



AGENDA OF THE PROTECTION AND POLICY COMMITTEE

**MONDAY, AUGUST 12, 2019, 5:30 PM
CITY HALL, ROOM 207**

A. Roll Call.

B. Approval of the Agenda.

1. Approval of the agenda for the August 12, 2019 Protection & Policy meeting.

C. Approval of Minutes.

1. Approval of the minutes of the July 8, 2019 Protection & Policy meeting.
2. Approval of the minutes of the July 9, 2019 Protection & Policy meeting.
3. Approval of the minutes of the July 12, 2019 Protection & Policy meeting.

D. Regular Business.

1. Consideration with possible action on a change of agent at The Woods Golf Operations, LLC at 530 Erie Rd.
2. Consideration with possible action on an application for an available "Class B" Combination license for Barny's LLC at 201 N. Washington St. with a licensed premises description as "1350 sq ft selling space (first floor), 220sq ft storage space (upstairs), subject to the approval of the proper authorities. (Previously licensed as "Cover 2 Sports Bar & Lounge, LLC) (The Protection & Policy Committee has been granted final approving authority on liquor license related matters until October 1, 2019).
3. Consideration with possible action on an application for "Class B" Combination license for Ramis River Run, LLC at 324 N. Roosevelt with a licensed premises description as "bar area, men's and women's bathrooms, storage, security room, basement, coolers (in basement), subject to the approval of the proper authorities. (Currently licensed as Karen's Pub, LLC). (The Protection & Policy Committee has been granted final approving authority on liquor license related matters until October 1, 2019).

4. Consideration with possible action on an application for a "Class B" Combination license for The Braggin Bar, LLC at 219 N. Washington St. with a licensed premises as "Mexican restaurant, 2 floors plus basement area," subject to the approval of the proper authorities. (Previously licensed as El Presidente, LLC)
5. Consideration with possible action on a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Aug. 31 from noon to 10 p.m. for a fundraising event.
6. Consideration with possible action on a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Sept. 5 from noon to 10 p.m. for a customer appreciation tailgate party.
7. Consideration with possible action on a request by Brewski's On Broadway at 1100 S. Broadway to temporarily extend their licensed premises to the parking lot on September 21, September 28 and December 1.
8. Consideration with possible action on an appeal by Dennis Bailey at 621 Challenger Dr. regarding his reinspection fee.
9. Discussion with possible action on a request by Ald. Dorff, which reads: "I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan. I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan. Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy," which was referred to staff at a previous Protection & Policy Committee meeting.
10. Discussion with possible action on a request by Ald. Wery, which reads: "Request a legal opinion from the State Department of Justice Office regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on," previously held at a Protection & Policy meeting until a response from DOJ was obtained.
11. Consideration with possible action on a request by Ald. Wery which reads: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.
12. Consideration with possible action on a request by Ald. Galvin to the Protection & Policy committee to have a procedure for alders to be notified when petitions and communications are going to be addressed at the committee level, which was held at the June 10 & July 8 Protection & Policy meeting.
13. Discussion with possible action on General Ordinance No. 28-18, an ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events, previously discussed at the October 8, 2018 Protection & Policy meeting.

14. Consideration with possible action on the General Records Schedule for Wisconsin Municipal and Related Records dated August 27, 2018.

E. Informational.

1. Liquor Violation Report from the Police Department for August 12, 2019.
2. Report from the Water Utility Department regarding the lead pipe removal project.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 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 Protection and Policy 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.
- 5) FOR ALL LICENSING ISSUES, the Committee may potentially convene in closed session pursuant to §19.85 (1)(b) and/or §19.85 (1)(f) Wisconsin Statutes, for the purpose of considering information with respect to licensing for a person. The applicant has the right to demand that the meeting be held in open session. The applicant may also request that the meeting be held in closed session. The Committee may, thereafter, reconvene in open session pursuant to §19.85(2) Wisconsin Statutes to report any actions taken during the closed session and to consider all other matters on the agenda. If there are any questions regarding the agenda, please call Jaime, City Clerk's Office, at 448-3011.



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on a change of agent at The Woods Golf Operations, LLC at 530 Erie Rd.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. sharpescans@greenbaywi.gov_20190729_125148



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on an application for an available "Class B" Combination license for Barny's LLC at 201 N. Washington St. with a licensed premises description as "1350 sq ft selling space (first floor), 220sq ft storage space (upstairs), subject to the approval of the proper authorities. (Previously licensed as "Cover 2 Sports Bar & Lounge, LLC) (The Protection & Policy Committee has been granted final approving authority on liquor license related matters until October 1, 2019).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Downtown Moratorium 2-16-98
2. application_201 N Washington

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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on an application for "Class B" Combination license for Ramis River Run, LLC at 324 N. Roosevelt with a licensed premises description as "bar area, men's and women's bathrooms, storage, security room, basement, coolers (in basement), subject to the approval of the proper authorities. (Currently licensed as Karen's Pub, LLC). (The Protection & Policy Committee has been granted final approving authority on liquor license related matters until October 1, 2019).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 324NROOSEVELT
2. SIGNED LICENSE STIPULATION.STROJNYM.378
3. olde main moratorium 10-23-07

RESOLUTION LIMITING THE NUMBER
OF LICENSED ESTABLISHMENTS IN THE
OLDE MAIN STREET BUSINESS IMPROVEMENT DISTRICT

October 23, 2007

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the Common Council is concerned with the present high concentration of Class "B" liquor license establishments in the Olde Main Street Business Improvement District, which can impair the public peace, safety, welfare, and order in this area; and

WHEREAS, pursuant to the powers reserved under Ch. 125 Wis. Stats., the Common Council wishes to limit the number of Class "B" Beer and Class "B" Combination Liquor Licenses, issued to establishments in and around the area of the Olde Main Street Business Improvement District; and

WHEREAS, it is the intent of this resolution to allow present Class "B" liquor license establishments 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:

All of Lots 154 through 162, Lots 169 through 191, Lots 193 through 231, Lots 262 through 294, Lots 301 through 322, Lot 402, Lots 420 through 422, Lots 435 through 438, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 7, Page 287, being part of Lot 205, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 12, Page 197, Brown County Records, being part of Lot 180, Plat of Navarino. Also, all of the Certified Survey Map recorded in Volume 25, Page 180, Brown County Records, being part of Lots 169 and 170, Plat of Navarino. Also, all of Lots 1 through 5, Subdivision of Lots 192, 434, and the north 2 feet of Plat of Navarino. Also, all of Lots 68 through 152 and the tract of land described in Volume 145, Page 405, Brown County Records, Whitney's Addition to Navarino. Also, all of Lots 1 through 8, Lots 99 through 105, Lots 108 through 114, Lots 143 through 150, Plat of Oak Grove. Also, that part of Private Claim 2, east side of Fox River, lying within the area formerly known as Lots 295 through 300, Plat of Navarino. Also, that part of the Plat of Navarino, Whitney's Addition to the Plat of Navarino and the Plat of Oak Grove as described in Jacket 4589, Image 26, being part of the former Chicago, Milwaukee, St. Paul and Pacific Railroad Company so called alley track and Cedar Street Spur. Also, that part of any vacated street or alley right-of-way

adjacent to the lands described above located in said Plat of Navarino, Subdivision of Lots 192, 434, and the north 2 feet of Plat of Navarino, Whitney's Addition to Navarino, and Private Claim 2, east side of Fox River. All located in the City of Green Bay, Brown County, Wisconsin. Excepting the south 130 feet of said Lot 402, Plat of Navarino. Also, excepting the south 125 feet of the east 46 feet of said Lot 422, Plat of Navarino (see attached map).

2. Prohibition. The Common Council shall not authorize the issuance of any new or transfer Class "B" Beer License 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" Beer or Class "B" Combination Liquor License for an existing premises in the limitation area.

- b. This subsection shall not prohibit the issuance of a Class "B" Beer 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.

4. Prohibition Not to Apply to Restaurants.

- a. This resolution shall not prohibit the issuance of a Class "B" Beer 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" Beer 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" Beer or Class "B" Combination Liquor License shall be in violation of this subsection and its Class "B" Beer 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 10/23/07

Approved 10/24/07

Mayor

Clerk

bc

Attachment - Map



Old Main Street Business Improvement District



BID Boundary



Map produced by the
Green Bay/Brown County Planning Department
Printed: November 17, 1998



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.4.

Consideration with possible action on an application for a "Class B" Combination license for The Braggin Bar, LLC at 219 N. Washington St. with a licensed premises as "Mexican restaurant, 2 floors plus basement area," subject to the approval of the proper authorities. (Previously licensed as El Presidente, LLC)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. APPLICATION_The Braggin Bar
2. SIGNED LICENSE STIPULATION.AYRESS.503
3. Downtown Moratorium 2-16-98

RESOLUTION LIMITING THE NUMBER OF
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Green Bay, Wisconsin
February 16, 1998

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

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Adopted _____

Approved _____

Mayor

Clerk

LMS:bc

196.
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Report to the
Protection and Policy Committee
of the City of Green Bay

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.5.

Consideration with possible action on a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Aug. 31 from noon to 10 p.m. for a fundraising event.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. sharpscans@greenbaywi.gov_20190807_081033
2. richardcraniums



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.6.

Consideration with possible action on a request by Richard Craniums at 840 S. Broadway to temporarily extend their licensed premises to the outside parking lot on Sept. 5 from noon to 10 p.m. for a customer appreciation tailgate party.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Richard Cranium Request_Sept 5



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.7.

Consideration with possible action on a request by Brewski's On Broadway at 1100 S. Broadway to temporarily extend their licensed premises to the parking lot on September 21, September 28 and December 1.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. sharpscans@greenbaywi.gov_20190729_112350



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.8.

Consideration with possible action on an appeal by Dennis Bailey at 621 Challenger Dr. regarding his reinspection fee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. invoice_appeal
2. inspectionfee
3. 621 Challenger Drive - P&P Recap



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.9.

Discussion with possible action on a request by Ald. Dorff, which reads: "I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan. I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan. Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy," which was referred to staff at a previous Protection & Policy Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. sharpscans@greenbaywi.gov_20190320_085331
2. Capital Improvement Project Selection 08-12-19



**PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY**

Date of Council Meeting: March 19th 2019

Request of Alderperson Barbara A. Dorff, District One

Refer to: Protection and Policy

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.

I believe that steps must be taken to ensure that infra structure projects, including but not limited to those that the wheel tax will fund, must be chosen very carefully and be placed into a capital improvement plan.

I am requesting that P and P develop policy with the help of DPW, legal and other appropriate staff. This policy must be developed so that the special interests and requests of individual alders do not subvert the process of choosing the projects that have been carefully researched by city staff as being appropriate for placement in a five year plan.

Parameters for choosing streets to be repaired, reconstructed or resurfaced as well as other infra structure improvements should be clearly identified within this policy.



Inter-Office Memo

Date: August 7, 2019

To: Protection & Policy Committee

From: Steve Grenier, Director of Public Works

Re: Policy on Infrastructure Capital Project Selection

This policy statement reflects the criteria used by the Department of Public Works to select projects for inclusion in our annual and long-term Capital Improvement Program (CIP). This policy is not all-inclusive, and award of external funding such as Surface Transportation Block Grant (STBG) funds may add to or alter the CIP. As each of these situations is unique, it is impossible to anticipate or address them in a policy such as this. However, this policy will address selection of our local street program, utility improvement, bridge, traffic signal repair, and parking ramp repair programs.

Local Street Resurfacing and Reconstruction

- ❖ Streets are rated by DPW staff using the Pavement Surface Evaluation and Rating (PASER) rating system (WisDOT) in odd-numbered years
- ❖ GIS database is queried to develop list of street segments with most recent PASER ratings of “4” or less.
 - Segments rated 3 are given preference for eligibility in street resurfacing program
 - In limited instances, segments rated “4” may also be candidates for resurfacing
 - Segments rated “4” which are bounded by segments rated “3”
 - Segments rated “4” adjacent to segments rated “3” that would be adversely impacted by resurfacing of the adjacent “3”
 - Segments rated “2” or below automatically become candidates for reconstruction
- ❖ Segments are reviewed by pavement type
 - Only asphalt streets are candidate for resurfacing
 - Concrete streets automatically become candidate for reconstruction
 - Asphalt streets at the “collector” or above classification may be candidate for resurfacing, depending upon base condition and other work needed (utility).
- ❖ Segments are reviewed to determine the type of base underlying the pavement
 - Concrete base segments cannot be resurfaced and become candidates for reconstruction
 - Gravel and Concrete Stabilized Base (CSB) base segments where base failure has occurred cannot be resurfaced and become candidates for reconstruction
- ❖ Segments are evaluated for drainage
 - Segments where inadequate drainage, resulting in excessive ponding after resurfacing, are excluded from resurfacing and put in to the reconstruction queue
 - Segments paved into the gutter typically cannot be resurfaced and must be reconstructed

- ❖ Segments are reviewed to determine the condition of underlying utilities
 - Sanitary sewer, storm sewer, and water main conditions are evaluated
 - Preference for resurfacing is given to segments where full reconstruction of underlying utilities is not required – these segments are reconstruction candidates
- ❖ Segments are reviewed for coordination with other known planned improvements
 - Development/Redevelopment
 - Other Utilities (WPSC, Telecom, etc.)
- ❖ Segments are grouped to provide geographic parity
 - Complete an area
 - Coverage across entire City of Green Bay
- ❖ Preliminary program developed
 - Resurfacing: +/- 16,000 lf per year target
 - Reconstruction: 6,000 – 10,000 lf per year target
 - Concept cost estimates developed
 - Program crafted to meet estimated available funding
 - Coordinate preliminary program with sanitary, storm, and water to determine if concept cost estimates fall within their financial limits

Utility Improvement Program

The Utility Improvement Program involves selection of projects for storm sewer, sanitary sewer, and regional storm water management improvements exclusive of a corresponding street project. Recent examples of this program include improvements to the storm sewer on Elizabeth Street to address chronic flooding and our Sanitary Sewer Basin Repair program.

- ❖ Sanitary Sewer Basin Repair
 - Using previous year's Basin-specific and/or pavement construction project Closed Circuit Television Camera (CCTV) inspection data, pipe segments in need of repair or replacement are identified.
 - Program is developed to provide needed repairs
- ❖ Storm Sewer Program
 - Uses City-wide Hydrologic and Hydraulic (H&H) study recommendation and areas of known ponding water as basis
 - Candidate areas where cost-effective improvement can be made are identified
- ❖ Storm Water Management
 - Uses City-wide Hydrologic and Hydraulic (H&H) study recommendation, City-wide SLAMM study for WDNR permit compliance, and areas of known ponding water as basis
 - Candidate areas where cost-effective improvement can be made are identified

Bridge Maintenance and Repair Program

- ❖ Utilizes data obtained during bi-annual bridge inspections required by WisDOT
- ❖ Needed repairs are prioritized
- ❖ Projects are submitted to WisDOT for potential funding under bridge maintenance program

Traffic Signal Repair Program

- ❖ Target is to upgrade 2 intersections per year to “smart” technology
- ❖ Preference is given to coordinating work with other infrastructure improvement projects
- ❖ Next preference is given to corridors shown to need improvement in facilitating smoother flow of traffic or reduction in delay

Parking Ramp Repair Program

- ❖ Areas identified using a combination of data obtained during most recent evaluation and destructive testing period and annual non-destructive testing
- ❖ Currently funded at approximately \$650,000 annually
- ❖ Funded by Parking Division Special Revenue Fund



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.10.

Discussion with possible action on a request by Ald. Wery, which reads: "Request a legal opinion from the State Department of Justice Office regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on," previously held at a Protection & Policy meeting until a response from DOJ was obtained.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. final response letter-853880
2. final response letter-794733_Redacted



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

17 W. Main Street
P.O. Box 7857
Madison, WI 53707-7857
www.doj.state.wi.us

Sarah K. Larson
Assistant Attorney General
larsonsk@doj.state.wi.us
608/266-1221
TTY 1-800-947-3529
FAX 608/267-2779

June 5, 2019

Joanne Bungert
Deputy City Attorney
City of Green Bay
joannebu@greenbaywi.gov

Dear Ms. Bungert:

The Wisconsin Department of Justice (DOJ) is in receipt of your correspondence to Assistant Attorney General Paul Ferguson, dated September 26, 2018, regarding a request for a legal opinion "regarding walking quorums, mayors that are legally a member of the City Council, and the practice of meeting individually with Council members regarding upcoming business that the City Council will be voting on."

The Attorney General and DOJ's Office of Open Government appreciate your concern for open government and your request for an opinion. Wisconsin law provides that the Attorney General must, when asked, provide the legislature and designated Wisconsin state government officials with an opinion on legal questions. Wis. Stat. § 165.015. The Attorney General may also give formal legal opinions to district attorneys and county corporation counsel under certain circumstances. Wis. Stat. §§ 165.25(3) and 59.42(1)(c). The Attorney General cannot provide you with the opinion you requested because you do not meet this criteria. However, I can provide you with some general guidance regarding the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98.

The open meetings law acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with the conduct of governmental business. Wis. Stat. § 19.81(1). All meetings of governmental bodies shall be held publicly and be open to all citizens at all times unless otherwise expressly provided by law. Wis. Stat. § 19.81(2). The provisions of the open meetings law are to be construed liberally to achieve that purpose. Wis. Stat. § 19.81(4).

The open meetings law applies to every meeting of a governmental body. The definition of a governmental body includes a "state or local agency, board, commission, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order[.]" Wis. Stat. § 19.82(1). The list of entities is broad enough to include essentially any governmental entity, regardless of what it is labeled. Purely advisory bodies are subject to the law, even though they do not possess final decision making power, as long

as they are created by constitution, statute, ordinance, rule, or order. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979). An entity that fits within the definition of governmental body must comply with the requirements of the open meetings law. Based on the limited information provided in your correspondence, it appears that the mayor is a member of the City Council, and therefore would be subject to the open meetings law.

A meeting occurs when a convening of members of a governmental body satisfies two requirements. *See State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W.2d 154 (1987). The first requirement under the so-called *Showers* test is that there must be a purpose to engage in governmental business (the purpose requirement). Second, the number of members present must be sufficient to determine the governmental body's course of action (the numbers requirement). A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the open meetings law.

The requirements of the open meetings law also extend to walking quorums. A "walking quorum" is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. *See Showers*, 135 Wis. 2d at 92. The danger is that a walking quorum may produce a predetermined outcome and thus render the publicly-held meeting a mere formality. *See State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 685-88, 239 N.W.2d 313 (1976). Thus, any attempt to avoid the appearance of a "meeting" through use of a walking quorum or other "elaborate arrangements" is subject to prosecution under the open meetings law. *Id.* at 687.

The Attorney General has advised that members of governmental bodies should reduce any possible appearance of impropriety by minimizing inter-member communications. *See Kay Correspondence* (Apr. 25, 2007). Members subject themselves to close scrutiny and possible prosecution whenever a majority of a body's membership is involved in interactions connected to government business that take place outside the context of a duly noticed meeting. *Id.* Where there is no express or tacit agreement, exchanges among separate groups of members may take place without violating the open meetings law.

For additional information, please see the enclosed March 5, 2019 letter responding to correspondence that DOJ received from Alderman Chris Wery regarding similar issues. I hope that you find it instructive or useful in analyzing the issues in your correspondence.

The Attorney General and DOJ's Office of Open Government are committed to increasing government openness and transparency, and DOJ endeavors to offer guidance in these areas. DOJ offers several open government resources through its website (<https://www.doj.state.wi.us/office-open-government/office-open-government>). DOJ provides the full Wisconsin open meetings law, maintains an Open Meetings Law Compliance Guide, and provides a recorded webinar and associated presentation documentation.

DOJ appreciates your concern. We are dedicated to the work necessary to preserve Wisconsin's proud tradition of open government. Thank you for your correspondence.

Joanne Bungert
June 5, 2019
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The information provided in this letter is provided pursuant to Wis. Stat. § 19.98 and does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

Sincerely,



Sarah K. Larson
Assistant Attorney General
Office of Open Government

SKL:amh:lah

Enclosure

cc: Alderman Chris Wery (w/o enclosure)



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

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March 5, 2019

Alderman Chris Wery

Dear Alderman Wery:

The Wisconsin Department of Justice (DOJ) is in receipt of your correspondence dated June 16, 2018 and August 28, 2019, and your correspondence to Assistant Attorney General (AAG) Paul Ferguson dated September 11, 2018, regarding walking quorums. You wrote, "Can a mayor hold separate meetings with each of the 12 members of a city council to tout an upcoming agenda of his/answer questions/whatever else may happen in a closed door meeting?" You further indicated that "the mayor is a member of our council. He can legally vote to break ties." I also note that you discussed similar issues with AAG Ferguson in two telephone calls, July 2, 2018 and September 11, 2018, but that you requested that our office provide you with an answer in writing.

The Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98, acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with the conduct of governmental business. Wis. Stat. § 19.81(1). All meetings of governmental bodies shall be held publicly and be open to all citizens at all times unless otherwise expressly provided by law. Wis. Stat. § 19.81(2). The provisions of the open meetings law are to be construed liberally to achieve that purpose. Wis. Stat. § 19.81(4).

The open meetings law applies to every meeting of a governmental body. The definition of a governmental body includes a "state or local agency, board, commission, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order[.]" Wis. Stat. § 19.82(1). The list of entities is broad enough to include essentially any governmental entity, regardless of what it is labeled. Purely advisory bodies are subject to the law, even though they do not possess final decision making power, as long as they are created by constitution, statute, ordinance, rule, or order. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979). An entity that fits within the definition of governmental body must comply with the requirements of the open meetings law.

The open meetings law does not apply to single-member governmental bodies, because the law contemplates that there must be at least two members in a governmental body for the open meetings law to apply. See Wis. Stat. § 19.82(2); *State ex rel. Plourde v. Habegger*, 2006 WI App 147, ¶¶ 12–13, 294 Wis. 2d 746, 720 N.W.2d 130 (one person occupying the office of village president was not subject to the open meetings law). Based on the information provided in your correspondence, it appears that the mayor would be subject to the open meetings law if he is a member of your council.

Under the open meetings law, a “meeting” is defined as:

[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter.

Wis. Stat. § 19.82(2).

A meeting occurs when a convening of members of a governmental body satisfies two requirements. See *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W.2d 154 (1987). The first requirement under the so-called *Showers* test is that there must be a purpose to engage in governmental business (the purpose requirement). Second, the number of members present must be sufficient to determine the governmental body’s course of action (the numbers requirement). A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the open meetings law.

Regarding the purpose requirement, a body is engaged in governmental business when its members gather to simply hear information on a matter within the body’s realm of authority. See *State ex rel. Badke v. Vill. Bd. of Vill. of Greendale*, 173 Wis. 2d 553, 573–74, 494 N.W.2d 408 (1993). Thus, mere attendance at an informational meeting on a matter within a body’s realm of authority satisfies the purpose requirement. The members of the body need not discuss the matter or even interact. *Id.* at 574-76. This applies to a body that is only advisory and that has no power to make binding decisions. See *State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979).

Regarding the numbers requirement, a quorum is the minimum number of a body’s membership necessary to act. Certainly a majority of the members of a governmental body constitutes a quorum. However, a negative quorum, the minimum number of a body’s membership necessary to prevent action, also meets the numbers requirement. As a result, determining the number of members of a particular body necessary to meet the numbers requirement is fact specific and depends on the circumstances of the particular body.

The requirements of the open meetings law also extend to walking quorums. A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act

uniformly in sufficient number to reach a quorum. *See Showers*, 135 Wis. 2d at 92. The danger is that a walking quorum may produce a predetermined outcome and thus render the publicly-held meeting a mere formality. *See State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 685–88, 239 N.W.2d 313 (1976). Thus, any attempt to avoid the appearance of a “meeting” through use of a walking quorum or other “elaborate arrangements” is subject to prosecution under the open meetings law. *Id.* at 687.

The essential feature of a walking quorum is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such express or tacit agreement, exchanges among separate groups of members may take place without violating the open meetings law.

For example, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. *See Clifford Correspondence* (Apr. 28, 1986); *Herbst Correspondence* (Jul. 16, 2008). Similarly, the use of email voting to decide matters fits the definition of a “walking quorum” in violation of the open meetings law, even if the result of the vote is later ratified at a properly noticed meeting. *See I-01-10* (Jan. 25, 2010).

Furthermore, where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation. *See Huff Correspondence* (Jan. 15, 2008). A walking quorum may be found when the members: 1) have effectively engaged in collective discussion or information gathering outside of the context of a properly noticed meeting; and 2) have agreed with each other to act in some uniform fashion. *Id.* Thus, for example, a walking quorum might be found where a quorum of members sign on to a document that “not only discussed policy matters pending” before the governmental body, but also “expressly committed the signatories not to vote for any additional funding” for a particular project. *Id.*

In contrast, the mere presence of signatories co-sponsoring a resolution would not necessarily imply a decision to later vote in a particular manner. *See Huff Correspondence* (Jan. 15, 2008). Similarly, the signing of a document by members of a body merely asking that a subject be placed on the agenda of an upcoming meeting does not constitute a “walking quorum” where the signers have not engaged in substantive discussion or agreed on a uniform course of action regarding the proposed subject. *See Kay Correspondence* (Apr. 25, 2007). An agreement that a subject should be considered is not the same as an agreement about what course of action is to be taken. *See Kittleson Correspondence* (June 13, 2007).

The Attorney General has advised that members of governmental bodies should reduce any possible appearance of impropriety by minimizing inter-member communications. *See Kay Correspondence* (Apr. 25, 2007). Members subject themselves to close scrutiny and possible prosecution whenever a majority of a body’s membership is involved in interactions connected to government business that take place outside the context of a duly noticed meeting. *Id.*

It is important to note that the phrase “convening of members” in Wis. Stat. § 19.82(2) is not limited to situations in which members of a body are simultaneously gathered in the

same location, but may also include other situations in which members are able to effectively communicate with each other and to exercise the authority vested in the body, even if they are not physically present together. Whether such a situation qualifies as a "convening of members" under the open meetings law depends on the extent to which the communications in question resemble a face-to-face exchange. A convening of members may occur through written correspondence and electronic communications, including email.

Based on the limited information provided in your correspondence, I cannot conclude that a walking quorum has occurred. But I caution that if the mayor meets with council members in one-on-one situations for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body, a court may find a prohibited walking quorum if the members: 1) have effectively engaged in collective discussion or information gathering outside of the context of a properly noticed meeting; and 2) have agreed with each other to act in some uniform fashion.

Under the open meetings law, the Attorney General and the district attorneys have authority to enforce the law. Wis. Stat. § 19.97(1). Generally, the Attorney General may elect to prosecute complaints presenting novel issues of law that coincide with matters of statewide concern. Although you did not specifically request the Attorney General to file an enforcement action, nonetheless, we respectfully decline to pursue an enforcement action at this time. While important, your matter does not appear to present novel issues of law that coincide with matters of statewide concern.

More frequently, the district attorney of the county where the alleged violation occurred may enforce the law. However, in order to have this authority, an individual must file a verified complaint with the district attorney. Wis. Stat. § 19.97(1). If the district attorney refuses or otherwise fails to commence an action to enforce the open meetings law within 20 days after receiving the verified complaint, the individual may bring an action in the name of the state. Wis. Stat. § 19.97(4). (Please note a district attorney may still commence an enforcement action even after 20 days have passed.) Such actions by an individual must be commenced within two years after the cause of action accrues. Wis. Stat. § 893.93(2)(a).

Additionally, you may wish to contact a private attorney regarding your matter. The State Bar of Wisconsin operates an attorney referral service. The referral service is free; however, a private attorney may charge attorney's fees. You may reach the service using the contact information below:

Lawyer Referral and Information Service
State Bar of Wisconsin
P.O. Box 7158
Madison, WI 53707-7158
(800) 362-9082
(608) 257-4666

<http://www.wisbar.org/forpublic/ineedalawyer/pages/lris.aspx>

Alderman Chris Wery

March 5, 2019

Page 5

The Attorney General and DOJ's Office of Open Government are committed to increasing government openness and transparency, and DOJ endeavors to offer guidance in these areas. DOJ offers several open government resources through its website (<https://www.doj.state.wi.us/office-open-government/office-open-government>). DOJ provides the full Wisconsin Open Meetings Law, maintains an Open Meetings Law Compliance Guide, and provides a recorded webinar and associated presentation documentation.

DOJ appreciates your concern. We are dedicated to the work necessary to preserve Wisconsin's proud tradition of open government. Thank you for your correspondence.

The information provided in this letter does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

Sincerely,



Sarah K. Larson
Assistant Attorney General
Office of Open Government

SKL:amh:lah

cc: Rebecca Sande, Legislative Aid, Office of State Rep. André Jacque



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.I I.

Consideration with possible action on a request by Ald. Very which reads: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. VERY REQUEST

Hi Kris,

Please put this in as an official request. Thanks much!!

To: Protection and Policy

Re: All requests to any city committee or commission, be it from an alderman, staff or the public, shall be placed immediately on the next agenda of said body. The request may be delayed from an agenda upon agreement of both submitter and body chairman.

Alderman Chris Wery

Sent from Chris Wery's phone



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.12.

Consideration with possible action on a request by Ald. Galvin to the Protection & Policy committee to have a procedure for alders to be notified when petitions and communications are going to be addressed at the committee level, which was held at the June 10 & July 8 Protection & Policy meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. galvinrequest



PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

Date of Council Meeting: 5-21-19

Request of Alderperson Galvin

Refer to: Protection + Policy

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.

Procedure for alders to be notified when
Petitions and communications are
going to be addressed at the committee
level.



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.13.

Discussion with possible action on General Ordinance No. 28-18, an ordinance to repeal and recreate Section 6.15 Green Bay Municipal Code, relating to special events, previously discussed at the October 8, 2018 Protection & Policy meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 28-18 - Repeal and Recreate Section 6.15 relating to Special Events (USE THIS ONE)

GENERAL ORDINANCE NO. 28-18

**AN ORDINANCE
TO REPEAL AND RECREATE SECTION 6.15
GREEN BAY MUNICIPAL CODE,
RELATING TO SPECIAL EVENTS**

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

SECTION 1. Section 6.15, Green Bay Municipal Code, is hereby repealed and recreated as follows:

Sec. 6.15. Special events.

(1) Definitions.

- (a) *Attendees.* The total number of participants and spectators in attendance at an event. Vendors are not considered attendees.
- (b) *Customary use of a park.* Customary use of a park will depend on the type of park engaged for that activity and will be determined by the Director of Parks, Recreation and Forestry or his/her designee.
- (c) *Large events.* Special events involving crowd sizes over 5,000 attendees, as well as events specifically designated as large events, such as those involving the use of fireworks or pyrotechnics, the use of the bay or the Fox River, major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Large events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions. Vehicle barriers may be required for large events.
- (d) *Medium events.* Special events involving crowd sizes between 1,000 and 5,000 attendees, as well as events specifically designated as medium events, such as those involving physical activity by participants, moderate exposure of spectators to hazards, and/or the inclusion of animals or alcoholic beverages. Medium events may include, but are not limited to, team or individual sporting events, circuses, carnivals with rides, parades with floats, marathons or similar races, walks for charity, social gatherings, music festivals, art festivals, farmers markets, performances, and exhibitions.

- (e) *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.
- (f) *Resident*. A resident is any person who maintains his/her primary living quarters within the City of Green Bay city limits.
- (g) *Safety Manager*. The Safety Manager of the City of Green Bay or his/her designee.
- (h) *Simple events*. Special events involving a small non-profit or neighborhood association where the principal applicants reside within the City of Green Bay city limits. Simple events are limited to neighborhood or small non-profit events that take place either in a City park or occur as a block party. Simple events involve crowd sizes of fewer than 250 attendees, limited physical activity by participants, and no severe exposure of spectators to hazards. Simple events may include, but are not limited to, picnics, annual meetings, movies in the park, and block parties.
- (i) *Small events*. Special events involving crowd sizes of fewer than 1,000 attendees, as well as events specifically designated as small events, such as those involving limited physical activity by participants and/or no exposure of spectators to hazards. Small events may include, but are not limited to, team or individual sporting events, walks for charity, social gatherings, small-budget film making, music festivals, art festivals, farmers markets, performances, and exhibitions.
- (j) *Special Event*. An athletic event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show, or other similar display which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, and/or rights-of-way, or the customary use of parks or other public grounds.
- (k) *Special Event Committee*. In an effort to streamline the approval process for the benefit of applicants, a Special Event Committee is established so that applications may be reviewed by all necessary City staff at one time instead of requiring individual approvals. The Special Event Committee shall be made up of the Special Event Coordinator, the Safety Manager, and at least one (1) representative from each of the following City departments: Police Department, Fire Department, Department of Public Works, Community and Economic Development Department, and the Parks Department. The Special Event Committee shall be responsible for evaluating and taking action on applications for special events.

- (l) *Special Event Coordinator.* The person who will coordinate between applicants and City departments, ensuring appropriate departmental approval of special events applications.
 - (m) *Special Hazard Events.* Special events involving greater potential for exposure of spectators to hazards. Special hazard events may include, but are not limited to, professional or collegiate sporting events, vehicle races, athletic events in the bay or on the Fox River, and fireworks displays. Vehicle barriers may be required.
- (2) *Permit required.* No person shall conduct, manage, or engage in a special event unless a permit has been approved by and obtained from the Special Event Coordinator and Special Events Committee. Any person seeking to offer goods and/or services at a special event is responsible for verifying that the required permit has been approved as described herein prior to participating in the event.
- (3) *Exceptions.* This section shall not apply to funeral processions or governmental agencies acting within the scope of their functions.
- (4) *Application.*
- (a) *Deadlines.* An application for a special event permit shall be filed with the Special Event Coordinator in the following timeframes:
 - 1. For a large, medium, or small event, not less than sixty (60) days before the event is to take place.
 - 2. For a simple event, not less than fifteen (15) days before the event is to take place.
 - 3. *Late applications.* The Special Event Coordinator, where good cause is shown, may consider any application which is not timely filed, and shall assess a late fee as described in the Special Event Fee Schedule.
 - (b) *Filing and contents.* The applicant shall submit the application form prescribed by the Special Events Committee, which shall set forth the following information:
 - 1. The name, address, and telephone number of the person seeking to conduct such event.
 - 2. The name, address, and telephone number of the applicant.
 - 3. The date(s) of the special event.
 - 4. A detailed map identifying all relevant information, including, but not limited to:
 - a. The event location or route to be traveled, the starting and termination point(s), and any other important points along the route;
 - b. The portions of the sidewalk, street, or other right-of-way proposed to be included or utilized in the event;

- c. The location of all assembly areas for the event;
 - d. The location of any tents or other structures;
 - e. The location of any vendor(s) not located within a tent or other structure;
 - f. Points of ingress and egress;
 - g. Any location at which alcohol will be sold; and
 - h. Any other important points to be noted.
5. A written description of the event location or route to be traveled, the starting point, the termination point, and any other important points to be noted (e.g., "Starting at 100 N. Jefferson, then West on Walnut St. to Washington St., ending at the Cherry Street ramp."). The written description must match the map provided.
 6. A written description of the location of any assembly areas for such event. Streets and nearest intersections should be used in describing the location (e.g., "At City Hall, located at 100 N. Jefferson St.," or, "In the City Hall parking lot located at the corner of Jefferson St. and Cherry St."). The written description must match the map provided.
 7. The approximate number of attendees anticipated, the number of animals and vehicles included in the event, the type of animals, a description of the vehicles, and a description of how the animals and vehicles will be utilized (e.g., walking, performing, on exhibit only, etc.).
 8. The start and end time of the event. For any event continuing past 10:00 p.m., the applicant must indicate whether any necessary permits have been obtained pursuant to City noise ordinances.
 9. If multiple activities will occur during the special event, a list of times when any activity of the event will begin, as well as the time when participants are expected to begin gathering at all assembly areas.
 10. The distance to be maintained between each part or activity of the event. If multiple vendors will be present during the special event, the distance of vendor booths should also be identified.
 11. Whether alcoholic beverages will be served and/or consumed in conjunction with the event, the locations of such activities, and whether all necessary licenses have been obtained.
 12. Verification that the applicant agrees to pay, within thirty (30) days of billing, the costs of any additional city services. If the applicant fails to pay all such costs within thirty (30) days of billing, the applicant may be denied a permit for future events.
 13. Any additional information which the Special Event Coordinator finds reasonably necessary to determine whether a permit should be issued.
- (c) *Insurance and indemnification.* Proof of insurance or indemnification is required for all events, except for recognized neighborhood associations

hosting simple events. The applicant shall furnish a certificate of insurance and indemnification meeting the requirements set by resolution of the Common Council.

- (d) *Application Fee.* A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed, in accordance with the Special Event Fee Schedule.

(5) *Administration.*

- (a) *Action upon application.* Upon receipt, the application shall be reviewed as provided for in this ordinance. The Special Event Coordinator shall provide written notice of the issuance or denial of the permit within fifteen (15) days of receipt of an application. If the application is denied, the notice shall state the reasons for the denial.
 - (b) *Event designation.* The Special Event Coordinator, in consultation with the Safety Manager, will have full discretion to determine whether the proposed event qualifies as a simple, small, medium, or large event, based on the information in the application and the specific features of the proposed special event, regardless of the applicant's designation on the application. The Special Event Coordinator and Safety Manager will also have full discretion as to whether the proposed event poses any special hazard(s) and/or requires any additional permit(s).
 - (c) *Special Event Fee Schedule.* The Special Event Fee Schedule shall be established by resolution of the Common Council. The Safety Manager shall review the Special Event Fee Schedule no less than annually to determine whether the fees reflect the actual costs incurred by the City, and shall make recommendations to the Common Council regarding changes to the Special Event Fee Schedule resolution. A copy of the Special Event Fee Schedule shall be available in the City Clerk's Office and on the City's website.
 - (d) *Special Hazard Fee.* A special hazard fee will be charged for special hazard events in addition to the application fee. Special hazard fees will be invoiced to the applicant after the application has been approved and it has been determined that the event qualifies as a special hazard event. The special hazard fee will be established by the Special Event Fee Schedule.
 - (e) *Cancellation Fee.* A cancellation fee will be charged for any events cancelled within 15 days of the scheduled event date. The cancellation fee will be established by the Special Event Fee Schedule.
- (6) *Additional city services.* If the special event will require more than minimal use of any city equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to, Community and Economic Development Department services, Parks,

Recreation and Forestry services, Fire Department services, Police Department services, Department of Public Works services, and/or barricades.

- (a) To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event, but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined at the sole discretion of the Police Chief and Fire Chief, or their respective designees. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.

(7) *Public Safety and Security Resource Staffing for Special Events.* Public Safety and Security Staff consisting of the Police Chief, Fire Chief, and Director of Public Works, or their designees, will determine the need for multiple or additional resources based on special risk considerations, which will be communicated to the event organizer. Public Safety and Security Staff may waive the requirement for services depending on the event, location, time of year, etc. Costs associated with these resources are the responsibility of the event organizer.

(8) *Event risk considerations.* Event risk considerations may affect the required Police, Fire, Medical, or Public Works resources referenced in Sections (6) and

(7). Examples of event risk considerations include, but are not limited to:

- (a) The time of day during which the event takes place (i.e., day or night);
- (b) Whether alcohol will be available for sale and/or consumption;
- (c) The total duration of the event;
- (d) The type of event;
- (e) Whether the event will be general admission or contain reserved seating for spectators;
- (f) The location and geography of the event, including whether the event will span multiple locations;
- (g) The anticipated traffic control needs associated with the event;
- (h) The time of year at which the event takes place and the type of weather expected;
- (i) Whether the event has been held in the past, and whether there were any associated problems; and
- (j) Whether the event will involve the use of fireworks or other pyrotechnics.

(9) *Standards for issuance.* The Special Event Coordinator shall perform an initial review of the application for completeness, then forward it to the Special Event Committee for action. The Special Event Committee may consult with the Safety Manager and other city departments as necessary, and consider any other such information obtained by or provided to the Special Event

Coordinator, prior to taking action on the application. The permit shall be issued when the Special Event Committee has determined that:

- (a) The applicant has complied with all of the application requirements of Section (4).
 - (b) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - (c) The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
 - (d) The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
 - (e) The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - (f) In the case of a parade, race, or march, the event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays.
 - (g) The special event will not conflict or interfere with another special event for which a permit has already been approved.
 - (h) There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - (i) Adequate sanitation or other necessary health facilities will be available at the event.
 - (j) The conduct of the event is not reasonably likely to cause injury to persons or property.
- (10) *Appeal procedure.* An applicant may appeal the denial of a special event permit to the Protection and Policy committee. The applicant shall file written notice of appeal with the City Clerk within seven (7) days after receiving notice of the denial. Within fifteen (15) days of receipt of the appeal, the Committee shall give the applicant an opportunity to be heard.
- (11) *Notice to city and other officials.* Immediately upon the approval of a special event permit, the Special Event Coordinator shall send a copy thereof to the Mayor, the Chief of Police, the Fire Chief, the Director of Parks, Recreation and Forestry, the Director of Community and Economic Development, and the Director of Public Works.
- (12) *Duties of permittee.* Once the application is granted, the applicant becomes the permittee. All permittees shall comply with all permit directions and conditions and with all applicable laws and ordinances, and shall follow all safety directives from the Police Department, Fire Department, and/or Department of Public Works. The permittee's failure to follow any safety directives, or his/her allowance of any unsafe conditions to develop or continue,

shall be grounds for citation and for denial of future special event permit applications.

(13) *Public conduct during special events.*

(a) *Generally.* All attendees at any special event must obey all City ordinances, including Section 27.304, Conduct at Public Events, as amended from time to time. The permittee shall take necessary remedial measures to ensure attendee compliance with City ordinances and to prevent unsafe conditions from developing or continuing, up to and including stopping the special event if attendee conduct is creating a nuisance or disturbance.

(b) *Public conduct during parades, races, walks, or marches.*

- i. *Interference.* No person shall obstruct, impede, interfere with, or unreasonably hamper any parade, race, walk, march, or parade assembly, nor any person, vehicle, or animal participating or used in a parade.
- ii. *Driving through parades, races, walks, or marches.* No person shall drive a vehicle between the vehicles or persons comprising a parade, race, walk, or march when such vehicles or persons are in motion and are conspicuously designated as participating in such an event.
- iii. *Parking on parade, race, walk, or march route.* The Chief of Police may prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade, race, walk, or march. The Chief of Police shall post signs to such effect, and no person shall park or leave unattended any vehicle in violation thereof.

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 of _____, 2019.

APPROVED:

Mayor

ATTEST:

Clerk

LJM

08/20/19



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # D.14.

Consideration with possible action on the General Records Schedule for Wisconsin Municipal and Related Records dated August 27, 2018.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Adoption Form and Schedule for P&P

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Municipal and Related Records Date: Aug. 27, 2018

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: City of Green Bay
 Address: 100 N. Jefferson St., Room 106, Green Bay, WI 54301

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- ☐ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- ☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/ service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege. Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege. Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

ADMINISTRATIVE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

CEMETERY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive

CEMETERY RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

COMMUNITY DEVELOPMENT/PUBLIC SERVICES RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive

COMMUNITY DEVELOPMENT/PUBLIC SERVICES RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/ Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

ELECTION RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹	No	Waived
for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ²	No	Waived
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ³	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ⁴	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

² Materials must be retained in event a petition for recount has been filed.

³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

⁴ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

ELECTION RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/ notes/coupons, whichever is later	No	Waived
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived

FINANCE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes 14 Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹	Event+4 years; Event=Construction completed	No	Waived
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

¹ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ²	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ³	Event+30 years; Event=Completion of the project	Yes ⁴	Waived

² May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

³ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

⁴ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ⁵	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ⁶	Event+120 days ⁷ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information. ⁸)	No	Waive

⁵ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

⁶ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

⁷ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

⁸ Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ⁹	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A

⁹ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Board of Appeals Meeting Material				

PUBLIC WORKS RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A
Utilities¹⁰				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

¹⁰ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

REVENUE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ¹	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive

¹ Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

REVENUE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive

REVENUE RECORDS

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # E.I.

Liquor Violation Report from the Police Department for August 12, 2019.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Report August 12 2019
2. 19LiqVio



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

MEETING DATE

August 12, 2019

PREPARED BY

AGENDA ITEM # E.2.

Report from the Water Utility Department regarding the lead pipe removal project.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. lead overview updated 7 31 19

Getting the Lead Out



Green Bay Water Utility progress in removing lead services – *as of July 31, 2019*

1. Public side (utility-owned) lead services

Dec. 31, 2017	959
Dec. 31, 2018	619
Jan. 31, 2019	563
Feb. 28, 2019	538
March 30, 2019	521
April 30, 2019	484
May 31, 2019	460
June 30, 2019	414
July 31, 2019	382
Dec. 31, 2020	Goal: 0

2. Private side (property owner-owned) lead services

Dec. 31, 2017	67 remain to be replaced
Dec. 31, 2018	17 remain to be replaced
Jan. 31, 2019	16 remain to be replaced
Feb. 28, 2019	17 remain to be replaced
March 30, 2019	16 remain to be replaced
April 30, 2019	16 remain to be replaced
May 31, 2019	22 remain to be replaced
June 30, 2019	22 remain to be replaced
July 31, 2019	21 remain to be replaced
Dec. 31, 2020	Goal: 0

- Since starting the program, we identified 234 private properties as having lead service
 - These are being paid from funds we obtained from:
 - Initial DNR Safe Drinking Water funding of \$500,000;
 - Lambeau Field excess sales tax monies of \$300,000;
 - Additional DNR Safe Drinking Water funding of \$300,000

Getting the Lead Out



approved in December 2017

- 213 of these replacements are complete; 21 remain to be replaced
- We have homeowner agreements for 9 of the 21 (they are waiting to be replaced)
- There was an additional property found to have lead in June
- We have about 5 properties in the City for which we do not know the service material
 - We are making efforts to enter these properties to determine service material; an estimated 1 to 2 percent are anticipated to be lead