing Webster) facades of the building.

76145	1819 ST. GEORGE ST..20-604	J J WIED LLC	Miron Construction	\$89.60	\$200.00	Pending
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[37-329 - Signs] Add one 32 sq ft poly board flat wall sign to the east facade wall facinf St George St

75720	711 HINKLE ST..6H-1626	F & O PARTNERSHIP LLP	RED'S EXCAVATING	\$60.00	\$5,000.00	Closed
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[40-*** - Sanitary Sewers] SANITARY LATERAL TO BUILDING AND WATER

76185	1053 WINTER LN..21-420-32	LOCHMAN ENTERPRISES LLC	H & T EXCAVATING	\$30.00	\$1,200.00	Closed
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[41-*** - Storm Sewers] REPLACE CATCH BASIN IN PARKING LOT

75714	1446 ADMIRAL CT..6-143	NEIGHBORHOOD HOUSING SERVICES OF GREEN BAY	VANDENHEUVEL PLUMBING	\$30.00	\$0.00	Closed
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[44-*** - Water heaters/Appliances] WATER HEATER

76163	2545 ZAK LN..6H-2190	MEGAN F BAETEN	NEWCAP, INC.	\$30.00	\$0.00	Closed
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[44-*** - Water heaters/Appliances] WATER HEATER

76164	1540 EASTMAN AV..19-654	JANICE M COMPTON	NEWCAP, INC.	\$30.00	\$0.00	Closed
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[44-*** - Water heaters/Appliances] WATER HEATER

76192	1301 S MILITARY AV..6-207	BAY MOTEL & FAMILY RESTAURANT INC	RJ PARINS PLUMBING & HEATING	\$140.00	\$17,000.00	Pending
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[44-*** - Water heaters/Appliances] WATER HEATERS (2)

76212	1683 BADGER ST..6-554	PAMELA BRANHAM	NEWCAP, INC.	\$30.00	\$0.00	Pending
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[44-*** - Water heaters/Appliances] WATER HEATER

76206	1500 N QUINCY ST..20-308	GREEN BAY PACKAGING INC	VAN ERT ELECTRIC	\$140.00	\$30,000.00	Closed
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[45-*** - Electrical Temporary Services]

75713	1566 E MASON ST..8-404	RALPH E SCHADE	DE BAKER, INC.	\$50.00	\$1,000.00	Closed
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[46-*** - Electrical Service Change] SERVICE UPGRADE TO 100 AMP

75749	2680 WEST POINT RD..6H-1125-6	CHRISTOPHER D COOPMAN	BIESE ELECTRIC	\$50.00	\$1,300.00	Closed
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[46-*** - Electrical Service Change] 100 AMP PANEL CHANGE

75928	522 CLEMENT ST..21-1254-A	DENNISONS INVESTMENTS LLC	M.T. ELECTRIC LLC	\$70.00	\$2,000.00	Closed
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[46-*** - Electrical Service Change] UNDERGROUND SERVICE FROM OVERHEAD SERVICE.

76110	130 N MAPLE AV..4-228	ROBERT M PTACEK	STAR ELECTRIC SERVICE, INC.	\$50.00	\$5,000.00	Closed
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[46-*** - Electrical Service Change] UPGRADE FROM TWO 60 AMP FUSE PANELS TO 3 100AMP BREAKER PANELS AND METERS. REMOVE KNOB-N-TUBE WIREING IN ATTIC. REPLACE TWO PRONG OUTLETS WITH THREE PRONG OUTLETS.

76158	843 COLONIAL AV..2-1155	JOHN W & MARIE A SMITH	TMG SOLUTIONS LLC	\$50.00	\$1,000.00	Closed
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[46-*** - Electrical Service Change] 60 TO 100 AMP AND MISC WIRING

76160	1149 ROCKDALE ST..1-1928	THOMAS A & PATRICIA J ZEITLER	VDH ELECTRIC, INC	\$50.00	\$1,600.00	Closed
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[46-*** - Electrical Service Change] UPGRADE ELECTRICAL SERVICE FROM 60 AMPS TO 100 AMPS

76195	147 LAU ST..21-1726	RICHARD J SMITS	ADAM CLEVEN ELECTRIC LLC	\$50.00	\$950.00	Pending
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[46-*** - Electrical Service Change] UPGRADE OVERHEAD SERVICE FROM 60 TO 100 AMP

76196	1137 RALEIGH ST..1-2250	SAMANTHA J ENGELBRECHT	OWNER	\$50.00	\$0.00	Pending
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[46-*** - Electrical Service Change]

76226	2596 DECKNER AV..21-1176-C-2	FONG & PAKOU XIONG LOR	STAR ELECTRIC SERVICE, INC.	\$50.00	\$1,400.00	Pending
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[46-*** - Electrical Service Change] REMOVE MAIN AND SUB PANELS AND REPLACE WITH MAIN BREAKER PANEL.

76241	310 CLEVELAND ST..3-670	SUSAN C MOGENSON	TITLETOWN ELECTRIC	\$50.00	\$0.00	Pending
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[46-*** - Electrical Service Change] REINSTALL SERVICE MASK & METER SOCKET CAUSED BY GB PLOW TRUCK

76242	314 CLEVELAND ST..3-1242	ANTHONY V CECCHI	TITLETOWN ELECTRIC	\$50.00	\$0.00	Pending
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[46-*** - Electrical Service Change] REINSTALL SERVICE MASK CAUSED BY PLOW TRUCK OF CITY GB

75753	141 BERGER ST..21-2603	ANTHONY & TRACY A IRVINE	DE BAKER, INC.	\$50.00	\$150.00	Pending
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[47-*** - Electrical Service Repair] REPAIR SERVICE MAST - TREE DAMAGE

65828	1099 LIBERTY ST..1-2588	DEBRA L KRINKE	COMPLETE ELECTRIC SERVICE AND MAINTENANCE LLC	\$50.00	\$800.00	Closed
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] PERMIT IN PENDING

75617	1729 10th AV..1-1206	EQUITY TRUST COMPANY	BURNUM CHENAULT	\$560.00	\$3,000.00	Pending
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] ELEC REPAIRS & UPDATING, PLUMBING REPAIR AND UPDATE, HVAC AND BUILDING

*PENDING**

75726	1760 BEAVER DAM DR..6-2105	MARK D & LYNDA M WEINGART	BLACK-HAAK HEATING, INC.	\$70.00	\$900.00	Closed
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] PANEL CHANGE

76153	2129 MANITOWOC RD..21-455-6	PREMIER BAY MANOR LLC	PIEPER ELECTRIC INC	\$70.00	\$8,000.00	Closed
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] ELEVATOR FIX. INSTALL NEW SHUNT TRIP BREAKER AND BRING PIT AND ROOM UP TO CODE.

76170	2417 HEATHER CT..21-4198	JEANNE M ANDREWS	STAR ELECTRIC SERVICE, INC.	\$50.00	\$1,000.00	Closed
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] REPLACE 100 AMP BREAKER PANEL WITH BAD MAIN BUS BAR

76171	1222 S MONROE AV..16-84	KATHLEEN A GUCWA	STAR ELECTRIC SERVICE, INC.	\$50.00	\$600.00	Pending
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] FIX BROKEN OUTLETS, REMOVE EXTENSION CORDS, REMOVE/REPAIR HAZARDOUS WIRING IN BASEMENT.

76173	903 SMITH ST..7-329	KYLE R SIMON	CURRENT ENERGY SOLUTIONS	\$70.00	\$250.00	Pending
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] INSPECT BASEBOARD HEAT INSTALL DONE BY NON-LICENSED ELECTRICIAN

76230	1520 SOUTH POINT RD..6H-1186	CITY OF GREEN BAY-CLERK	GREEN BAY AREA PUBLIC SCHOOLS	\$70.00	\$0.00	Pending
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] TURNING EXISTING CLASSROOM INTO 4 OFFICES

76231	812 WAVERLY PL..1-1092	LANDKO FUTURE INVESTMENTS LLC	MATHY ELECTRIC	\$50.00	\$900.00	Pending
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[48-*** - Electrical Wiring (Misc., Alteration, Repair)] ADD NEW RECEPTS FOR KITCHEN, NEW WASHER, DRYER, BATHROOM RECEPTS, CHANGE DEVICES

66619	1806 14th AV..1-1319	DAVID DEL HAACK	TITAN SERVICES LLC	\$50.00	\$4,350.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER

75723	2403 VAN BEEK RD..21-128-2	REALMAD HOLDINGS & INVESTMENTS LLC	SINKLER HEATING & COOLING, INC	\$50.00	\$3,100.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

75724	1589 CAREFUL DR..6-313-A-2	DANIEL J & ROSEMARY D KONOP	VAN'S HEATING & AC	\$50.00	\$13,852.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
75725	1238 GRIGNON ST..17-220	SARAH S LORITZ	BAY AREA SERVICES INC	\$50.00	\$5,065.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER						
75727	2320 CALVIN CT..21-3775	ROBERT L & KAREN E GORDON JR	COMFORT CONTROL SYSTEMS	\$50.00	\$7,000.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER						
75728	1628 DECKNER AV..21-1445	MARK R & APRIL K SWIM	ROBINSON HEATING & COOLING	\$50.00	\$2,475.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75729	222 S CLAY ST..14-913	JEFFREY S YOUNG	BAY AREA SERVICES INC	\$50.00	\$4,900.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER						
75730	445 ROBERT LN..21-3870	ELIZABETH J HUDSON	VAN'S HEATING & AC	\$50.00	\$13,701.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER						
75731	851 BOND ST..5-1236	TIMOTHY A & PEGGY J WITTER	VAN'S HEATING & AC	\$50.00	\$11,949.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
75733	346 MANCHESTER DR..6-2842	LINDA L RHODE	BAY AREA SERVICES INC	\$50.00	\$7,210.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
75734	2333 SANDY LN..21-1111-S-19	MARK A & REBECCA L AGAMAITE	BAY AREA SERVICES INC	\$50.00	\$4,350.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75735	1718 KALAHARI DR..6H-3216	NATHAN & SHANNON BERRA	BAY AREA SERVICES INC	\$50.00	\$9,000.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
75737	962-964 SCHOOL PL..3-665	BAO QIN HE & TIAN YOU HU	STANDARD HEATING & COOLING, INC.	\$100.00	\$10,000.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] NEW GAS FURNACE						
75738	935 DIVISION ST..5-451	LEE VAN LAANEN	LEMERE HEATING	\$70.00	\$8,000.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75739	933 DIVISION ST..5-451	LEE VAN LAANEN	LEMERE HEATING	\$70.00	\$8,000.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75747	1046 9th ST..1-151	EDWARD A & LYNDIA M JACKSON	HEALTHY HOMES HEATING & COOLING	\$50.00	\$4,700.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75752	712 N ASHLAND AV..5-111	JASON M RAMKER	ROBINSON HEATING & COOLING	\$50.00	\$2,900.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75757	1675 JUNIPER DR..21-1110-M-77	ARNULFO & EVANGELINA VEGA	WESLEY HEATING AND SHEET METAL	\$50.00	\$7,472.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
75758	1429 SMITH ST..19-15-A-1	DANIEL J CONARD	WESLEY HEATING AND SHEET METAL	\$50.00	\$4,234.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
75770	1425 ELM ST..8-150	BULMARO & MARIA V CORONA	HEALTHY HOMES HEATING & COOLING	\$50.00	\$2,953.00	Closed

[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

76066	1113 BRANIGAN WY..21-8233	MICHAEL S SERVI	SINKLER HEATING & COOLING, INC	\$50.00	\$1,970.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] SPACE HEATER

76076	1125 13th AV..1-699	KEVIN M WINKEL	VAN'S HEATING & AC	\$50.00	\$12,768.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER

76109	1257 REBER ST..20-44-33	HOLLY A ROESER	JJ HEATING & COOLING	\$50.00	\$1,768.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

76111	520 LA PLANT ST..21-2144-22	GARY W & CYNTHIA J ROWEN	COMFORT CONTROL SYSTEMS	\$50.00	\$10,200.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER

76150	458 VICTORIA ST..21-2438	PEDRO FABIAN HUAROCO & JOSEFINA SANCHEZ FABIAN	RICHARDS HEATING & COOLING	\$50.00	\$1,047.77	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

76151	810 N BROADWAY..5-134	CAROL J STANISLAWSKI	IDEALAIR HEATING & COOLING INC.	\$50.00	\$5,999.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER

76161	207 N ASHLAND AV..4-130	ELIZABETH A GRETZON	BLACK-HAAK HEATING, INC.	\$50.00	\$1,500.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

76165	639 MT MARY DR..21-324-1-3	CASH W KAULUM	VAN'S HEATING & AC	\$50.00	\$9,496.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER

76166	945 S MONROE AV..16-118	DEMARCO REVOCABLE TRUST	COMFORT CONTROL SYSTEMS	\$50.00	\$6,900.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER

76167	632 HARTUNG ST..8-449	JEANETTE WATERMOLEN	COMFORT CONTROL SYSTEMS	\$50.00	\$5,790.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] NEW FURNACE

76168	1929 HILLSIDE LN..21-2827-H-18	MARK BORLEY	COMFORT CONTROL SYSTEMS	\$50.00	\$4,190.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] NEW FURNACE

76174	2540 VAN BEEK RD..21-4725	BOARDWALK PROPERTIES LLC	BENJAMIN CONST. HEATING & COOLING	\$50.00	\$2,300.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] NEW FURNACE

76175	1743 CHATEAU DR..6-1529	DANIEL M WINNEKENS	BENJAMIN CONST. HEATING & COOLING	\$50.00	\$5,700.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER

76176	719 MARQUETTE AV..2-1090	DUMITRU LEOUTE	BENJAMIN CONST. HEATING & COOLING	\$50.00	\$5,700.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER

76183	1415 ARGONNE DR..6-299-A-3	JEROME J & REBECCA JANE GLAESER	ROBINSON HEATING & COOLING	\$50.00	\$6,900.00	Pending
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[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER

76184	1015 HOWARD ST..3-504	JOHN B & BONNIE L TANK	VAN'S HEATING & AC	\$50.00	\$8,552.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

76190	2616 MARY JO CT..21-4520	MICHAEL J & CHERYL A BELLIN	BAY AREA SERVICES INC	\$50.00	\$4,750.00	Closed
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[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER

76191	2993 DURHAM RD..22-1781	WILLIAM E & MANDY J NOVOTNY	BAY AREA SERVICES INC	\$50.00	\$8,700.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
76193	421 MATHER ST..5-908	TROPHY HOLDINGS LLC	HEALTHY HOMES HEATING & COOLING	\$70.00	\$7,375.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
76194	1221 ELIZA ST..17-327	DANI K MORGAN	HEALTHY HOMES HEATING & COOLING	\$50.00	\$4,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER						
76197	1338 CROOKS ST..17-380	JORDAN K & CHARITY KREBSKY	DIAMOND HVAC LLC	\$50.00	\$2,400.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76205	1207 S ONEIDA ST..1-1896	ROBERT M RIENOW	JJ HEATING & COOLING	\$50.00	\$2,092.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76211	1683 BADGER ST..6-554	PAMELA BRANHAM	NEWCAP, INC.	\$50.00	\$0.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76213	1727 13th AV..1-1301-D	CHARLES E O BRIEN	COMFORT CONTROL SYSTEMS	\$50.00	\$5,090.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76214	2600 LARSEN RD ..6H-1752	NORTHEAST WISCONSIN TECHNICAL COLLEGE	ROBINSON HEATING & COOLING	\$70.00	\$3,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76215	1217 N WEBSTER AV..20-91	DONNA L POLLOCK & WESLEY D SELLERS	VAN'S HEATING & AC	\$50.00	\$7,562.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76216	1788 LILAC LN..21-1110-M-97	BRUCE V & MARY BETH E BESAW	BLACK-HAAK HEATING, INC.	\$50.00	\$1,500.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76224	2637 SHAG BARK LN..6H-2350	EVAN A & LINDA L MILLER	BAY AREA SERVICES INC	\$50.00	\$7,900.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
76225	1004 THRUSH ST..18-1154	JOANNE J KOLB	BAY AREA SERVICES INC	\$50.00	\$6,750.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
76227	1436 WOOD CT..6H-1689	AARON G & DAWN M SPICE	PROFESSIONAL HEATING & AIR CONDITIONING OF GREEN BAY, INC	\$50.00	\$2,016.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76228	2532 WANDERING SPRINGS CT..23-307	JUSTIN P & DEANNE C KUSSEROW	PROFESSIONAL HEATING & AIR CONDITIONING OF GREEN BAY, INC	\$50.00	\$4,300.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76229	1439-1441 SPRINGDALE LN..6H-1563	BOGOMIL & MARIE KRANJEC	ACTION HEATING & COOLING	\$50.00	\$4,528.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] 1439 SPRINGDALE LANE - NEW FURNACE						
76238	304 HUTH ST..21-1845-1	SANDRA J SMITH	WESLEY HEATING AND SHEET METAL	\$50.00	\$3,437.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76239	2566 DECKNER AV..21-1176-C-5	WILLIAM A MCGAVOCK & JENNIFER J CALEWERTS	WESLEY HEATING AND SHEET METAL	\$50.00	\$4,099.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						

76240	2438 WILDER ST..23-311	PAUL J & AUDREY NISTLER	WESLEY HEATING AND SHEET METAL	\$50.00	\$9,592.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER						
76247	831 11th AV..2-475	DAVID WAGNER	HEALTHY HOMES HEATING & COOLING	\$50.00	\$2,953.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76250	2980 SITKA ST..21-3877	RJC PROPERTIES LLC	SINKLER HEATING & COOLING, INC	\$50.00	\$2,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76251	1120 ELIZABETH ST..21-1193-4	HARRILL 1999 LIMITED PARTNERSHIP	APEX HEATING & AIR CONDITIONING	\$50.00	\$3,280.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE LOT #1						
76252	1545 SMITH ST..19-685	JEFFREY D STALSBERG	BAY HEATING SERVICE INC.	\$50.00	\$3,400.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE						
76169	1438 CEDAR ST..8-73	HC REAL ESTATE LLC	BLAIR FIRE PROTECTION	\$70.00	\$0.00	Pending
[53-*** - Fire protection Sprinkler] Altering 12 heads in a cooler area						
76181	1035 KEPLER DR..21-145-5	BAYCARE HEALTH SYSTEMS LLC	AIR QUALITY SPECIALISTS LLC	\$70.00	\$25,000.00	Pending
[60-*** - New HVAC System] SEPARATE PROJECT FROM OFFICE REMODEL #76154. THIS IS ON OTHER PORTION OF BUILDING						
76217	1442 W MASON ST..6-143	NEIGHBORHOOD HOUSING SERVICES OF GREEN BAY	IDEALAIR HEATING & COOLING INC.	\$70.00	\$2,749.00	Pending
[60-*** - New HVAC System] FURNACE UNIT #2						
76218	1452 ADMIRAL CT..6-143	NEIGHBORHOOD HOUSING SERVICES OF GREEN BAY	IDEALAIR HEATING & COOLING INC.	\$210.00	\$8,247.00	Pending
[60-*** - New HVAC System] NEW FURNACES UNIT #1, #2, & #3						
75745	1695 FIESTA LN..21-1110-M-61	MICHAEL J & SUSAN E ARTIS	VANRITE PLUMBING	\$30.00	\$4,500.00	Closed
[62-*** - repair/alter existing plumbing system] STORM SEWER REPAIR						
75750	721 S QUINCY ST..14-574	DAVID M & EILEEN K LITTIG	VANRITE PLUMBING	\$0.00	\$3,000.00	Closed
[62-*** - repair/alter existing plumbing system] REPLACING LEAD WATER SERVICE						
75751	3184 WINDLAND DR..21-7117	KATHLEEN A TILOT	VANRITE PLUMBING	\$30.00	\$6,500.00	Pending
[62-*** - repair/alter existing plumbing system] REPLACE 4" STORM FROM HOUSE TO MAIN IN STREET						
76112	1609 WESTERN AV..6-119-A	H J MARTIN & SON	EDWIN C GAROT CO	\$70.00	\$1,500.00	Pending
[62-*** - repair/alter existing plumbing system] INSTALL RP VALVE TO FEED RO SYSTEM						
76147	2744 HAZELWOOD LN..6H-1508-M-57	SANDRA J LOVEN DURKY	TUNDRALAND	\$50.00	\$0.00	Closed
[62-*** - repair/alter existing plumbing system] BATHTUB AND SURROUND BEING REPLACE BY A WALKIN SHOWER AND SURROUND						
76155	2540 VAN BEEK RD..21-4725	DOUGLAS MILLER	CONRAD ELECTRIC	\$50.00	\$2,000.00	Pending
[62-*** - repair/alter existing plumbing system] REPLACING TUBS AND SINKS IN BATHROOM AND LIVING ROOM						
76222	2471 VAGABOND ST..21-2995	DAVID L MILLER LE	TUNDRALAND	\$50.00	\$6,680.00	Closed
[62-*** - repair/alter existing plumbing system] TUB TO SHOWER CONVERSION						
76237	2440 MORGAN LN..21-3279	WAYNE A FISCHER	TUNDRALAND	\$50.00	\$5,595.00	Closed
[63-*** - Shower] BATHTUB & SURROUND BEING REPLACED BY A WALKIN SHOWER & SURROUND						
75688	100 N JEFFERSON ST..11-216	CITY OF GREEN BAY-CLERK	SAC WIRELESS	\$70.00	\$0.00	Pending

[94-*** - Alteration to existing cell tower
] AT&T tower work

Totals: 155 projects	\$41,137.89	\$10,096,534.57
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Summary of Projects Issued

1/1/2019 to 1/31/2019

Class of Work	Proj	Site	Plan	Bldg	Elec	HVAC	Plbg	EC	Fees Paid	Estimated Cost
01 Single Family House, Detached	2	2	4	2	2	2	2	0	\$2,877.75	\$656,000.00
48 Electrical Wiring (Misc., Alteration, Repair)	9	0	1	1	9	1	1	0	\$1,040.00	\$15,450.00
45 Electrical Temporary Services	1	0	0	0	1	0	0	0	\$140.00	\$30,000.00
46 Electrical Service Change	11	0	0	0	11	0	0	0	\$570.00	\$14,250.00
47 Electrical Service Repair	1	0	0	0	1	0	0	0	\$50.00	\$150.00
50 Heating Unit Replacement/ Air Conditioning	59	0	0	0	0	59	0	0	\$3,080.00	\$328,515.77
40 Sanitary Sewers	1	0	0	0	0	0	1	0	\$60.00	\$5,000.00
41 Storm Sewers	1	0	0	0	0	0	1	0	\$30.00	\$1,200.00
62 repair/alter existing plumbing system	7	0	0	0	0	0	7	0	\$280.00	\$24,180.00
08 5 or more family building(refer to 06-103)	1	1	3	1	1	1	1	1	\$7,991.82	\$3.80
11 Amusement, Social, Recreation(theaters, auditoriums, YMCA's w/o beds, bowling alleys, radio/tv studios, athletic & social clubs, arenas, skating rinks)	1	1	0	1	1	0	0	0	\$0.00	\$10,000.00
11 Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).	1	0	0	1	1	0	0	0	\$0.00	\$0.00
02 Single-Family Residential Building, Alteration	15	1	12	15	14	3	9	1	\$3,297.05	\$220,641.00
10 Multi-Family Residential Building Alteration	4	1	1	4	3	2	2	0	\$1,225.00	\$48,000.00
12 Commercial, Non-Residence, Non-Housekeeping, Alteration	12	2	13	12	7	6	5	0	\$15,790.04	\$8,623,518.00
21 Demolition of all Other Buildings or Structures	1	0	0	1	0	0	0	0	\$50.00	\$750.00
20 Move garage, Carport, or Storage building	1	0	0	1	0	0	0	0	\$0.00	\$5,100.00
17 New Garage or Carport	1	0	1	1	1	0	0	0	\$225.00	\$9,000.00
18 Remodel Garage or carport or Shed	1	0	1	1	1	1	1	0	\$299.00	\$15,000.00
23 Deck, Porch, Patio	1	0	0	1	0	0	0	0	\$50.00	\$200.00
25 Swimming Pool	1	0	0	1	0	0	0	0	\$50.00	\$1,000.00
28 Foundation Repair	1	0	0	1	0	0	0	0	\$50.00	\$3,285.00
34 Window, Door, Replacement	1	0	0	1	0	0	0	0	\$50.00	\$200.00
35 Driveway Expansion	2	0	0	2	0	0	0	0	\$150.00	\$3,000.00
36 Fence	1	0	0	1	0	0	0	0	\$50.00	\$1,000.00
37 Signs	4	3	0	4	0	0	0	0	\$291.23	\$10,000.00
44 Water heaters/Appliances	5	0	0	0	0	0	5	0	\$260.00	\$17,000.00
53 Fire protection Sprinkler	1	0	0	1	0	0	0	0	\$70.00	\$0.00
60 New HVAC System	3	0	0	1	0	3	0	0	\$350.00	\$35,996.00
11 office, bank, professional(offices, professional buildings, administration buildings, financial institutions, medical office buildings)	1	0	3	1	1	1	1	0	\$2,366.00	\$0.00
63 Shower	1	0	0	0	0	0	1	0	\$50.00	\$5,595.00
94 Alteration to existing cell tower	1	0	0	1	0	0	0	0	\$70.00	\$0.00
05 Raze Sungle-Family house(attached or detached)	2	0	1	2	0	0	2	0	\$275.00	\$12,500.00

Totals:	155	11	40	58	54	79	39	2	\$41,137.89	\$10,096,534.57
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MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Brown		County Code Number 05		Report for Month/Year January, 2019	
Municipal Name Green Bay Municipal Court		Municipal Code Number 231		Telephone Number 920-448-3131	
I. MUNICIPAL COURT OFFICIAL	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State	
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)	\$ 72,471.88	\$ 72,471.88			
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	\$ 25,277.57	\$ 21,914.97		\$ 3,362.60	
3. Penalty Surcharges (s. 757.05, Stats.)	\$ 18,261.75			\$ 18,261.75	
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	\$ 6,588.01		\$ 6,588.01		
5. Driver Improvement Surcharges (s. 346.655, Stats.)	\$ 11,559.73		\$ 6,227.23	\$ 5,332.50	
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	\$ 8,241.44			\$ 8,241.44	
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)	\$.00			\$.00	
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))	\$.00	\$.00		\$.00	
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)	\$ 1,119.50		\$ 1,119.50		
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)	\$.00			\$.00	
11. Safe Ride Program (s. 85.55, Stats.)	\$ 1,272.90			\$ 1,272.90	
12. Adjustments (Attach Explanation)	\$ -50.00	\$ -50.00	\$.00	\$.00	
13. Totals	\$ 144,742.78	\$ 94,336.85	\$ 13,934.74	Pay This Amount \$ 36,471.19	

II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures, court costs and surcharges collected during the month designated.

Name: NEIL BASTEN Signature: [Signature] Date: 2-1-19

III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying, a copy of this report will be returned to the signer of this report as a receipt, and the stated amount will be remitted to the Department of Administration with this report.

Treasurer: Paul R. Manley Date: 2/5/19

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name: Neil Basten Telephone #: 920-448-3131 Email Address: neilba@greenbaywi.gov



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

February 01, 2019

State of Wisconsin
Court Fines and Assessments
Box 93304
Milwaukee, WI 53293-0304

Please be advised of the following adjustments in this report for the month of January, 2019

Adjustments are broken down as follows:

CC-M	Court Cost Muni	(\$	33.00)
FINE	Forfeiture	(\$	17.00)
Total Adjustments:		(\$	<u>50.00</u>)

Sincerely,

Neil Basten

MUNICIPAL COURT OFFICIAL

Green Bay Municipal Court



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # V.I.

Resolution authorizing transfer of 2019 budgeted revenues between accounts.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution - Authorizing Transfer of Funds 2019 Revenues for ED-FEB18

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of January 29, 2019, the following transfer of 2019 budget is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:		
101251	47400 ADMIN SERVICE CHARGES	\$426,550.00
101251	48220 RENTAL OF PROPERTY	\$13,000.00
101251	48300 LAND/PROPERTY SALES	\$100,000.00
101252	44310 PERMIT AND CONNECTION FEES	\$780,000.00
101252	44312 INSPECTION VARIANCES	\$5,000.00
101252	44313 PERMIT-STATE EXPANDED REV PROC	\$30,000.00
101252	44410 REZONING FEES	\$10,000.00
101252	44420 ZONING FEE-SHORT-TERM RENTAL	\$2,000.00
101252	44910 WEIGHTS & MEASURES	\$90,000.00
101252	47325 INTERGOV WEIGHTS & MEASU	\$12,000.00
101252	48990 MISCELLANEOUS REVENUE	\$8,500.00
To:		
101250	47400 ADMIN SERVICE CHARGES	(\$426,550.00)
101250	48220 RENTAL OF PROPERTY	(\$13,000.00)
101250	48300 LAND/PROPERTY SALES	(\$100,000.00)
101255	44310 PERMIT AND CONNECTION FEES	(\$780,000.00)
101251	44312 INSPECTION VARIANCES	(\$5,000.00)
101255	44313 PERMIT-STATE EXPANDED REV PROC	(\$30,000.00)
101251	44410 REZONING FEES	(\$10,000.00)
101251	44420 ZONING FEE-SHORT-TERM RENTAL	(\$2,000.00)
101256	44910 WEIGHTS & MEASURES	(\$90,000.00)
101256	47325 INTERGOV WEIGHTS & MEASU	(\$12,000.00)
101250	48990 MISCELLANEOUS REVENUE	(\$8,500.00)

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION TO ACCEPT SIDEWALKS
AND ISSUE ASSESSMENTS
February 18, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the following sidewalks built on the following streets by Al Dix Concrete, Inc., under its contract duly awarded on August 12, 2018, be and are hereby accepted and that the City Clerk be and is hereby instructed to give the usual thirty (30) days notice relative to the payment of said sidewalks.

AND, BE IT FURTHER RESOLVED, that the City Clerk be and is hereby instructed to issue certificates payable to the City of Green Bay against the abutting property according to the final assessments on file, and a schedule of assessments shall be payable annually extending for a period not to exceed five (5) years at an interest rate of four and three-quarter percent (4.75%) per annum, and shall be charged to the particular property against which assessments have been made.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

jld

SPAS-Council Resolution

3/8/19

Project ID	Parcel ID	Owner Name and Address	Location/Legal Desc	Charge
12089				
DISTRICT 4	16-313	KORY P BAKER & KATHRYN M LEDVINA 1114 S WEBSTER AV GREEN BAY WI 54301-3216	1114 S WEBSTER AV PLAT OF ASTOR LOT 3 BLK 89 EX THE WLY 6 FT FOR ALLEY	Parcel Total Charges 191.25
DISTRICT 4	17-217	DYLAN J & KARI B VALLIERE 1268 GRIGNON ST GREEN BAY WI 54301-3021	1268 GRIGNON ST PLAT OF ASTOR N 130 FT OF LOT 3 & W 2 FT OF S 55 FT OF N130 FT OF LOT 2 BLK 114	Parcel Total Charges 698.70
DISTRICT 4	17-560	THOMAS A BURNS 1357 EMILIE ST GREEN BAY WI 54301	1357 EMILIE ST PLAT OF ASTOR LOT 17 BLK 135	Parcel Total Charges 1460.30
DISTRICT 4	17-561	MARY KAY KOX 1353 EMILIE ST GREEN BAY WI 54301-3111	1353 EMILIE ST PLAT OF ASTOR LOT 18 BLK 135	Parcel Total Charges 1018.25
DISTRICT 4	17-562	MAXINE M ZEHREN 1343 EMILIE ST GREEN BAY WI 54301-3111	1343 EMILIE ST PLAT OF ASTOR LOT 19 BLK 135	Parcel Total Charges 403.50
DISTRICT 4	17-767-A	DILLON I LARSON 717 S BAIRD ST GREEN BAY WI 54301-3313	717 S BAIRD ST PLAT OF ASTOR S 60 FT OF LOTS 12- 13 & 14 BLK 143 ALSO THE S 1 FT OF N 60 FT OF THE S 120 FT OF LOTS 13 & 14 BLK 143	Parcel Total Charges 1481.25
DISTRICT 5	21-2678-24	PRESENTIN RUTH P IRREVOCABLE TRUST 2193 COLLADAY POINT DR STOUGHTON WI 53589	524 LARSCHIED ST SUBDIVISION OF LOT 79 IN SU BD #1 IN NEWBERRYS ADDITION LOT 8 BLK 3	Parcel Total Charges 567.80
DISTRICT 5	21-820-R-28	BARRY J & BARBARA A HOMRIGHAUS 2345 SUNRISE CT GREEN BAY WI 54302-4252	2345 SUNRISE CT HOMWOOD SUBD #2 LOT 4 EX N LY 7 FT BLK 4	Parcel Total Charges 709.50
DISTRICT 5	21-820-R-29	BARRY & BARBARA HOMRIGHAUS 2359 SUNRISE CT GREEN BAY WI 54302-4252	2359 SUNRISE CT HOMWOOD SUBD #2 LOT 5 BLK 4	Parcel Total Charges 1168.75
DISTRICT 5	8-73	HC REAL ESTATE LLC 508 ELIZABETH ST GREEN BAY WI 54302	1447 MORROW ST OAK GROVE W 45 FT OF LOT 96 & ALL OF LOTS 97, 98, 115, 116, 117, 118 & 1/2 VAC ALLEY ADJ & VAC MORROW ST ADJ EX ST IN 1692130 & COR- RECTED BY AFFID 1734100	Parcel Total Charges 15424.75

Project ID	Parcel ID	Owner Name and Address	Location/Legal Desc	Charge
DISTRICT 6	19-675	HUMBERTO CASTELLANOS VALLARTA 1532 HAROLD ST GREEN BAY WI 54302-1950	1532 HAROLD ST PIGEON SUBD LOT 5 BLK 2	Parcel Total Charges 204.00
DISTRICT 7	11-269	JAMES SICKEL PO BOX 1626 GREEN BAY WI 54305-1626	125 S JEFFERSON ST PLAT OF ASTOR LOTS 3,4,5 & 6 BLK 25	Parcel Total Charges 3463.80
DISTRICT 7	18-1384	DANIEL & BEVERLY LE ROY 712 ROY AV GREEN BAY WI 54303-3949	712 ROY AV VANDEALE SUBD LOT 18 BLK 1	Parcel Total Charges 436.50
DISTRICT 7	5-620	JENNIFER D GARNER 718 DOUSMAN ST GREEN BAY WI 54303-2808	718 DOUSMAN ST DOUSMANS ADD W 40 FT OF LOT 196	Parcel Total Charges 278.80
DISTRICT 8	1-1534	BRYAN & LISA O LEARY 1224 NICOLET AV GREEN BAY WI 54304-2425	1224 NICOLET AV MARQUETTE PARK LOT 14 BLK 5	Parcel Total Charges 343.50
DISTRICT 8	1-1537	JAYME L BLOHOWIAK 1212 NICOLET AV GREEN BAY WI 54304-2425	1212 NICOLET AV MARQUETTE PARK LOT 17 BLK 5	Parcel Total Charges 1433.00
DISTRICT 8	1-1550	DIANE C CORMIER 1110 NINTH ST GREEN BAY WI 54304-3354	1110 NINTH ST MARQUETTE PARK LOT 10 BLK 6	Parcel Total Charges 1669.25
DISTRICT 8	1-1671	TRACY L TILOT 1201 EIGHTH ST GREEN BAY WI 54304-2304	1201 EIGHTH ST MEACHAM SUBD LOT 2 BLK 4	Parcel Total Charges 454.50
DISTRICT 8	1-2157	KJJ LLC 2246 JESSE LN GREEN BAY WI 54313	1204 THORNDAL ST THORNDAL SUB LOT 9 BLK 1	Parcel Total Charges 208.25
DISTRICT 8	1-2331	GLORIA R TREPTOW 1521 S ONEIDA ST GREEN BAY WI 54304-3324	1521 S ONEIDA ST WOUTERS SUBD #1 LOT 13 BLK 2	Parcel Total Charges 2047.50
DISTRICT 8	1-419-A-1	SUZANNE M BERKOVITZ 1204 ROSCOE ST GREEN BAY WI 54304-3238	1204 ROSCOE ST RIDGE ACRES ELY 24.28 FT OF SLY 128 FT OF NLY 253 FT OF LOT 5 & WLY 27.72 FT OF SLY 128 FT OF NLY 253 FT OF LOT 4 EX 320 D 524	Parcel Total Charges 204.00
DISTRICT 8	1-423-A-1	BEST INVEST PROPERTIES LLC PO BOX 12352 GREEN BAY WI 54307-2352	1329-1331 SPENCE ST RIDGE ACRES SUBD THAT PRT O F LOTS 7 & 8 AS DES IN VOL 368 D 481 BCR	Parcel Total Charges 1078.00

Project ID	Parcel ID	Owner Name and Address	Location/Legal Desc	Charge
DISTRICT 8	2-1358	XUE LEE & MEE LEE VANG 905 SPENCE ST GREEN BAY WI 54304-2325	905 SPENCE ST FRANKLIN SUBD LOT 12 BLK 1	Parcel Total Charges 857.65
DISTRICT 8	3-1289	JAMES B & JANICE M FRANKSON 1303 SAN JOSE PL GREEN BAY WI 54303-1940	1303 SAN JOSE PL SAN JOSE SUBD LOT 28	Parcel Total Charges 441.00
DISTRICT 8	3-1298	MARIO A & LETICIA ENCINAS 225 S PLATTEN ST GREEN BAY WI 54303-1960	225 S PLATTEN ST SAN JOSE SUBD LOT 37	Parcel Total Charges 2304.80
DISTRICT 8	3-1327	GLEN A & JOANN M COLEMAN 1351 HANNAH ST GREEN BAY WI 54303-1900	1351 HANNAH ST HANNAH HEIGHTS LOT 26	Parcel Total Charges 2748.00
DISTRICT 8	6-1436	HAVERKORN IRREVOCABLE FAMILY TRUST N5742 COUNTY RD C CASCO WI 54205	209 MINOR CT NOELS SUB #1 LOT 5 BLK 2	Parcel Total Charges 833.00
DISTRICT 8	6-1438	DAVID J & KARI A NECKUTY II 219 MINOR CT GREEN BAY WI 54303-1932	219 MINOR CT NOELS SUB #1 LOT 7 BLK 2	Parcel Total Charges 429.25
DISTRICT 8	6-196-F	CHRISTOPHER A & JESSICA BARSZCZ 1394 NINTH ST GREEN BAY WI 54304-3177	1394 NINTH ST TANKS SUBD OF PRIVATE CLAIM S 2 TO 9W THAT PRT OF LOT 53 DES IN 300 D 586 BCR	Parcel Total Charges 4470.00
DISTRICT 8	6-2972	GREEN N GOLD RENTALS LLC 1820 BRIQUELET ST GREEN BAY WI 54304-3814	1820 BRIQUELET ST REGAL HEIGHTS SUBD LOT 7	Parcel Total Charges 684.00
DISTRICT 8	6-542-A	JANE A BISHOP 1419 RUSSELL ST GREEN BAY WI 54304-3116	1419 RUSSELL ST E1/2 OF PCL C OF 1 CSM 317 BNG PRT OF LOTS 5 & 6 BLK 66 PEETERS SUBD	Parcel Total Charges 118.15
DISTRICT 8	6-597	ANDREW MALECKI JR 1131 S FISK ST GREEN BAY WI 54304-2217	1131 S FISK ST JOSEPH LOCH SUBD LOT 4 BLK 1	Parcel Total Charges 860.00
DISTRICT 9	3-768	ANDREW K & CASSANDRA E BAUMGART 977 SCHOOL PL GREEN BAY WI 54303-1770	977 SCHOOL PL CADY & BURDONS ADD W 50 FT OF E 100 FT OF LOTS 1 & 2 BLK B	Parcel Total Charges 180.00
DISTRICT 10	18-1070	HECTOR FRAYRE & ANDREA TINOCO 1282 THOMAS ST GREEN BAY WI 54303-4255	1282 THOMAS ST PLAT OF MATHER HEIGHTS LOT 13 EX NLY 21.70 FT & WLY 14 FT OF SLY 91.63 FT OF LOT 12 BLK 4	Parcel Total Charges 3209.50

Project ID	Parcel ID	Owner Name and Address	Location/Legal Desc	Charge
DISTRICT 10	18-1128	WARREN PIERNER 1029 THRUSH ST GREEN BAY WI 54303-4333	1029 THRUSH ST PLAT OF MATHER HEIGHTS LOT 5 BLK 9	Parcel Total Charges 1381.30
DISTRICT 10	18-1172	DIANE S BURKE 1304 DESNOYERS ST GREEN BAY WI 54303-4213	1304 DESNOYERS ST PLAT OF MATHER HEIGHTS W 58 FT OF LOT 13 & W 58 FT OF S 11.3 FT OF LOT 14 BLK 11	Parcel Total Charges 2485.60
DISTRICT 10	18-864	CLARICA L ERICKSON 807 GRAY ST GREEN BAY WI 54303-3936	807 GRAY ST PLAT OF COLONIAL VILLAGE LOT 11 BLK 1	Parcel Total Charges 1204.00
DISTRICT 10	18-892	JACOB A SYLVESTER 710 WINFORD AV GREEN BAY WI 54303-4024	710 WINFORD AV PLAT OF COLONIAL VILLAGE LOT 3 BLK 3	Parcel Total Charges 1013.55
DISTRICT 10	5-662-C	JOEL J & NANCY K DELVAUX 1335 OREGON ST GREEN BAY WI 54303-3131	1335 OREGON ST DOUSMAN & ELMORES 2ND ADD N 1/2 OF ELY 57 FT OF THAT PRT OF LOT 44 LYG BETWN REE D ST & OREGON ST & WLY 38 FT OF N 1/2 OF LOT 45 LYG B ETWN OREGON & REED STS	Parcel Total Charges 370.90
DISTRICT 10	6-2125	THOMAS J & DENISE A LARSON 1859 GARY LN GREEN BAY WI 54303-2644	1859 GARY LN WEST PARKLAND SUBD LOT 20	Parcel Total Charges 1528.80
DISTRICT 10	6-84-H	MARION F KRAUTKRAMER 317 N PLATTEN ST GREEN BAY WI 54303-3137	317 N PLATTEN ST DOUSMAN & ELMORES 2ND ADD N 82 FT OF E 115 FT OF LOT 25	Parcel Total Charges 4034.00
DISTRICT 11	6-1339	CORDERO X CORNELIOUS BARKLEY 1624 S LOCUST ST GREEN BAY WI 54304-3167	1624 S LOCUST ST BRIQUELET SUBD #1 LOT 1 BLK 5	Parcel Total Charges 1824.20
DISTRICT 11	6-303-9	GAVIN C CARRIGAN 2911 LUMBER LN GREEN BAY WI 54313	1716-1718 ST AGNES DR LOT 2 OF 6 CSM 137 BNG PART OF LOT 20 TANK'S SUBD OF PC 12 & N1/2 OF PC 13 WSFR	Parcel Total Charges 1878.10
DISTRICT 12	6H-2909	DANIEL J BIGELOW 455 WHISPERING CREEK CT GREEN BAY WI 54303	1437 LA COUNT RD THE CENTRAL DUNES LOT 5	Parcel Total Charges 1161.55
Project Total 12089				68962.50

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES
February 18, 2019**

ASPHALT RESURFACING

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of ASPHALT RESURFACING on said streets:

**S Buchanan Street - Badger Street to Shawano Avenue
Delwood Drive - Harvest Road to Delwiche Road
Farlin Avenue - Danz Avenue to 230' east of Turek Street
Fiesta Lane - Laura Street to cul-de-sac east
James Street - Lincoln Street to Ashland Avenue
Laura Street - Debra Lane to Lilac Lane
Lilac Lane - Irene Street to Schoen Street
Maryland Avenue - Skyline Blvd. to Bretcoe Drive
Preble Avenue - Turek Street to east end
Redley Court - Twelfth Avenue to cul-de-sac west
Skyline Blvd. - Finger Road to Hillside Lane
St. James Circle - Laverne Drive to cul-de-sac south
Turek Street - Preble Avenue to Farlin Avenue
Wirtz Avenue - 9th Street to St. Paul Street**

2. Said public improvement shall include placing of a hot mix ASPHALT surface over the existing street in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing, or in five (5) annual installments with interest thereon at four and one-half percent (4.5%) per annum.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The Director of Public Works is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.

7. Upon receiving the report, the City Clerk shall give to the property owners notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Services Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

jld

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES**

February 18, 2019

CONCRETE PAVEMENT

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of CONCRETE PAVEMENT on said street:

ERIE ROAD – 805' S/O East Mason Street to South City Limits

2. Said public improvement shall include the grading of these streets to the grade established therefore by City ordinance as recorded in the Office of the City Clerk, placing concrete pavement on said streets, with integral curb on both sides in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing or in five (5) annual installments with interest thereon at four and one-half percent (4.5%) per annum.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The Director of Public Works is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.
7. Upon receiving the report, the City Clerk shall give to the property owners notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Services Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

jld

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES
February 18, 2019**

SANITARY SEWER AND/OR SANITARY SEWER LATERALS

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of SANITARY SEWER AND/OR SANITARY SEWER LATERALS on said streets:

ERIE ROAD – 805' S/O East Mason Street to south City limits

2. Said public improvements may include the installation of sanitary sewer and sanitary sewer laterals with necessary appurtenances in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing or in five (5) annual installments with interest thereon at four and one-half percent (4.5%) per annum in accordance with Section 9.44, Code of Ordinances of the City of Green Bay.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The Director of Public Works is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.
7. Upon receiving the report, the City Clerk is directed to give notice to the property owners of a public hearing on such report within such time limits as required by Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Services Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

jld

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES
February 18, 2019**

STORM SEWER AND/OR STORM SEWER LATERALS

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of STORM SEWER AND/OR STORM SEWER LATERALS on said streets:

ERIE ROAD – 830' S/O East Mason Street to south City limits

2. Said public improvements may include the installation of storm sewer and storm sewer laterals with necessary appurtenances in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing or in five (5) annual installments with interest thereon at four and one-half percent (4.5%) per annum in accordance with Section 9.44, Code of Ordinances of the City of Green Bay.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The Director of Public Works is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.
7. Upon receiving the report, the City Clerk is directed to give notice to the property owners of a public hearing on such report within such time limits as required by Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Services Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

jld

**RESOLUTION APPROVING THE RELEASE OF EASEMENT FOR THE
RECONSTRUCTION OF N WEBSTER AVENUE
FROM UNIVERSITY AVENUE TO RADISSON STREET
PROJECT I.D. 4987-02-64
FEBRUARY 18, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the easement within the following described lands be released for N Webster Avenue Project I.D. 4987-02-64.

The easement for water purposes across a tract of land contained within Lot 1 of Certified Survey Map No. 5099, recorded in Volume 33 of Certified Survey Maps on Page 136, Document Number 1479434, in the City of Green Bay, East side of the Fox River, Brown County, State of Wisconsin, included in the land acquired by the City of Green Bay in Document Number 2842253 for Project 4987-02-64, N Webster Avenue (University Avenue to Radisson Street) as filed with the County Clerk of Brown County, State of Wisconsin.

Parcel affected being N Webster Avenue rights-of-way formerly part of tax parcel number 20-452-2.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

FINAL PAYMENTS RESOLUTION
February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the City Clerk be and is hereby instructed to draw FINAL ORDERS in favor of the following contractors for their projects in the amounts listed as follows:

1. PAVEMENT 2-18

PETERS CONCRETE CO.

TOTAL AMOUNT EARNED:	\$ 96,849.42
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 96,849.42
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 91,263.05</u>
AMOUNT DUE THIS ESTIMATE:	\$ 5,586.37

ACCOUNT NUMBERS

401500E-55305: \$5,586.37

PO #1800155

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

SEP

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES
February 18, 2019**

WATER MAIN AND WATER SERVICES

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of WATER MAIN AND WATER SERVICES on said streets:

ERIE ROAD – 830' south of East Mason Street to south City limits

2. Said public improvement shall include the installation of water main and water services with necessary appurtenances in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing, or in five (5) annual installments with interest thereon at four and one-half percent (4.5%) per annum in accordance with Section 9.44, Code of Ordinances of the City of Green Bay.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The General Manager of the Water Utility is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.
7. Upon receiving the report, the City Clerk shall give to the property owners notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Services Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2019

Approved _____, 2019

Mayor

ATTEST:

City Clerk

**RESOLUTION APPROVING A RELOCATION ORDER FOR
ERIE ROAD FROM PADI-WOOD LANE TO SOUTH CITY LIMITS
FEBRUARY 18, 2019**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the Common Council of Green Bay finds and determines that:

WHEREAS, the property establishing, laying out, widening, enlarging, extending, construction, reconstruction, improving, or maintaining a portion of a streets/easements now designated as:

ERIE ROAD FROM PADI-WOOD LANE TO SOUTH CITY LIMITS

and roads or lands in and about and leading to same, requires certain relocation or changes and the acquisition of lands or interests in lands as shown on the map or copy thereof marked:

**PLAT OF RIGHT-OF-WAY REQUIRED FOR
“ERIE ROAD FROM PADI-WOOD LANE TO SOUTH CITY LIMITS”**

City of Green Bay, Brown County Wisconsin, dated February 18, 2019

pursuant to its authority under Section 62.22 and 62.23(10), Wisconsin Statutes,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED THAT:

1. The said streets/easements are hereby laid out and established to the lines and widths as shown on the said plat.
2. The required lands or interests in lands as shown in the plat shall be acquired in the name of the City of Green Bay.
3. This order supersedes and amends any previous order issued by the City of Green Bay.

Adopted _____, 2019

Approved _____, 2019

James J. Schmitt - Mayor

ATTEST:

Kris Teske - City Clerk



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # V.I I.

Resolution amending the procedure for accepting "Class B" Liquor licenses.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution - Class B Liquor Licenses-FEB18

**RESOLUTION AMENDING THE PROCEDURE FOR
ACCEPTING AND APPROVING
“CLASS B” LIQUOR LICENSES**

FEBRUARY 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the State of Wisconsin has enacted legislation limiting the number of “Class B” Liquor Licenses which the City may issue; and

WHEREAS, the legislation is silent as to the process by which to review multiple applications when the City has a limited number of “Class B” Liquor Licenses available;

WHEREAS, the City desires to adopt a procedure for the acceptance and review of multiple applications when the City has a limited number of “Class B” Liquor Licenses available to ensure a fair and efficient process;

WHEREAS, the City desires to increase the tax base of the City through the development and growth of business.

NOW, THEREFORE, BE IT RESOLVED that the following procedure be observed in accepting and reviewing applications for “Class B” liquor licenses as defined in Section 33.01 Green Bay Municipal Code:

1. Consideration shall only be given to fully completed applications, which include all requirements established by state and local laws, rules and ordinances.
2. All applications shall include a business plan defining all aspects of the business to be operated in conjunction with the liquor license.
3. In reviewing the business plan, the Council shall give consideration to following criteria:
 - a. The applicant’s and manager’s experience and capabilities in operating a licensed establishment;
 - b. The design, type and size of the proposed establishment, including such operation details as security in and outside the establishment; noise, crowd and parking lot control methods;
 - c. Availability of parking;

- d. Proximity to other licensed establishments, residential areas, schools or other licensed activities within the City;
 - e. Ability or inability of the police to provide law enforcement services to the new establishment and the impact of the new establishment on the ability of the police to provide law enforcement services to the balance of the community at all times;
 - f. Impact on surrounding neighbors and businesses due to, among other things, increased traffic, noise and litter;
- 4. Each application for a "Class B" license shall be evaluated based upon the criteria listed above and where multiple applications are competing for available licenses, licenses may be granted to the applicant that most favorably meets the criteria listed. If multiple applicants are equally favorable then preference will be given to the license which applied first in time.
 - 5. This resolution shall supersede prior resolutions regarding the procedure for the acceptance and approval of liquor licenses.
 - 6. The above considerations shall not apply to transfer applications wherein the current licensee submits documents of the intent to surrender its licenses upon approval of the transfer applicant.

Adopted _____

Approved _____

Mayor

Clerk

JIB

**RESOLUTION REGARDING VACATION
OF A PUBLIC WALKWAY
AT 626 PINEHURST AVENUE
(SV 19-01)**

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of a public walkway located at 626 Pinehurst Avenue, as depicted on the attached map; and

WHEREAS, the public interest may require that the aforesaid street be abandoned, vacated, and discontinued; and

WHEREAS, the Plan Commission of the City of Green Bay has given approval to such abandonment, vacation, and discontinuance subject to the following conditions:

1. A private walkway from the existing public walkway to the school shall exist and be maintained until such time that the public walkway is vacated.

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that a public walkway located at 626 Pinehurst Avenue be abandoned, vacated, and discontinued by the City of Green Bay subject to the above-referenced conditions, and that a hearing be held on the abandonment, vacation, and discontinuance of the same on April 1, 2019, at 6:00 p.m. in the Council Chambers, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that a notice of such hearing be served on the owners of the frontage of the lots and lands abutting on the portion of the street sought to be abandoned, vacated, and discontinued at least 30 days before such hearing, and that notice of such hearing be published in the official newspaper of the City of Green Bay once a week for three successive weeks before the date of hearing.

BE IT FURTHER RESOLVED that the City Attorney, upon adoption of this resolution, cause a lis pendens to be prepared and filed with the Register of Deeds for Brown County, Wisconsin, pursuant to §840.11, Wis. Stats.

Adopted _____

Approved _____

Mayor

Clerk

SJH

Attachments (legal description and map)



5709 Windy Drive - Suite D, Stevens Point, WI, 54482

1497 6th Street - Suite C, Green Bay, WI 54304

A Ten (10) foot wide walkway (TO BE VACATED)

Legal Description

A ten (10) foot wide walkway adjacent to the south line of Lot 2 of the Presbyterian Plat, being a part of Government Lot 2 of Section 4, Township 23 North, Range 21 East, City of Green Bay, Brown County, Wisconsin, more particularly described as follows:

Commencing at the Southeast corner of Lot 2 of the Presbyterian Plat, said point being the point of beginning (POB) of the parcel to be described; thence S 06°39'18" W along the extension of the west line of said Lot 2, 10.00 feet; thence N 83°01'43" W along a line parallel with the south line of said Lot 2, 149.81 feet to the northeast corner of Lot 13 of Block 7 of Homewood Heights Subdivision No. 2; thence N 06°38'08" E, 10.00 feet to the south line of said Lot 2; thence S 83°01'43" E along said south line, 149.81 feet to the point of beginning.

Containing: 1498.1 square feet (0.03 acres) more or less.

**RESOLUTION AUTHORIZING
A VARIANCE FROM SECTION 14.727,
SUBDIVISION AND PLATTING, GREEN BAY MUNICIPAL CODE,
TO ALLOW FOR CREATION OF A LOT WITHOUT PUBLIC FRONTAGE
FOR A PARCEL LOCATED AT
2405 WEST MASON STREET
(VR 19-01)**

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Variance Request 19-01 and the recommendation of the Plan Commission on January 28, 2019, the City of Green Bay does authorize a variance from Section 14.727, Subdivision and Platting, Green Bay Municipal Code, to allow for the creation of a lot without frontage on a public street for a parcel located on the following described property at 2405 West Mason Street:

LOT 14 S29 T24N R20E EX S 70 FT OF N 1150 FT & EX J10473-
28 FOR ST, City of Green Bay, Brown County, Wisconsin (Parcel Number
6H-1109)

WHEREBY said Variance Request is subject to the following conditions:

A. The approval of the Variance for Proposed Lot 3 does not negate a potential future need for a Variance for Proposed Lot 1 is ZP 18-30 is not approved by Common Council.

B. With any amendment to existing dedicated roadways or Area Development Plan 21, Proposed Lot 3 shall still have dedicated or proposed street frontage OR be combined with an adjacent parcel.

C. Proposed Lot 3 shall be changed to Outlot 1 as part of the Certified Survey Map application

Adopted _____

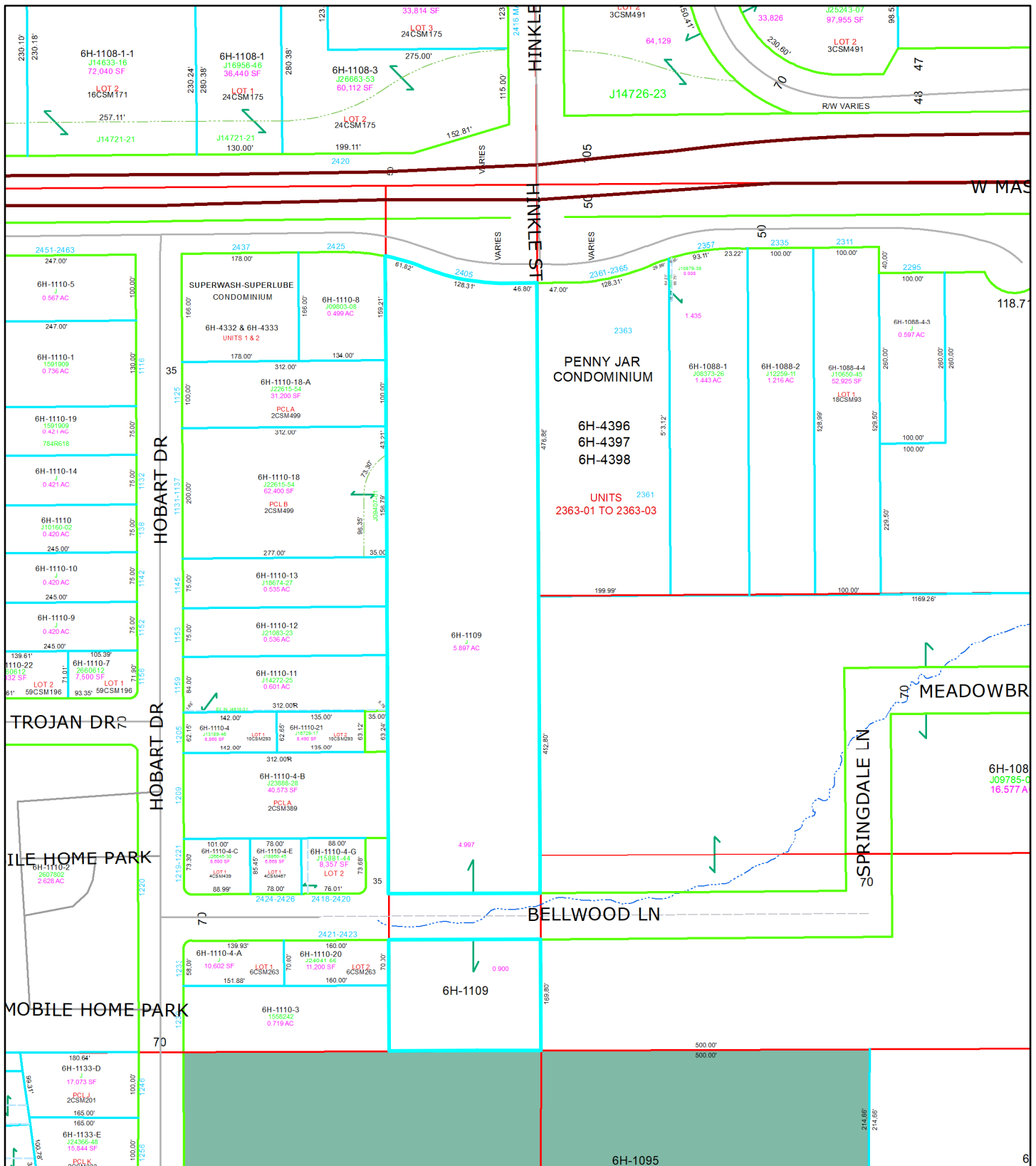
Approved _____

Mayor

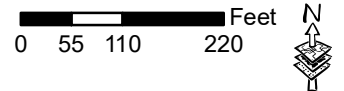
Clerk

SJH

Attachment – Map



VR 19-01, 2405 W. Mason Street



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. SJH 1.22.2019
22 Jan 2019 X:\Planning\City\DATA_GIS\CityActions\Variance_csm\VR 18-mxd

 Subject Property

**RESOLUTION AUTHORIZING CONDITIONAL-USE
APPROVAL AT 430 SOUTH CLAY STREET FOR A SHELTER FACILITY
(ZP 18-37)**

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 18-37 and the recommendation of the Plan Commission on February 11, 2019, the City of Green Bay does authorize a conditional-use permit for an adult daycare within an Office/Residential (OR) District located on the following described property at 430 South Clay Street:

Legal Description: PLAT OF ASTOR LOTS 5 & 6 EX TRIANG PARCEL OF LOT 5 DES IN 670 R 463 BLK 99

Tax Parcel: 14-882

Legal Description: PLAT OF ASTOR N 40 FT OF E 110 FT OF LOT 7 BLK 99

Tax Parcel: 14-876

Said conditional-use permit shall be granted subject to the following conditions:

- a. A maximum capacity of 46 individual residents within the shelter facility. Any increase in residents will require Plan Commission and Common Council approval.
- b. If the shelter facility use at 430 South Clay Street is discontinued, the operation is dissolved, or if the Transformation House no longer operates/manages the facility, the use shall terminate immediately. The use/operation shall not be renewed or reestablished without the Plan Commission and City Council review and approval.
- c. At the discretion of the Common Council, Plan Commission, or the Development Director a review may be required by the Plan Commission and Common Council to ensure compliance with this conditional use permit and identify any areas of concerns with the rooming & boarding house but not limited to:
 1. Police calls and other documented safety concerns.
 2. Inadequate facilities.
- d. A mandatory background check for all residents is required. Sex offenders required to register under §301.45, Wis. Stats., are prohibited from any stay at the facility.
- e. Conformance with the operating plan submitted by the applicant.

- f. Compliance with all other regulations of the Green Bay Municipal Code.
- g. A site plan be reviewed and approved by the Community Development Review Team (CDRT).
- h. Tax Parcels 14-882 and 14-876 be combined into one parcel.
- i. The facility may conduct activities to serve residents and may occasionally conduct neighborhood outreach events on site but, shall not conduct an ongoing soup kitchen.

Adopted _____

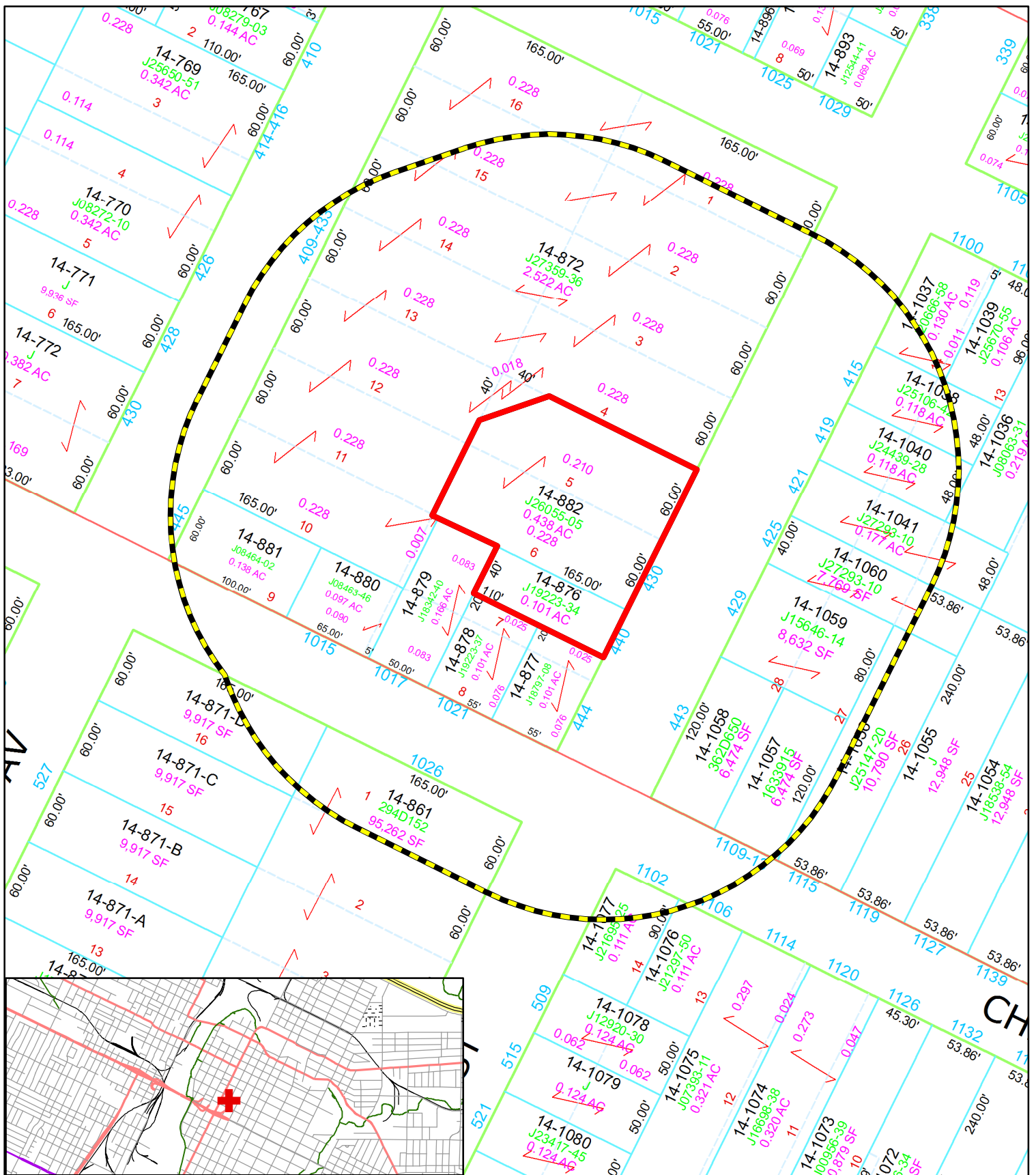
Approved _____

Mayor

Clerk

PN

Attachment – Location Map



- Subject Area
- 200' Property Owner Notice



0 5,000 10,000
Feet

Zoning Petition (ZP 18-37) Proposed Conditional Use Permit (CUP) - 430 South Clay Street

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by PN

**RESOLUTION AUTHORIZING CONDITIONAL-USE
APPROVAL AT 2425 WEST MASON STREET FOR A MINOR AUTO FACILITY
(ZP 19-01)**

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-01 and the recommendation of the Plan Commission on February 11, 2019, the City of Green Bay does authorize a conditional-use permit for a minor automobile repair within a General Commercial (C1) District located on the following described property at 2425 West Mason Street:

Legal Description: E 134 FT OF N 266 FT OF THAT PRT OF LOT 15 SEC 29 T24N R20E LYG S OF C/L OF HWY 54 EX HWY & EX J9216-34

Tax Parcel: 6H-1110-8

Said conditional-use permit shall be granted subject to the following conditions:

- a. Inoperable or unregistered vehicles not associated with repair work shall not be stored on-site.
- b. No outdoor repair work and no outdoor storage will be permitted. All vehicle parts and tires shall be stored inside the enclosed building.
- c. Compliance with all of the regulations of the Green Bay Municipal Code not covered under the conditional-use permit, including standard site plan review and approval compliant with Chapter 13-1800.
- d. Compliance with the submitted operating plan.

Adopted _____

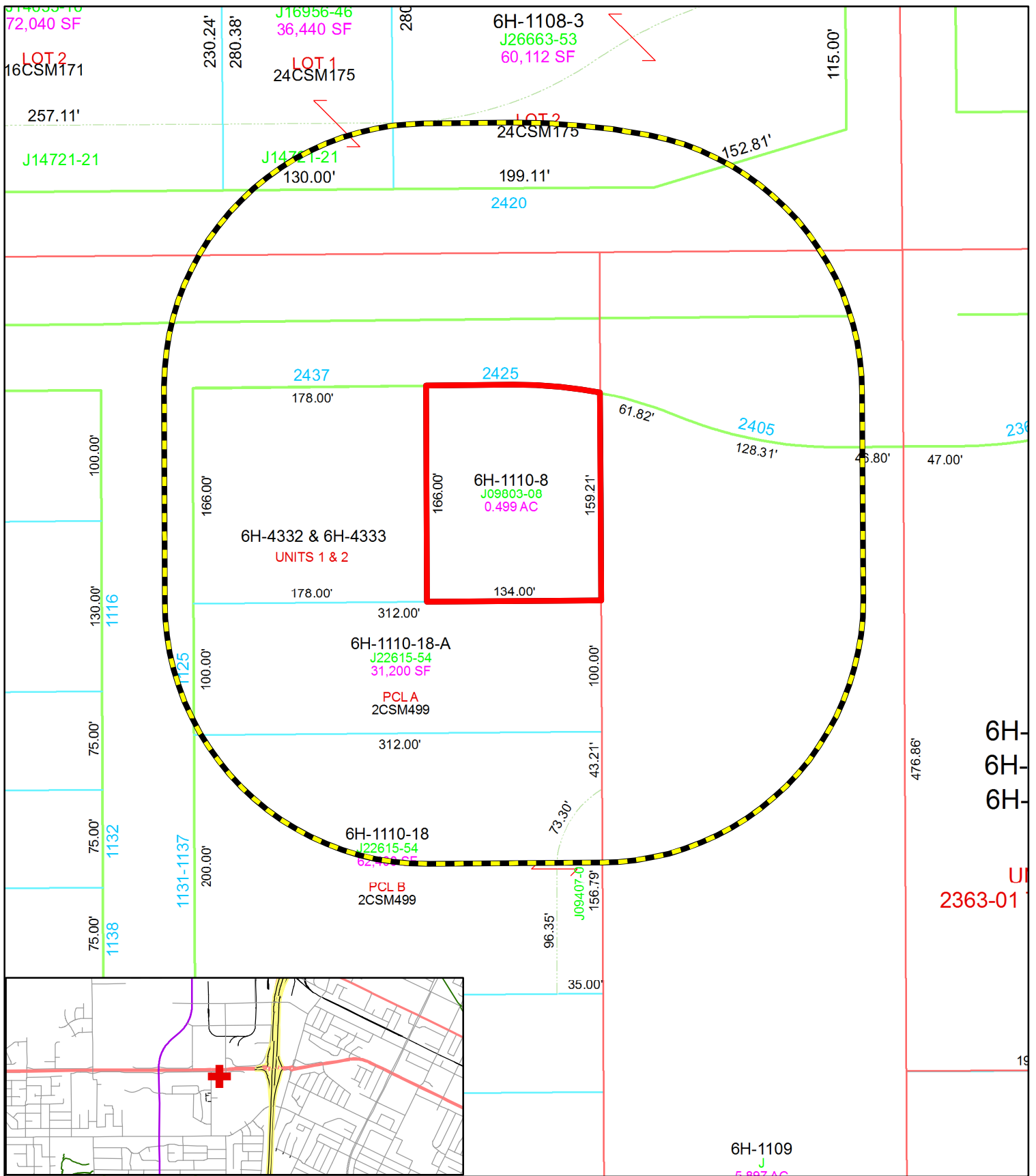
Approved _____

Mayor

Clerk

PN

Attachment – Location Map



Subject Area



200' Property Owner Notice

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
Map prepared by PN



0 5,000 10,000 Feet

Zoning Petition (ZP 19-01)
Proposed Conditional Use Permit (CUP) -
2425 West Mason Street

**RESOLUTION AUTHORIZING CONDITIONAL-USE
APPROVAL AT 338 HARTUNG STREET FOR AN ADULT DAYCARE FACILITY
(ZP 19-02)**

February 18, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 19-02 and the recommendation of the Plan Commission on February 11, 2019, the City of Green Bay does authorize a conditional-use permit for an adult daycare within a Low Density Residential (R1) District located on the following described property at 338 Hartung Street:

Legal Description: LOT 1 OF 11 CSM 25 BNG PART OF OUTLOT A OF
MEADOWBROOK PLAT 1 AC

Tax Parcel: 8-761

Said conditional-use permit shall be granted subject to the following conditions:

- a. Compliance with all regulations of the Green Bay Municipal Code.

Adopted _____

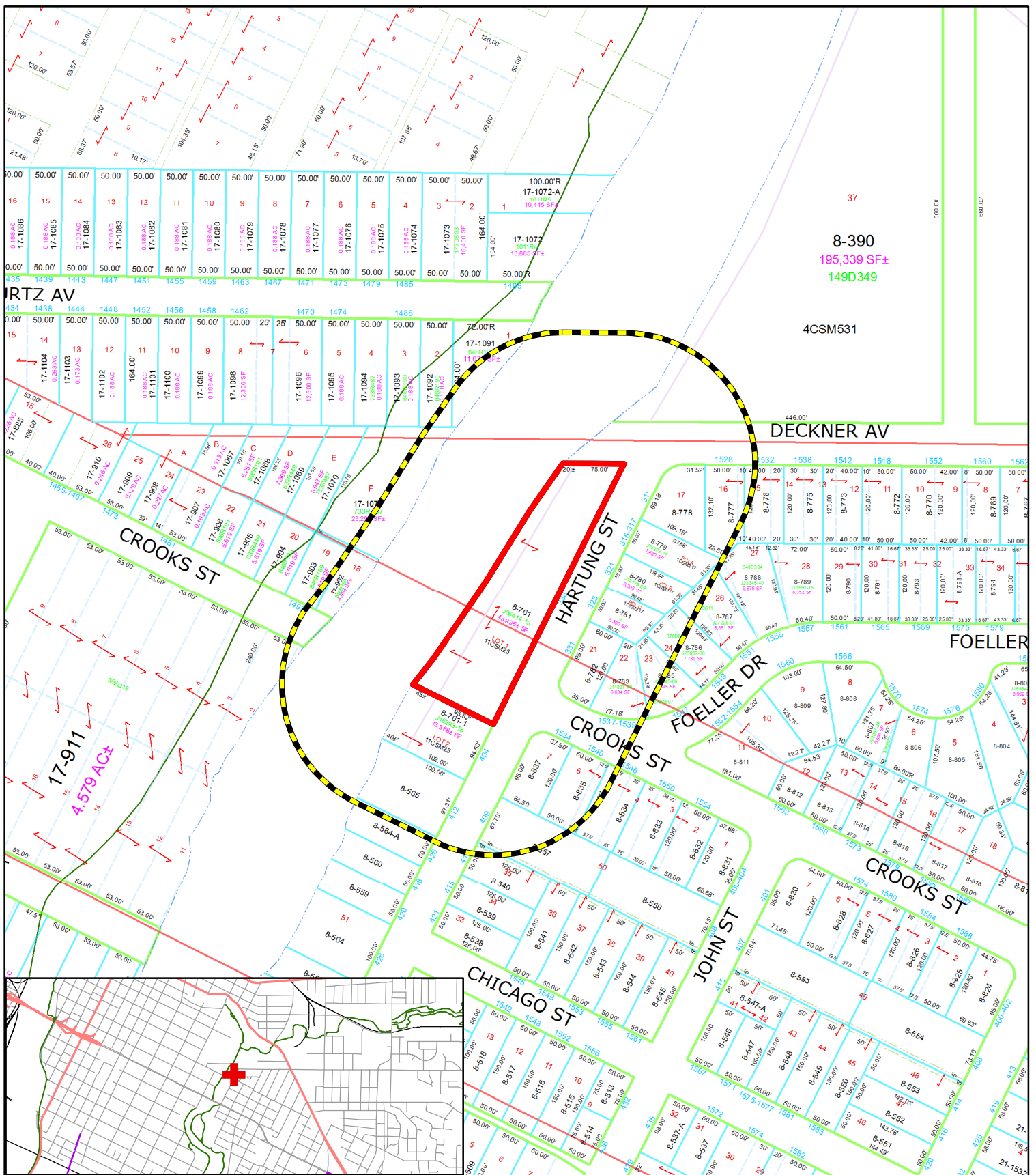
Approved _____

Mayor

Clerk

PN

Attachment – Location Map



- Subject Area
- 200' Property Owner Notice



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Map prepared by PN

0 5,000 10,000
Feet

Zoning Petition (ZP 19-02) Proposed Conditional Use Permit (CUP) - 338 Hartung Street



Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # W.I.

General Ordinance No. 3-19

An ordinance amending Section 2.06(9), Green Bay Municipal Code, relating to reference to committees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GO 3-19

GENERAL ORDINANCE NO. 3-19

AN ORDINANCE
AMENDING SECTION 2.06(9),
GREEN BAY MUNICIPAL CODE,
RELATING TO REFERENCE TO COMMITTEES

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 2.06(9), Green Bay Municipal Code, is hereby amended to read:

(9) Reference to committees. All communications, petitions, requests, and complaints shall be in writing and shall be referred to a committee before action is taken thereon by the council. Referral to committee can be done by referral of the common council or by consent of the chairperson of the committee. Any matter referred to more than one committee shall be designated to a primary committee. Other committees considering the matter shall make recommendations to the primary committee for its consideration. Only the recommendation of the primary committee shall be presented to the common council for action.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ day of _____ 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

Date of first reading

GENERAL ORDINANCE NO. 8-19

**AN ORDINANCE
AMENDING SECTION 9.21,
GREEN BAY MUNICIPAL CODE,
RELATING TO RIGHT-OF-WAY EXCAVATION AND OCCUPANCY**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 9.21(2)(g)(1), Green Bay Municipal Code, is hereby amended to read:

1. Temporary. Excavated material shall be hauled away by the contractor. All excavations made in paved areas in the public right-of-way shall ~~be backfilled with 3/4 inch crushed stone and compacted in 12-inch layers with mechanical compaction equipment. The crushed stone shall be so placed to within three inches of the finished grade, and the excavated area shall then be filled with three inches of cold mix bituminous surface which shall be paved to conform to the existing paved surface~~ meet the construction methods and site restoration in accordance with applicable parts of the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction, current edition. The permittee shall be responsible for all costs associated with maintaining the temporary repair.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this Day day of February, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

2/18/19

GENERAL ORDINANCE NO. 10-19

**AN ORDINANCE
AMENDING SECTION 9.25
GREEN BAY MUNICIPAL CODE,
RELATING TO LICENSE FOR SIDEWALK BUILDERS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 9.25(1) Green Bay Municipal Code, is hereby amended to read:

(1) Required. No person shall build or construct any ~~cement~~ **concrete** sidewalk **and driveway apron** upon any street in the city unless he has obtained a sidewalk builder's license.

SECTION 2. Section 9.25(2) Green Bay Municipal Code, is hereby amended to read:

(2) Application to council. Any person intending to construct ~~cement~~ **concrete** sidewalks **and driveway** apron upon streets in the city shall first apply to the Council for a license as a sidewalk builder. Upon the applicant's furnishing satisfactory evidence that the applicant is capable of building proper ~~cement walks~~ **concrete sidewalk and driveway apron** according to the requirements of the council, the council shall issue the applicant a sidewalk builder's license, which license shall terminate on ~~April 1~~ **December 31** of each year.

SECTION 3. Section 9.25(3) Green Bay Municipal Code, is hereby amended to read:

(3) Fee; bond. Each applicant shall ~~deposit with an application a fee of \$25.00~~ **include the required application fee at the time of submittal**. Before such license is issued, the applicant shall file with the city clerk a bond to the city in the amount of ~~\$2,000.00~~ **\$5,000.00**, conditioned that the licensee will observe and obey all the requirements of the city relating to sidewalks and to the rules and regulations relating thereto which may be prescribed by the council, and indemnifying the city or any person in front of whose property the licensee shall construct a sidewalk to observe all the requirements of the council and the lines and grades furnished by the director of public works. A certificate of insurance shall be filed in accordance with section 9.21, Green Bay Municipal Code.

SECTION 4. Section 9.25(4) Green Bay Municipal Code, is hereby amended to read:

(4) *Revocation of license.* If any person holding a license as a sidewalk builder violates any ordinance of the city relating to the construction of ~~cement~~ **concrete** sidewalk, the council may, upon giving the offender two days notice and an opportunity to be heard before the city improvement and service committee, revoke the license. After the license has been removed, such person shall not again receive a license as a sidewalk builder within ~~three~~ **twelve** months next of the date of the revocation.

SECTION 5. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 6. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ of February, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

2/18/19

GENERAL ORDINANCE NO. 7-19

**AN ORDINANCE
AMENDING SECTION 9.20,
GREEN BAY MUNICIPAL CODE,
RELATING TO TREE AND BRUSH TRIMMER LICENSE REQUIRED**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 9.20(2)(d), Green Bay Municipal Code, is hereby amended to read:

(d) Any license issued under this section shall terminate on ~~February 1~~ **December 31** of each year.

SECTION 2. Section 9.20(2)(e)(1), Green Bay Municipal Code, is hereby amended to read:

1. Each applicant shall ~~deposit with the application a fee of \$25.00~~ **include the required application fee at the time of submittal.**

SECTION 3. Section 9.20(5)(b), Green Bay Municipal Code, is hereby amended to read:

(b) Any person who has had a tree and brush trimming license revoked under this section shall not be eligible to again receive a tree and brush trimmer license within ~~three~~ **twelve** months of the date of the revocation.

SECTION 4. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 5. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ day of February, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

2/18/19

GENERAL ORDINANCE NO. 9-19

**AN ORDINANCE
AMENDING SECTION 9.24
GREEN BAY MUNICIPAL CODE,
RELATING TO CONSTRUCTION AND REPAIR OF STREETS AND SIDEWALKS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 9.25(4) Green Bay Municipal Code, is hereby amended to read:

(4) *Stakes not to be removed.* After grade and line is furnished by the director of public works to a contractor or property owner, such contractor or property owner shall preserve such grade stakes until the ~~ement~~ concrete sidewalk has been constructed. Failure to preserve such line and grade stakes, necessitating the return of the engineering department to reset stakes, shall subject the contractor or property owner to the expense involved in resetting such grade stakes.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ of February, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

2/18/19

GENERAL ORDINANCE NO. 6-19

**AN ORDINANCE
AMENDING SECTION 6.35,
GREEN BAY MUNICIPAL CODE,
RELATING TO UNDERGROUND SPRINKLER SYSTEMS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DO ORDAIN AS FOLLOWS:

SECTION 1. Section 6.35(2)(c), Green Bay Municipal Code, is hereby amended to read:

(c) Any license issued under this section shall terminate on ~~January 1~~ **December 31** of each year.

SECTION 2. Section 6.35(3)(c), Green Bay Municipal Code, is hereby amended to read:

(c) Each applicant shall ~~deposit with the application a fee of \$25.00~~ **include the required application fee at the time of submittal.**

SECTION 3. Section 6.35(3)(d), Green Bay Municipal Code, is hereby amended to read:

(d) Revocation/suspension. Any license issued under this section may be revoked or suspended for cause by the improvement and service committee with approval by the common council at any time upon a hearing and sufficient written, sworn charges, filed with the improvement and service committee. Causes for revocation or suspension shall include, but not limited to, the following:

1. Failure to comply with the provisions of this section and any rules issued by the committee hereunder.
2. Failure to comply with any other applicable provision of this Code, state law, or city ordinance, rule, or regulation.
3. Abandonment of any contract or undertaking without good cause or fraudulent departure from plans or specifications.
4. Failure to obtain or cause to be obtained permits when the same are required by this section.

The holder of such license shall be given reasonable notice of the hearing and of the charges. Any person having had his license revoked under the provisions of this section shall not be granted a new license for a period of one year thereafter. Any suspension shall be for such term or conditions judged appropriate by the improvement and service committee, but in no case shall any suspension exceed a term of ~~six~~ **twelve** months.

SECTION 4. Section 6.35(3)(e), Green Bay Municipal Code, is hereby amended to read:

(e) Scope of license. The holder of a valid ~~lawn-sprinkler~~ **Underground Sprinkler System** license may install, replace, repair, or relocate only that part of the lawn sprinkler system from the discharge side of approved vacuum breaker or backflow preventer. Only the holder of a valid master plumber license, or a journeyman plumber license, working under such a master plumber, shall install the vacuum breaker or backflow preventer.

SECTION 5. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 6. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this ____ day of February, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

KKJ

2/18/19



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 18, 2019

PREPARED BY

AGENDA ITEM # W.7.

General Ordinance No. 20-18

An ordinance amending Chapter 7, Green Bay Municipal Code, relating to claims administration.

BACKGROUND

RECOMMENDATION

Approval.

FISCAL IMPACT

ATTACHMENTS

- I. Draft 3 GO 20-18 - Ordinance relating to Claims Administration

GENERAL ORDINANCE NO. 20-18

AN ORDINANCE AMENDING CHAPTER 7, GREEN BAY MUNICIPAL CODE, RELATING TO CLAIMS ADMINISTRATION

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 7, Green Bay Municipal Code, is hereby amended as follows:

7.01 ADOPTION OF STATE LAW. All applicable state laws including, but not limited to, statutes of limitations, procedures, and other requirements pertaining to municipal claims and damages, as from time to time amended, changed, deleted, modified, or created, are hereby adopted by reference, made effective, and incorporated as if fully set forth herein. Any act required to be performed or prohibited by any laws so incorporated by reference is required or prohibited by this resolution.

~~**7.02 ADOPTION OF WISCONSIN CIVIL JURY INSTRUCTIONS.** All applicable Wisconsin Civil Jury Instructions, as promulgated by the Wisconsin Civil Jury Instructions' Committee, currently in effect or any subsequent additions thereto or deletions therefrom are hereby adopted by the City of Green Bay as guidelines upon which to determine whether to deny, settle, or pay any claim filed against the City of Green Bay as may be appropriate on a case-by-case basis.~~

~~**7.023 DEFINITIONS-ESTABLISHMENT OF CLAIMS COMMITTEE.**~~

~~(1) CLAIM means a correct, complete, and proper, in substance and form, itemized written statement of personal injury, wrongful death, or property damage in strict conformity with the requirements of State law, which sets forth with specificity and particularity the correct and complete name, home address, and telephone number of the claimant together with a specific and legally sufficient description and itemization of the nature, kind, and type of injury and/or damage, the specific dollar amount of damages claimed, together with a full and accurate statement of the facts and circumstances upon which the claim is based, including the reasons for believing the City is liable therefore.~~

~~(2) (Rep. & Rec. GO 44-96) CITY CLAIMS COMMITTEE means those persons who, from time to time, are appointed and authorized by the Mayor of the City of Green Bay to serve for an indeterminate period on the Claims Committee and who are charged with the responsibility of coordinating and administering the City's claims procedure and all claims filed in a manner consistent with the provisions of this chapter and all other applicable laws. The City Claims Committee shall **be comprised of the City Attorney, Deputy City Attorney, one paralegal from the Law Department, Risk Manager, and**~~

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~~the Finance Director or his/her designee. The Claims Committee shall~~ have the sole, complete, and final authority to deny, ~~to settle, or approve to pay~~ ment for any and all claims received pursuant to § 893.80, Wis. Stats, up to \$50,000.00. The Claims Committee shall meet at least monthly ~~in the amount of \$5,000.00 or less as defined in the manner set forth below. The City Claims Committee shall have the authority to recommend approval or denial of all claims in an amount greater than \$5,000.00 as defined in the manner set for the below to the Finance Committee and Common Council. The Claims Committee shall consist of two representatives of the City Attorney's Office and the Finance Director or his/her designee.~~

7.0³⁴ PROCEDURE.

(1) Claims shall ~~Each and every claim of whatever kind or nature against the City shall be served upon the City Clerk or his/her designee. , or his/her designee, by each aggrieved party or someone acting on his/her behalf in strict conformity with the time limits and manner required by State law. The City Clerk shall immediately forward to the City Attorney all such claims filed against the City pursuant to § 893.80, Wis. Stats to the City Attorney. The City Attorney, in conjunction with the City's insurer,~~ who ~~shall~~ cause a file to be created and maintained for each claim received and shall retain and process the original claim as required by law.

(2) The City Attorney, or its third party insurance administrator ~~his/her designee~~, shall promptly provide a notice ~~notify to~~ the claimant confirming ~~of the~~ receipt of such claim and shall request of the claimant such additional information as may be necessary to process the claim. The notice required by this paragraph shall be a courtesy notice only and imposes no obligations beyond those set forth by § 893.80, Wis. Stats. It shall be the responsibility of the claimant for ensuring compliance with the requirements of § 893.80, Wis. Stats. ~~Information on the circumstances surrounding the claim shall be sought from the department within the City against whom the claim is made, asking for a statement of facts from such department concerning the claim.~~

(3) The City Attorney, or its third party insurance administrator, shall obtain information on the circumstances surrounding the claim from the City department against whom the claim is made, including asking for a statement of facts concerning the claim.

(4) Upon the receipt of requested information from the appropriate department and from the claimant, the claim shall be provided to the Claims Committee ~~shall meet and for review, along with any recommendations received from the City's insurer the claim.~~

(4⁵) The Claims Committee ~~shall~~ may utilize the services of a claims investigator/adjuster ~~from time to time as they deem appropriate.~~ The reports of the investigator/adjuster shall be made available to the claimant upon request pursuant to §19.35, Wis. Stats.

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~~(56) The Common Council of the City of Green Bay authorizes the City Claims Committee meet and review all claims to make a recommendation to the Common Council for approval or denial.~~ The Committee's recommendations shall be based on ~~those established~~ principles of state and federal law, as ~~enunciated in the Wisconsin Civil Jury Instructions, State Statutes, or any other appropriate legal basis~~applicable.

~~(67) Every month~~On no less than a quarterly basis, the Claims Committee shall ~~file a report with the City Clerk to be~~ present a reported to the Finance Committee ~~and then the Common Council~~ describing all claims settled, denied, or approvedsince last reported.

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

GENERAL ORDINANCE NO. 11-19

**AN ORDINANCE
AMENDING GREEN BAY MUNICIPAL CODE SECTIONS 13-215, 13-1503(1)(a),
13-1507(1)(b)(7)(a), 13-1507(1)(b)(7)(b), AND 13-1514
RELATED TO THE LANDMARKS COMMISSION
(TA 19-01)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-215, Green Bay Municipal Code, is amended as follows:

The Landmarks Commission (LC) is established to promote and administer all historic preservation functions required by Green Bay Municipal Code Chapter 13-1500 and Section 5 of Chapter 13-200. Pursuant to the provisions of Wis. Stats. 62.23(7)(em), a Landmarks Commission is hereby created, consisting of seven members. Of the membership, one shall be a registered architect, one shall be a historian, or licensed contractor, one shall be a licensed real estate broker or licensed appraiser, one shall be an alderperson, and three shall be citizen members. Two of these citizen members shall reside in or own a certified historic structure or site. All members must be current residents of the City of Green Bay. Each member shall have, to the highest extent practicable, a known interest in historic preservation. If an architect, historian/contractor, or real estate broker/appraiser is not available at time of vacancy, an appropriate alternative professional may be appointed by the Mayor only if two of the three listed professions are already represented on the Commission. The chairperson of the LC shall be chosen by the members of the LC, but may not be a person affiliated with the city government in any capacity beyond the LC, including employment, appointment, or election. The Mayor shall appoint the commissioners, subject to confirmation by the Common Council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years, **except the alderperson who shall only serve through their term of office.**

SECTION 2. Section 13-1503(1)(a), Green Bay Municipal Code, is amended as follows:

The LC shall notify the owners of record **by 1st class mail**, as listed in the office of the City Assessor, of all properties proposed for designation or inclusion within a proposed district and all properties within one hundred (100) feet of the

GENERAL ORDINANCE NO. 11-19

PAGE 2

proposed site or district's boundaries. These owners may confer with the LC prior to final action on the designation.

SECTION 3. Section 13-1507(1)(b)(7)(a) Green Bay Municipal Code, is amended as follows:

- a. If a COA is not obtained prior to the commencement of work, a fee will be charged as established by ~~the Common Council~~ **Section 13-1514.**

SECTION 4. Section 13-1507(1)(b)(7)(b) Green Bay Municipal Code, is amended as follows:

- b. When work or demolition has been done upon a designated historic structure, designated historic site, or structure within a designated historic district without a COA, and the LC finds that the work or demolition requires a COA but does not qualify for a COA, that work or demolition constitutes a violation of this ordinance and the LC may require the owner to restore the structure or site to the condition the structure or site was in before the inappropriate work was conducted or modify the work so that it qualifies for a COA. ~~If work or demolition cannot be restored, a fee will be charged as established by the Common Council.~~ **Any owner who fails to restore work or demolition as ordered by the LC, in accordance with this section, shall forfeit not less than \$1.00 nor more than \$1,000.00. Any owner who violates this section within 24 months after committing a previous violation of this section shall forfeit not less than \$200.00 nor more than \$2,000.00.**

SECTION 5. Section 13-1514, Green Bay Municipal Code, is amended as follows:

Any person or persons violating any provision of Chapter 13-1500 or Section 5 of Chapter 13-200, Green Bay Municipal Code, may be fined no less than \$50.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the Development ~~Services Manager~~ **Director or their designee**. Fine amounts shall be established by Common Council.

SECTION 6. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

GENERAL ORDINANCE NO. 11-19

PAGE 3

SECTION 7. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin this _____ day of _____, 2019.

APPROVED:

James J. Schmitt
Mayor

ATTEST:

Kris A. Teske
Clerk

SJH/KKJ:
2/12/19

ZONING ORDINANCE NO. 1-19

AN ORDINANCE AMENDING AND SUPERSEDING ZONING ORDINANCE 12-18: PLANNED UNIT DEVELOPMENT LOCATED IN THE 200 BLOCK OF NORTH VAN BUREN STREET (ZP 19-03)

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by establishing a Planned Unit Development (PUD) District on the following described property:

NAVARINO PLAT LOT 560
Tax Parcel No.: 10-71

NAVARINO PLAT SLY 53 FT OF LOT 561
Tax Parcel No.: 10-72

NAVARINO PLAT NLY 38 FT OF SLY 91 FT OF LOT 561
Tax Parcel No.: 10-72-A

NAVARINO PLAT NLY 38 FT OF SLY 129 FT OF LOT 561
Tax Parcel No.: 10-72-B

SECTION 2. Pursuant to Section 13-1900, et seq., Green Bay Municipal Code, as they apply, the following conditions are imposed:

- A. Permitted Uses. Two (2) two-unit semi-detached dwellings.
- B. Lot Width and Area. No lot shall have less than 27 feet of street frontage and contain a minimum 2800 square feet of buildable area.
- C. Setbacks, Height and Impervious Coverage.
 - 1. Buildings and paving are precluded within the following required setbacks:
 - a. Front Yard (North Van Buren Street): 3.5 feet
 - b. Corner Side Yard (Cherry Street): 11 feet.
 - c. Interior Side Yard: 5 0 feet ~~(excluding common walls)~~.
 - d. Rear Yard: 20 feet. A detailed transitional buffer shall be provided consistent with Chapter 13-1820(c), Green Bay Zoning Code.

2. Overall height of the proposed structures shall not exceed 35 feet.
3. The impervious coverage shall not exceed 65%.

E. Landscaping.

1. The setback area between the sidewalk and the building façade shall include low level landscaping and may permit lighting.
2. A detailed landscape plan shall be submitted and approved, prior to occupancy for each unit. The landscape plan shall identify all proposed plant material, locations, and sizes.

F. Architectural Design.

1. All exterior building materials shall be of a durable nature and shall blend to compliment the overall design of the structure.
2. No wall that faces a street shall have a blank, uninterrupted length exceeding fifteen (15) feet and shall include the following: change in plane, change in texture and windows.
3. **Any structures proposed to be constructed over property lines shall be accompanied by an access, use and maintenance agreement found acceptable to the Community and Economic Development Department.**
4. **Any structures proposed to be constructed over property lines shall use materials and finishes compatible and comparable to other elements of the buildings to which they are attached, per approval of the Community and Economic Development Department.**

G. Site Plan. A complete site plan shall be submitted and approved prior to any construction, change of use, or other activity that requires site plan approval under Section 13-1802 Green Bay Municipal Code.

H. Parking.

1. Shall be consistent with the standard found in Chapter 13-1700, Green Bay Zoning Code.
2. Areas for service, loading, or trash collection shall not be visible from public rights-of-way. Such screening shall be in compliance with Section 13-1813, Green Bay Municipal Code as applicable.

- J. Lighting. Lighting shall be regulated as specified in Sections 13-524, 13-525, 13-527, Outdoor Lighting Regulations, Green Bay Municipal Code.
- K. Stormwater Management and Grading Plan. If applicable, a stormwater management plan and grading plan meeting the standards established by the City's Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City.
- L. Additional Applicable Regulations. Unless stated above, the development must comply with all other regulations of the Green Bay Municipal Code.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 5. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2019.

APPROVED:

Mayor

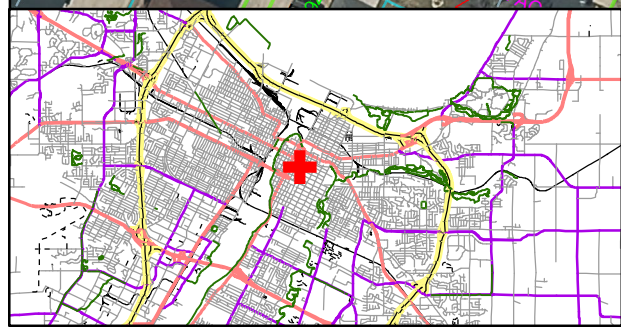
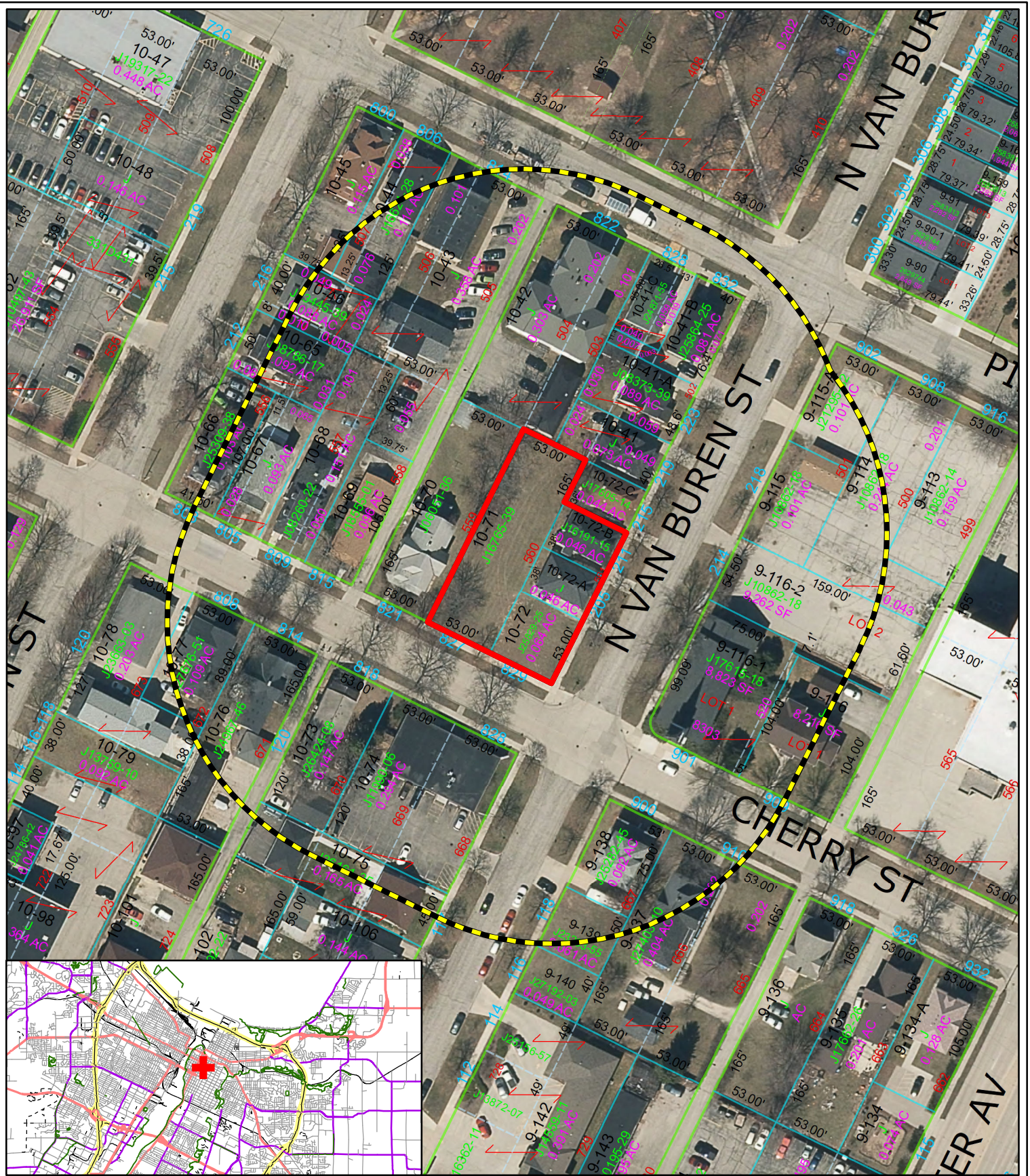
ATTEST:

Clerk

DB

Attachment: Map

X/XX/19

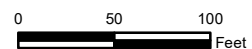


- Subject Property
- 200' Notice Area

Zoning Petition (ZP 19-03)
Request Amendment to ZO 12-18:
Residential Planned Unit Development
at 200 Block North Van Buren Street



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by DB



GENERAL ORDINANCE NO. 4-19

**AN ORDINANCE
AMENDING SECTION 29.208,
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKING REGULATIONS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 29.208, Green Bay Municipal Code, is hereby amended by removing therefrom the following NO PARKING DURING SCHOOL HOUR zones:

IRWIN AVENUE, west side, from Cass Street to a point 200 feet north of Cass Street.

SECTION 2. Section 29.208, Green Bay Municipal Code, is hereby amended by removing therefrom the following 2-HOUR PARKING 7 AM TO 7 PM MONDAY THRU FRIDAY zones:

OAKLAND AVENUE, west side, from a point of 58 feet north of Shawano Avenue to a point of 130 feet south of Hubbard Street.

SECTION 3. Section 29.208, Green Bay Municipal Code, is hereby amended by removing therefrom the following NO PARKING zone:

MATHER STREET, south side, from a point of 50 feet west of Gray Street to a point of 100 feet east of Gray Street.

SECTION 4. Section 29.208, Green Bay Municipal Code, is hereby amended by removing therefrom the following NO PARKING zone:

MATHER STREET, north side, from Gray Street to Roy Avenue.

SECTION 5. Section 29.208, Green Bay Municipal Code, is hereby amended to establish a NO PARKING BIKE LANE zone:

MATHER STREET, on both sides, from Gray Street to Vroman Street.

SECTION 6. Section 29.208, Green Bay Municipal Code, is hereby amended to establish a NO PARKING zone:

MATHER STREET, south side, from a point of 50 feet west of Gray Street to Gray Street.

Dated at Green Bay, Wisconsin this _____ day of _____, 2019.

APPROVED:

Mayor

ATTEST:

City Clerk

SEP

GENERAL ORDINANCE NO. 5-19

**AN ORDINANCE
REPEALING SECTION 29.503,
GREEN BAY MUNICIPAL CODE,
RELATING TO OBSTRUCTION OF CROSSING BY TRAINS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 29.503, Green Bay Municipal Code, Obstruction of Crossing by Trains, is hereby repealed.

SECTION 2. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2019.

APPROVED:

Mayor

ATTEST:

City Clerk

SEP