



AGENDA OF THE COMMON COUNCIL

WEDNESDAY, FEBRUARY 16, 2022, 6:00 PM
In person at City Hall Room 203--Council Chambers.
Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. This item contains a virtual comment form, along with the information and instructions for the Zoom virtual meeting.

B. Roll Call.

C. Pledge of Allegiance.

D. Invocation.

E. Approval of Minutes.

- I. February 1, 2022.

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Appointments.

I. New Appointments:

Zoning and Planning Board of Appeals

Steven Schuchart, 1690 Forest Glen Dr., Green Bay, WI 54304

Term to expire: February 1, 2025

Reappointments:

Green Bay Plan Commission

Lisa Hanson, 217 Allard Ave., Green Bay, WI 54303
Term to expire: February 1, 2025

J. Notices

1. Notice of Alder Jesse Brunette's intent to make a motion to rescind the Council's action from December 7, 2021 to move forward with RFP for the City of Green Bay's branding initiative and to hold on the funding resolution.

Notice of Alder Jesse Brunette's intent to make a motion to rescind the Council's action from December 7, 2021 to hold adoption of the funding resolution for the City of Green Bay's branding initiative.

K. Ordinances - Second Reading for Adoption.

1. General Ordinance No. 04-22
An ordinance amending Section 40-34, Green Bay Municipal Code, relating to parking regulations.
2. General Ordinance No. 03-22
An ordinance amending Section 40-71, Green Bay Municipal Code, relating to traffic regulations.
3. To repeal and recreate Green Bay Municipal Code 2-79 and 2-81 to include indefinite terms for appointed officials and Common Council removal for cause in accordance with Wis. Stats. §§ 17.12 and 17.16.

L. Report of the Park Committee. (February 9, 2022)

1. To approve the request by Ald. Scannell to officially name the Fisk Park basketball courts in memory/honor of L.C. Green, Civil Rights Activist and Pastor of Divine Temple.
2. To approve adopting a resolution in support of World Migratory Bird Day.
3. To approve General Ordinance No. 5-22, creating Section 28-4(k)(1), Green Bay Municipal Code, relating to Ken Euers Natural Area hours.
4. To approve the purchase of 12 aluminum seat assemblies for the original Ferris Wheel at Bay Beach Amusement Park from Eli Bridge Company for a total cost of \$59,000 plus the cost of crates and delivery.
5. To approve renewing the annual weed control contract with N.E.W. Landscapes & Lawn Care through February 28, 2023.

M. Report of the Redevelopment Authority. (February 8, 2022)

1. To approve and recommend to the Common Council the City of Green Bay's Action Plan for the HOME-America Rescue Plan (HOME-ARP) entitlement program.

N. Report of the Improvement & Services Committee (February 9, 2022).

1. To instruct staff to develop No Mow May policy in conjunction with City of De Pere to allow Green Bay residents to voluntarily participate in No Mow May in 2022. (Ald. Scannell)
2. To approve the award of the following contracts:

A. RAMPS I-22 PARKING RAMP REPAIRS to the low responsive bidder, RAM Construction Services of Minnesota, LLC, in the amount of \$543,980.

B. RFB #2021-42 CONTAMINATED SOIL HAULING, DISPOSAL & MOBILIZATION to the low responsive bidder, Veit & Company, Inc., in the amount of \$288,011.

3. To receive and place on file the report of actions taken by Department of Public Works

A. Granting of Licenses

I. Tree & Brush Trimmer

- a. A-I Tree Service Inc.
- b. Consciously Fresh Tree Service
- c. Economy Tree Service LLC
- d. Rain Forestry

O. Report of the Protection & Policy Committee (February 7, 2022)

1. To approve an application for a "Class A" liquor and Class "A" Beer license for Green Bay Petroleum and Investment LLC at 2115 Main St. with a licensed premises description as "BEER COOLER, SHELVING AND FLOOR INSIDE THE BUILDING" (Currently licensed as Tikapur Petroleum, LLC).
2. To refer to staff for report in fall of 2022 to amend or rescind the resolution and/or ordinances on the city's moratoriums of liquor licenses. (Ald. Randy Scannell, Dist. 7)
3. To receive and place on file the Liquor Violation Report for February 7, 2022.

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

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

Q. Report of the Plan Commission. (February 7, 2022)

1. To authorize a Conditional Use Permit (CUP) for a drive-through restaurant (Caribou Coffee) in a General Commercial (C1) district at 1616 West Mason Street, subject to the following conditions:
 - a. A recorded ingress/egress easement for access to South Military Avenue is required for this Conditional Use Permit to be valid.
 - b. Compliance with all other regulations of the Green Bay Municipal Code. (Public Hearing held 02/07/2022)

R. Report of the Finance Committee. (February 8, 2022)

1. To receive and place on file an update from the City Assessor on the city-wide revaluation for the 2022 assessment year.
2. To approve the American Rescue Plan Act (ARPA) allocation within the Stormwater, Green Infrastructure and Climate Resiliency category for East Seymour Park Storm Water for \$1,000,000.
3. To approve the American Rescue Plan Act (ARPA) allocation within the Capital Needs category for Roads for \$1,500,000.
4. To approve the American Rescue Plan Act (ARPA) allocation within the Capital Needs category for Body Cameras for \$307,316.25.
5. To approve the American Rescue Plan Act (ARPA) allocation within the Affordable Housing Development and Small Business Support category for City's Façade Improvement project for \$1,000,000.
6. To approve the American Rescue Plan Act (ARPA) allocation with the Affordable Housing Development and Small Business Support category for the Blueprint Accelerator Program for \$40,000.
7. To approve the American Rescue Plan Act (ARPA) allocation within the Affordable Housing Development and Small Business Support for Farmers Market for \$75,000.
8. To approve the American Rescue Plan Act (ARPA) allocation with the Arts, Culture, and Tourism category for Tourism Grants for \$250,000.
9. To approve the 2022 revised bonding request.
10. To use the remaining funds received from the Cooperative Governance Agreement, \$157,192, towards 2022 capital purchases or bond reduction.
(In response to a request by Ald. Brunette to the Finance Committee which states: "To use all unbudgeted and unspent 2021 revenue from the Cooperative Governance Agreement with the Oneida Nation on items found in the 2022 Capital Improvement Plan as opposed to the suggested rebranding initiative. The rebranding initiative should then be considered during the 2023 city budget process if it is worth pursuing")
11. To approve the report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

S. Report of the Personnel Committee (February 8, 2022).

1. To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Park Maintenance Worker - Park, Recreation & Forestry
 - b. Engineering Technician - Public Works
 - c. Engineering Aide - Public Works
2. To approve the request to reclassify a vacant Wildlife Sanctuary Park Maintenance Worker position to a Custodian I position and approval to fill the position and all subsequent vacancies.
 3. To approve the request to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the position and all subsequent vacancies.
 4. To approve the request to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.
 5. To approve the request to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy
 6. To approve Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave
 7. To approve the request to over hire six firefighter positions due to upcoming retirements.

T. Report of the Economic Development Authority. (February 7, 2022)

1. To approve a one-year planning option to On Broadway, Inc. for parcels 4-83, 4-82, 4-81, and 4-80 as presented.

U. Receive and Place on File.

1. Building Report for January 2022
2. Municipal Court Report for January 2022.

V. Resolutions.

1. Preliminary resolution declaring intent to exercise special assessment powers under Section 66.0703, Wisconsin Statutes, for the installation of asphalt pavement.
2. Resolution authorizing conditional use permit at 1616 West Mason Street.
3. Resolution drawing final orders to contractors for February 16, 2022.
4. Resolution to adopt World Migratory Bird Day.

W. Ordinances - First Reading.

1. General Ordinance No. 05-22
An ordinance creating Section 28-4(k)(1), Green Bay Municipal Code, relating to hours for Ken Evers Natural Area.

X. Referral of Petitions & Communications.

Y. Adjournment.

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

Virtual Meeting Instructions



2022- Common Council

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81079123420>

Meeting ID: 810 7912 3420

Passcode: 917588

One tap mobile

+19292056099,,81079123420#,,,,*917588# US (New York)

+13017158592,,81079123420#,,,,*917588# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 810 7912 3420

Passcode: 917588

Find your local number: <https://us02web.zoom.us/j/81079123420>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

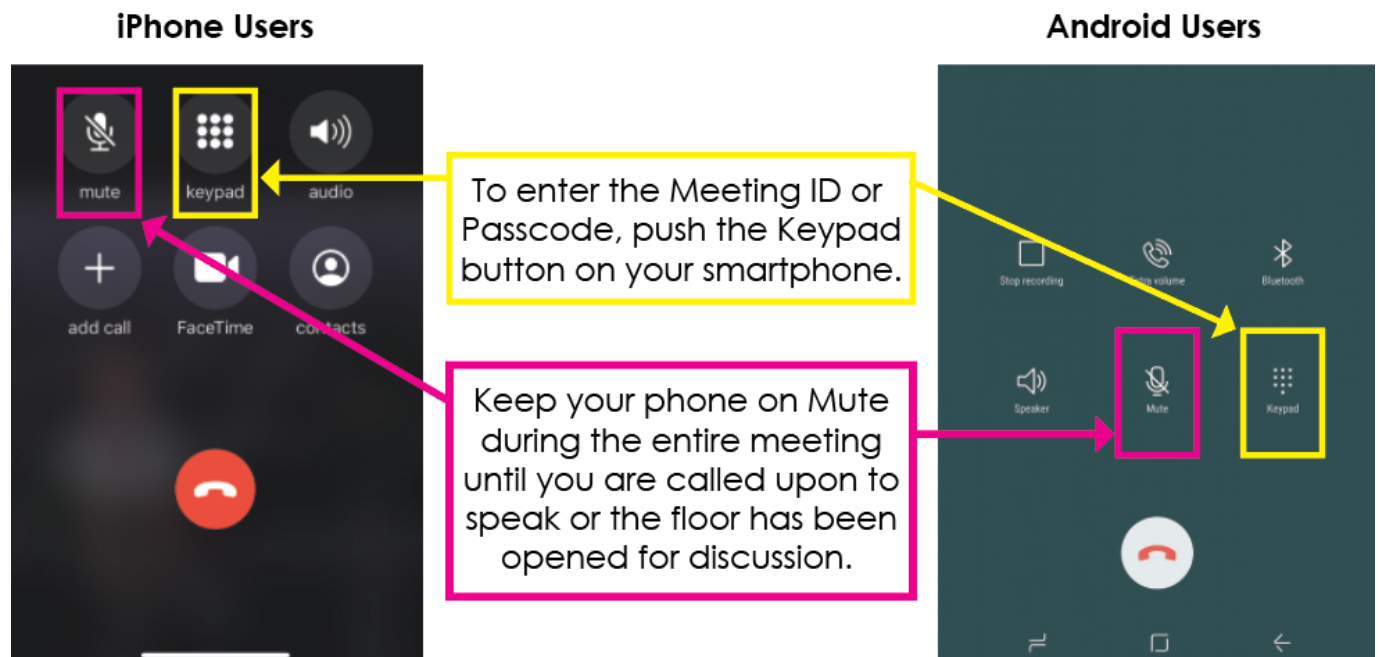
Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



GENERAL ORDINANCE NO. 4-22

**AN ORDINANCE
AMENDING SECTION 40-34,
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKING REGULATIONS**

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

SECTION 1. Section 40-34, Green Bay Municipal Code, is hereby amended to remove the following NO PARKING zones:

CASS STREET, north side, from Webster Avenue to a point 60 feet west of Irwin Avenue.

SECTION 2. Section 40-34, Green Bay Municipal Code, is hereby amended to establish the following NO PARKING zones:

CASS STREET, north side, from the cul-de-sac between Webster Avenue and Clay Street to Roosevelt Street.

CASS STREET, south side, from Roosevelt Street to a point 60 feet west of Irwin Avenue.

SECTION 3. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 4. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2022.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH

2/1/22

GENERAL ORDINANCE NO. 3-22

**AN ORDINANCE AMENDING SECTION 40-71,
GREEN BAY MUNICIPAL CODE,
RELATING TO TRAFFIC REGULATIONS**

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

SECTION 1. Section 40-71, Green Bay Municipal Code, is hereby amended to remove the following 1-WAY YIELD condition:

PETERS STREET, at Basten Street

SECTION 2. Section 40-71, Green Bay Municipal Code, is hereby amended to establish the following 1-WAY STOP condition:

PETERS STREET, at Basten Street

SECTION 3. Section 40-71, Green Bay Municipal Code, is hereby amended to remove the following SPEED LIMIT 40 zone:

CHURCH ROAD, from Nicolet Drive to Bay Settlement Road

SECTION 4. Section 40-71, Green Bay Municipal Code, is hereby amended to establish the following SPEED LIMIT 35 zone:

CHURCH ROAD, from Nicolet Drive to Bay Settlement Road

SECTION 5. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 6. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin this _____ day of _____, 2022.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH
2/1/22

GENERAL ORDINANCE NO. 02-22

AN ORDINANCE REPEALING AND RECREATING SECTIONS 2-79 AND 2-81, GREEN BAY MUNICIPAL CODE, RELATING TO APPOINTED OFFICIALS AND REMOVALS

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

SECTION 1. Section 2-79, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 2-79. Appointed officials.

- (a) *Principal City officials.* The following City officials shall be appointed by the Mayor, subject to confirmation by Council, in accordance with Wis. Stats. § 62.09. Said officials shall serve for an indefinite term, subject only to removal as described in section 2-81.
- (1) Assessor.
 - (2) Attorney.
 - (3) Chief of Operations.
 - (4) Clerk.
 - (5) Comptroller.
 - (6) Director of Community and Economic Development.
 - (7) Director of Parks, Recreation, and Forestry.
 - (8) Director of Public Works.
 - (9) Treasurer.
- (b) *Other officials.* Other officials shall be appointed as described herein, subject to confirmation by Council. Said officials shall serve an indefinite term, subject to removal as described in section 2-81.
- (1) The Community and Economic Development Director shall appoint the following officials:
 - a. Chief Building Official.
 - b. City Sealer.
 - c. Zoning Administrator.
 - (2) The Public Works Director shall appoint the Weed Commissioner.
- (c) The Police Chief and Fire Chief shall be appointed to serve an indefinite term by the Police and Fire Commission in accordance with Wis. Stats. § 62.13 and shall be subject to removal as described in said statute.

SECTION 2. Section 2-81, Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 2-81. Removals.

- (a) *Elected officers.* Elected officers may be removed by recall as provided in Wis. Stats. § 9.10 or by Council for cause in accordance with Wis. Stats. §§ 17.12 and 17.16.
- (b) *Appointed officials.* Officials appointed under section 2-79 may be removed by the Mayor or other appointing official, at pleasure, or by Council for cause, in accordance with Wis. Stats. §§ 17.12 and 17.16.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. Effective date. This ordinance shall take effect on and after its passage and publication.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2022.

APPROVED:

Mayor

ATTEST:

Clerk

ljm

2/1/22

CITY OF GREEN BAY

DATE: January 25, 2022
TO: Personnel Committee
FROM: Assistant City Attorney Lindsay Mather
RE: GO 26-21: Appointed Officials – **UPDATED MEMO**

This Ordinance repeals and recreates two sections of the Code: § 2-79 regarding appointed officials and § 2-80 regarding removals. The purpose of this memo is to provide an overview of the changes, and to answer some of the questions that were raised when this change was first discussed at the Personnel Committee meeting on May 12, 2020. **The purpose of this updated memo is to address questions raised during discussions at Committee and Council about removal for cause.**

§ 2-79. Appointed Officials

- *Term length.* Terms are indefinite rather than for two years, subject to removal under § 2-80.
- *Reorganization.* Rather than a single table with various methods of appointment, the revised section is divided into three subsections:
 - (a) Principal city officials, appointed by the Mayor with confirmation by Council;
 - (b) Other officials
 - a. Further divided based on who appoints (Director of DPW or C&ED)
 - b. Deputy Comptroller removed
 - c. “Chief Building Official” instead of “Building Inspector (Building Inspection Superintendent)”
 - (c) Police and Fire Chiefs, appointed by Police and Fire Commission

§ 2-80. Removals

- *Elected officers.* No change
- *Appointed officials.* Specifically states that removal may occur either at the pleasure of the Mayor or other appointing official, or by Council for cause. (Previously only had reference to statute)

Procedure for removal under Wis. Stats. §§ 17.12 and 17.16.

Removal at pleasure. To remove an appointed official at their pleasure, the Mayor (or other appointing official) shall file an order to that effect with the City Clerk.

Removal for cause.

- Written, verified complaint filed by a resident taxpayer
 - Official may file verified answer
- Public hearing shall be held by Council “with due dispatch”
 - Official has the opportunity to be heard and present a defense, with counsel if they choose
 - Council may issue subpoenas for witnesses and production of evidence; may make orders and rules for conducting the hearing
- Vote to remove an official for cause must be by affirmative vote of three-fourths (3/4) of Council members
- If Council finds cause exists to remove the official, it must file an order stating the cause(s) for removal, along with a transcript of the hearing, with the City Clerk

“Cause”

On a basic level, “cause” is “a legally sufficient reason.” However, it is difficult to provide a more precise definition. Wis. Stats. § 17.12 previously contained a definition of “cause,” but the legislature specifically chose to remove that definition from the statute. There is not a single definition of what constitutes “cause” from case law, either. This is because whether an official’s actions constitute cause depends on the facts of a given situation.

Certain circumstances may constitute cause for removal of a municipal appointed official, such as an ethical violation or action(s) that expose the City to liability. Dereliction of duty or other failure to adequately perform required job duties may also constitute cause. The previous statutory definition defined cause as “inefficiency, neglect of duty, official misconduct, or malfeasance in office.” However, whether cause for removal exists is always a fact-intensive inquiry, and the burden is on the complainant to demonstrate that sufficient cause exists, and on Council to make a sufficient record of said cause.

Update. Committee’s recommendation was to lower the vote threshold for removal for cause from three-fourths to a simple majority. That change is not permitted under state statutes.

States statutes dictate that when an official is appointed by an individual or entity other than Council (i.e., the Mayor), and Council approves the appointment, three-fourths of the Council members must vote to remove such an official for cause. Our ordinance cannot run contrary to state law by lowering the margin of the vote to something like a simple majority. However, the three-fourths requirement serves as a due process protection for

the official; Council could theoretically do *more* to protect the official's rights by raising the margin (i.e., requiring a unanimous vote). Staff would recommend against doing so, however.

The memo Director Faulds presented to the Committee in May 2020 mentioned certain other municipalities in the state that allow for removal by council with different vote margins. Those vote margins apply to positions appointed by the Council, and not to removals for cause. When Council is the appointing entity, Council can remove an official at its pleasure. However, as Councils necessarily consist of multiple people, removal at the Council's pleasure is not as simple as it is for one individual (i.e., the Mayor). Each Council that appoints officials must therefore decide for itself what vote margin will be acceptable to remove an official at its pleasure. Some municipalities opted for simple majorities, others went for two-thirds, etc. Importantly, though, those municipalities were not changing the vote requirement for removals for cause.

For your reference, here is the statutory text at issue, Wisconsin Statutes section 17.12:

- (1) GENERAL AND SPECIAL CHARTER. Officers of cities, except public officials, as defined in s. 62.51 (1) (b), operating under the general law or under special charter including school officers, may be removed as follows:
- (a) *Elective*. Elective officers by recall as provided in s. 9.10, or by the common council, for cause.
 - (c) *Appointed officers*. An appointed officer may be removed in any of the following manners:
 - 1. An officer appointed by the common council, by the common council, at pleasure.
 - 2. An officer appointed by an officer or body other than the common council, whether or not the appointment was confirmed by the common council, in any of the following manners:
 - a. By the appointing officer or body, at pleasure.
 - b. By the common council, for cause.
- ...
- (d) *Votes required*. Removals by the common council may be made only by an affirmative vote of three-fourths of all the members thereof, and by any other body consisting of 3 or more members, by an affirmative vote of two-thirds of all the members thereof.

The following pages contain the current versions of §§ 2-79 and 2-81.

Sec. 2-79. Appointed officials.

- (a) *General.* The following officials shall be appointed at a regular Council meeting on the third Tuesday in April and shall commence their term of office on May 1 in even-numbered years, but these dates may be delayed for a reasonable period of time due to special circumstances:

OFFICIAL APPOINTMENTS AND TERMS

Official	How Appointed	Term
Assessor	Mayor, subject to confirmation by Council	Two years
Building Inspector (Building Inspection Superintendent)	Community and Economic Development Director, subject to confirmation by Council	Two years
City Attorney	Mayor, subject to confirmation by Council	Two years
Clerk	Mayor, subject to confirmation by Council	Two years
Comptroller	Mayor, subject to confirmation by Council	Two years
Public Works Director	Mayor, subject to confirmation by Council	Two years
Zoning Administrator	Community and Economic Development Director, subject to confirmation by Council	Two years
Treasurer	Mayor, subject to confirmation by Council	Two years
Parks, Recreation, and Forestry Director	Mayor, subject to confirmation by Council	Two years
Community and Economic Development Director	Mayor, subject to confirmation by Council	Two years

- (b) *Others.* The following officials shall take office upon completion of the appointment process and commence their regular term in office as shown below:

OTHER OFFICIALS

Official	How Appointed	Term
City Sealer	Community and Economic Development Director	Indefinite
Deputy Comptroller	Comptroller	Subject to Comptroller's appointment
Fire Chief	Police and Fire Commission	Indefinite
Police Chief	Police and Fire Commission	Indefinite
Weed Commissioner	Public Works Director	One year

(Code 1984, § 1.04; Ord. No. 15-08)

Sec. 2-81. Removals.

- (a) *Elected officers.* Elected officers may be removed by recall as provided in Wis. Stats. § 9.10, or by the Common Council for cause pursuant to Wis. Stats. §§ 17.12(1)(d) and 17.16.
- (b) *Appointed officials, officers, or employees.* Appointed officers may be removed as provided in Wis. Stats. §§ 17.12(1)(c) and (d) and 17.16, except as provided otherwise by Charter ordinance.

(Code 1984, § 1.05)

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Appointed Officials Term Length GBMC Sec. 1.04(1)

Date: May 12, 2020

Term Lengths for Appointed Officials under GBMC Sec. 1.04(1)

Currently the positions of Assessor, Building Inspector, City Attorney, Clerk, Comptroller, Director of Public Works, Zoning Administrator, Treasurer, Director of Parks, Recreation, and Forestry, and the Director of Planning, are all appointed by the Mayor, subject to confirmation by the Council for two year terms.

The following chart describes the term lengths for comparable municipalities:

City Officer Term Length				
	Municipality	Population (2016)	*Appointed By	Term Length
1	Appleton	74,370	Mayor	Indefinite
2	Eau Claire	68,339	City Manager	Indefinite
3	Fond du Lac	42,951	City Manager	Indefinite
4	Kenosha	99,631	Mayor	Indefinite
5	La Crosse	52,109	Mayor/Common Council	Indefinite
6	Manitowoc	32,936	Common Council	Indefinite

7	Oshkosh	66,579	City Manager	Indefinite
8	Racine	77,571	Mayor	Indefinite
9	Sheboygan	48,686	Mayor	Indefinite
10	Waukesha	72,363	City Administrator	Indefinite
11	Wausau	38,872	Mayor	Indefinite
12	Green Bay	105,139	Mayor	2 year

*Common Council confirms the appointment

Removal of Appointed Positions

For the City of Green Bay the appointed positions can be removed at the pleasure of the Mayor or by the Common Council for cause.

Eau Claire, Fond du Lac Kenosha, Oshkosh, Sheboygan, Waukesha, may remove appointed officials by either at the pleasure of the Mayor or the City Manager. Kenosha, Sheboygan, and Waukesha permit removal by the Common Council for cause as well.

Appleton, Manitowoc, Racine, and Wausau may remove appointed officials with cause and a vote by the Common Council (varies with majority, 2/3, and 3/4 vote).

The League of Municipalities believed the change in the Wisconsin Statute to allow appointed positions to be removed at the pleasure of the Mayor was to help municipalities avoid costs associated with a Common Council hearing to remove a position for cause.



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY**AGENDA ITEM # L.I**

To approve the request by Ald. Scannell to officially name the Fisk Park basketball courts in memory/honor of L.C. Green, Civil Rights Activist and Pastor of Divine Temple.

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

None



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # L.2

To approve adopting a resolution in support of World Migratory Bird Day.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution relating to World Migratory Bird Day 2022

RESOLUTION RELATING TO WORLD MIGRATORY BIRD DAY

February 16, 2021

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS migratory birds and their habitats are declining throughout America, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993, World Migratory Bird Day (“WMBD”), formerly International Migratory Bird Day, has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in communities throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern United States; and

WHEREAS WMBD is officially celebrated on the second Saturday in May, as migratory birds journey to nesting sites, and on the second Saturday in October, as they return to wintering areas; and

WHEREAS observance of WMBD is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants and in accordance with federal, state, and local public health directives; and

WHEREAS WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action;

NOW, THEREFORE, BE IT RESOLVED that May 14, 2022, and October 8, 2022, shall each be known as World Migratory Bird Day in the City of Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that the Common Council of the City of Green Bay urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted _____

Approved _____

Mayor

Clerk

ljm



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # L.3

To approve General Ordinance No. 5-22, creating Section 28-4(k)(1), Green Bay Municipal Code, relating to Ken Euers Natural Area hours.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT GO 5-22 Creating 28-4(k)(1) - Ken Euers Hours

GENERAL ORDINANCE NO. 05-22

**AN ORDINANCE
CREATING SECTION 28-4(k)(1),
GREEN BAY MUNICIPAL CODE, RELATING TO
HOURS FOR KEN EUERS NATURAL AREA**

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

SECTION 1. Section 28-4(k)(1), Green Bay Municipal Code, is hereby created to read:

(1) *Hours for Ken Euers Natural Area.* This section shall apply to Ken Euers Natural Area as follows:

- a. From May 1 to October 31, Ken Euers Natural Area shall be closed between the hours of 8:00 p.m. and 6:00 a.m.
- b. From November 1 to April 30, Ken Euers Natural Area shall be closed between the hours of 5:00 p.m. and 6:00 a.m.

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 _____, 2022.

APPROVED:

Mayor

ATTEST:

Clerk

ljm

2/16/2022



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # L.4

To approve the purchase of 12 aluminum seat assemblies for the original Ferris Wheel at Bay Beach Amusement Park from Eli Bridge Company for a total cost of \$59,000 plus the cost of crates and delivery.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. BRN3C2AF481B58B_0000010678
2. No Substitute Form

Eli Bridge Company

800 Case Avenue, Jacksonville, IL 62650
Phone: (217) 245-7145 • Fax: (217) 479-0103
brooke@elibridge.com

Quote

No. 220202-01

Date: February 2, 2022

TO: City of Green Bay Parks
919 Crocker St
Green Bay WI 54301

Wheel Seats

Includes: Set of twelve new aluminum Wheel seats complete with footbottoms, urethane molded cushions (in your color choice), decals (your choice of traditional, primary, or hot colors), hairguards, lapbars, seat belts.

Does not Include: Freight

PRICE: FOB Jacksonville, IL \$59,000 US Dollars plus any applicable tax
Due to current lumber prices, there will also be a \$250 per crate charge for each seat.

TERMS: \$23,600 down payment with signed contract (Balance upon delivery)

Delivery: Aprox. 12 weeks.

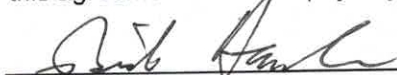
Freight: You may arrange for pick up at our factory or request us to arrange for delivery. If you choose for us to make delivery arrangements, the freight expenses shall be billed separately and due upon delivery. (Aprox \$720.00)

Customer is responsible for any regulatory/state certification and fees.

Fees for any engineering documentation that is required will be billed separately.

We propose to furnish the goods and/or services named (unless prevented by strikes, fires, delays caused by non-receipt of material, or other causes beyond our control), subject to the conditions noted below:

The equipment described herein above is offered for your acceptance within 30 days from the date of this offer. All prices are stated in U.S. currency and are FOB Jacksonville, Illinois USA. Furthermore, the parties herein agree that the law of the State of Illinois will govern their rights and duties and that the Circuit court of Morgan County, located in Jacksonville, Illinois, shall have jurisdiction to determine this agreement. An interest rate of 9% may be added to any late payment. Collection fees will be added to any unpaid balance that extends past the duration of this agreement. Late payments could result in the entire balance being forwarded to collection. By signing below, the purchaser agrees to the terms of this agreement and shall pay any costs associated with the collection of any amount not paid per this agreement.


Eli Bridge Company

2-2-2022
Date

Purchaser

Date

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 02/02/20

FROM: Department/Division Bay Beach Amusement Park

REQUISITION #

List "No Substitute" Item(s) here:

Set of twelve new aluminum Ferris Wheel seats complete with footbottoms, urethane molded cushions, decals, hairguards, lapbars, and seat belts.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$62,720
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$

Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☒ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☐ 5. Safety:
- ☐ 6. Other:

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

The current seats were manufactured by Eli Bridge in 1955 and are made of steel. As time passes on corrosion can become a factor within the frame and components of the seats. Eli Bridge no longer has an approved repair procedure for the current steel seats and requires the upgrade to the newer aluminum seats for the Ferris Wheel to continue operation.

Bay Beach is required to only use ride parts sourced from the ride manufacturer. As such Eli Bridge must be the sole source for the Ferris Wheel Seats.

Funding for this will be from the Bay Beach 214 ride repair line item for 2022.

Approvals:

Requestor:

Date: 2/2/2022

Department Head:

Date: 2/3/2022

Purchasing Manager:

Date:



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # L.5

To approve renewing the annual weed control contract with N.E.W. Landscapes & Lawn Care through February 28, 2023.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Weed Control Contract



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

01/28/2022

Greg Binsfeld
N.E.W. Landscape & Lawn Care
1699 Golden Arrow Rd.
Suamico, WI 54173

This letter is to confirm a one-year extension option for the Weed Control Service agreement, which you are currently providing to the City of Green Bay Parks Department. The term of this extension is March of 2022 to February 28, 2023. This agreement is per your response dated March 15, 2021. Due to economic conditions, a price increase of 7.78% will be absorbed for 2022 by the City of Green Bay.

Per email dated 2-1-22 prices for 2022 will have a 7.78% increase. N.E.W. Landscape & Lawn Care cannot hold their prices from 2021 to 2022 due to sharp increases in fertilizer prices.

We will revisit the pricing structure for years 2023, 2024, 2025 and 2026 and if acceptable, mutually agree upon the updated prices.

We are requesting a weekly progress report, sent via email every Friday to andy.krzewina@greenbaywi.gov

Data needed on report:

1. Weekly update of which parks are on the schedule to be sprayed for upcoming week.
2. Weekly update of which parks have been sprayed the previous week.

Your Certificate of Insurance must be supplied and meet all requirements per RFB #2021-06 and herewith in.

Once you respond this extension is contingent on Parks and Council members approval. We look forward to continuing working with your company.

Sincerely,

Diane Kruse, CPM, C.P.I.M.
Buyer

Attachment

cc: Dan Ditscheit
Nina Robinette
Andy Krzewina
Thomas Walenski

DocuSigned by:

FDAF007554AE447...

Signature:

Greg Binsfeld

Date: 2/4/2022

Email: greg@greenbaylawn care.com

Phone number: 920-593-2804

DocuSigned by:

92B66F3CDCEA406...

1. Insurance Requirements.

Basic for Purchasing with Professional Liability

It is hereby agreed and understood that the insurance required by the City of Green Bay is primary coverage and that any insurance or self-insurance maintained by the City of Green Bay, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. This insurance shall be written for not less than any limit of liability specified herein, or required by law, whichever is greater, notwithstanding that the policy may have lower limits applying elsewhere in the policy. All applicable insurance and endorsements shall be in full force and evidenced prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract.

1. PROFESSIONAL LIABILITY (Errors and Omissions)

- A. Minimum Limits
 - (a) \$1,000,000 each claim/\$3,000,000 annual aggregate
 - (b) Any deductible not to exceed \$25,000 each claim
- B. Must continue coverage for 3 years after final payment for service/job

2. GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$1,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Green Bay, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, collapse and underground coverage
 - (e) Products/Completed Operations
 - (f) Independent Contractors

3. BUSINESS AUTOMOBILE COVERAGE

- A. Minimum Limits - \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

4. CONTRACTORS POLLUTION LIABILITY (Occurrence Basis)

- A. Limit of Liability: \$1,000,000
- B. Form must include coverage for natural resources damage
- C. Minimum Must include waiver of subrogation endorsement in favor of the City
- D. Coverage must include transportation (including watercraft) and loading and unloading.

5. WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- A. Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
\$100,000 Each Accident; \$500,000 Disease Policy Limit; \$100,000 Disease - Each Employee

6. ADDITIONAL PROVISIONS

- * **Additional Insured** – On the General Liability Coverage, the City of Green Bay, and its officers, council members, agents, employees, and authorized volunteers shall be “Additional Insureds.”
- * **Endorsement** -The Additional Insured and Workers Compensation Subrogation Waiver policy endorsements must accompany the Certificate of Insurance.
- * **Certificates of Insurance** - A copy of the Certificate of Insurance must be on file with the Risk Management.
- * **Notice** - City of Green Bay requires written notice of cancellation.
- * **Acceptability of Insurers** - No insurance required hereunder shall be carried with an insurer not authorized to do business in Wisconsin. The City reserves the right to disapprove any insurance company. A minimum AM Best Rating of A-VII is required.



Report to the Redevelopment Authority of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

Will Peters

AGENDA ITEM # M.1

To approve and recommend to the Common Council the City of Green Bay's Action Plan for the HOME-America Rescue Plan (HOME-ARP) entitlement program.

BACKGROUND

The City of Green Bay is an entitlement jurisdiction that receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in the City of Green Bay. The funds are provided under the Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Program (HOME) entitlement programs.

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in American Rescue Plan (ARP) funds to be administered through HOME to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services, and (4) acquisition and development of non-congregate shelter units. The City of Green Bay received \$1,948,216 of HOME-ARP funds.

City staff collected data and conducted public hearings and one-on-one interviews with local shelters, service providers, housing authorities, and State organizations. The information collected guided staff's decision in allocating funds. Staff is proposing to fund the following activities:

- Acquisition and Development of Affordable Rental Housing - \$1,000,000.00
- Supportive Services - \$753,395.00
- Administration and Planning - \$194,821.00

Attached to this report is the HOME-ARP allocation plan which contains the proposed budget and supporting information.

RECOMMENDATION

To approve and recommend to the Common Council the City of Green Bay's Action Plan for the HOME-America Rescue Plan (HOME-ARP) entitlement program.

FISCAL IMPACT

ATTACHMENTS

I. HOME-ARP Action Plan



City of Green Bay
Community and Economic Development
Home-ARP Allocation Plan

Needs Assessment and Gaps Analysis

PJs must evaluate the size and demographic composition of qualifying populations within its boundaries and assess the unmet needs of those populations. In addition, a PJ must identify any gaps within its current shelter and housing inventory as well as the service delivery system. A PJ should use current data, including point in time count, housing inventory count, or other data available through CoCs, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services. The PJ may use the optional tables provided below and/or attach additional data tables to this template.

OPTIONAL Homeless Needs Inventory and Gap Analysis Table

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	#	42	142	#	6								
Transitional Housing	138	36	19	#	21								
Permanent Supportive Housing	99	33	92	#	43								
Other Permanent Housing						#	#	#	#				
Sheltered Homeless						155	99	#	#				
Unsheltered Homeless						59	41	#	#				
Current Gap										59	26	0	0

Describe the size and demographic composition of qualifying populations within the PJ's boundaries:

According to HMIS Data in March of 2021 there were a total of 1,177 clients served. 83 clients were new to the system, 23 returned to homelessness, and 42 exited to public housing. 50% of clients identified as female and 48.9% as male. 40.8% were under the age of 18 and 47.8% were adults over the age of 18. 3% of the population declared veteran status. Looking at racial makeup 0.2% identified as Other/Multi-Racial, 0.3% as Native Hawaiian or Other Pacific Islander, 1.1% as Asian, 2% did not identify, 16.8% American Indian or Alaska Native, 33% Black or African American, and 47% White.

Describe the unmet housing and service needs of qualifying populations, including but not limited to:

- ***Sheltered and unsheltered homeless populations;***
- ***Those currently housed populations at risk of homelessness;***
- ***Other families requiring services or housing assistance or to prevent homelessness; and,***
- ***Those at greatest risk of housing instability or in unstable housing situations:***

Below lists area shelters and the number of individuals/households/children served who currently cannot find housing:

- NEWCAP Rapid Re-housing - total number of households/individuals/children that have not been able to be housed is currently: 34 (from CAPER Report)
- NEWCAP- number of enrolled households not able to find apartments: 57
- House of Hope Rapid Re-housing – 19 households unhoused (from CAPER Report)
- Golden House Rapid Re-housing – 4 unhoused (from CAPER Report)

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:

- House of Hope TBRA – Current capacity 32 households with children. No maximum capacity
- NEWCAP TBRA – They do not have maximum capacity for TBRA program, they serve as many households as possible. TBRA funding is used to pay the rental assistance portion of EHH RRH/Prevention Services
- NEWCAP CABA Emergency Shelter – 16 beds, 8 units
- Housing Choice Voucher/ICS – 2799 households have vouchers and are getting assistance payments, 764 approved applicants on the waiting list waiting for vouchers
- The Bridge at Freedom House (TLP): Current capacity 5 household's w/children
- EPH: 13 long-term supportive units for families, 20 transitional units available
- RE Management: 120-Unit Badger Terrace Apartments, 80-unit Woodland Park Apartments, 70-unit Trail Creek Apartments all serving seniors and persons with disabilities, 84 units of Section 8 Family Housing at Line Tree Terrace and Parkview Terrace Apartments (*taken from RE Management's website*)
- Housing Authority Scattered Sites: 152 Households housed at Mason Manor, 48 families housed in scattered site program. Mason Manor currently has a wait list and they have 39 applications. 77 current applications on Scattered Sites Waiting List (*info from GB Housing Authority Director Jayme Valentine*)
- New Community Shelter: 50 beds
- Safe Shelter: 13 family units that can accommodate up to 60 individuals

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

Gaps within the current shelter inventory:

- Based on conversations at Brown County Housing & Coalition we need low-barrier shelters for clients with AODA needs, severe mental health illnesses (those unable to care for themselves or that may be a threat to others in shelter situations, individuals with disabilities that severely limit one or more functional capacities); shelters for larger family sizes
- Couples shelter
- Shelter for sex offenders

Gaps within the current housing program inventory:

- Rentals that are “affordable”; three bedroom and larger units; handicap-accessible units; one-bedroom units; two-bedroom units
- More TLP units
- Until the above-mentioned items are more accessible, meeting the requirements for ICA and other housing inspections
- PSH for singles and families
- Housing specific for people with disabilities

Gaps within the service delivery system:

- Access to services – not all housing programs use coordinated entry, many have high barriers to access
- Waiting lists are long – Clients are often not reachable when shelter/housing becomes available
- Centralized Location - on bus line

Identify priority needs for qualifying populations:

- Increase in supportive housing units
- Increase in affordable and accessible housing
- Additional resources for mental health and AODA services
- Increase in services to assist individuals who are homeless and cannot provide self-care

Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined:

The level of need and gaps have been determined through consultation with local service providers, local area data, reports, and studies.

HOME-ARP Activities

Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:

The City will follow all procurement standards and procedures as defined by the City of Green Bay's Purchasing Department. Any direct subsidy to developers will be awarded by the City of Green Bay's Redevelopment Authority and administered by City of Green Bay Staff.

PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits. The following table may be used to meet this requirement.

Use of HOME-ARP Funding Amount		Percent of the Grant	Statutory Limit
Supportive Services		\$ 753,395.00	
Acquisition and Development of Non-Congregate Shelters		\$ 0	
Tenant Based Rental Assistance (TBRA)		\$ 0	
Development of Affordable Rental Housing		\$ 1,000,000.00	
Non-Profit Operating	\$ 0	0 %	5%
Non-Profit Capacity Building	\$ 0	0 %	5%
Administration and Planning	\$ 194,821.00	10 %	15%
Total HOME ARP Allocation		\$ 1,948,216.00	

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

The City of Green Bay is currently facing a housing shortage. This is shown in the attached data and it is validated by nearly every service provider and agency we have spoken to. Service providers are having a challenging time finding permanent housing for the individuals/families they serve. Furthermore, there is a gap in permanent supportive housing (PSH). There is a high need for housing which includes mental health, job development, and other supportive services. Separate from the need for housing, there are also gaps in our service delivery system for our homeless population who have high mental health needs, including and those who struggle with substance abuse. Based on the input received from service providers and the data collected, we are allocating the majority of funding to affordable housing development and supportive services.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

10-15 Units

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how it will address the PJ's priority needs:

It is the PJ's goal to produce rental housing which meet the needs of qualified populations. This includes, but is not limited to, the production of public supportive housing and accessible rental units priced for individuals earning below 30% AMI.



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

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # N.I

To instruct staff to develop No Mow May policy in conjunction with City of De Pere to allow Green Bay residents to voluntarily participate in No Mow May in 2022. (Ald. Scannell)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # N.2

To approve the award of the following contracts:

A. RAMPS I-22 PARKING RAMP REPAIRS to the low responsive bidder, RAM Construction Services of Minnesota, LLC, in the amount of \$543,980.

B. RFB #2021-42 CONTAMINATED SOIL HAULING, DISPOSAL & MOBILIZATION to the low responsive bidder, Veit & Company, Inc., in the amount of \$288,011.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. QUESTCDN_ Project Bid Results_RAMPS I-22
2. 2021-42 Intent to Award

[Print Results](#)

Project Bid Results

RAMPS 1-22 PARKING RAMP REPAIRS (Quest project #8103577)

Owner: Green Bay WI, City of
100 N Jefferson Street
Room 300
Green Bay , WI 54301
ph: 920-448-3100
fax: 920-448-3102
contact: Steven Grenier, P.E.
e-mail:

Soliciting agent: Green Bay WI, City of

Contact: Kayla Wasielewski

Phone: 920-448-3134

E-mail: kayla.wasielewski@greenbaywi.gov

Bid Date: 02/01/2022 02:00 PM CST

Award Date:

Comments:

Award Status: Pending

Bid Result/Award Information: (no information presently available)

Letting Bid Tabulation: [view](#)

Company/Contact	Phone/E-mail	Amount	Awarded
RAM Construction Services of Minnesota, LLC Al Nelson	763-792-6713 anelson@ramservices.com	\$543,980.00	
Restoration Systems Inc. Blake Dronen	952-368-0463 bdronen@restorationsystems.net	\$571,000.00	
Central Restoration, LLC Ashley Sobotta	920-583-3733 sobotta1@centralrestoration.com	\$633,495.00	
Sid's Sealants Bill Loser	414-406-0455 bill@sidssealants.com	\$734,361.90	
Structurewerks Eric Johnson	262-781-4329 ejohnson@structurewerks.com	\$948,250.00	
Berglund Construction Company April Wilson	7733741000 awilson@berglundco.com	\$1,324,280.00	



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

01/31/2022

RE: RFB #2021-42
Contaminated Soil Hauling, Disposal & Mobilization
Contract

The evaluation of quotes received for this RFB has been completed and the following award will be recommended:

The City of Green Bay intends to award the Contaminated Soil Hauling, Disposal & Mobilization Contract to Veit & Company, Inc. on a per call basis (intermittently each season) for an estimate first year amount of \$288,011. This is a one-year contract with the option of two- two-year renewals upon mutual agreement by both parties.

A copy of the quote summary is attached. The recommended award will be brought for approval before the I & S Committee on February 9th.

This meeting is open to the public and attendance is not required. As the location and time may change, please confirm the date, time and room if you plan to attend.

Thank you for your continued interest in doing business with the City of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3051.

Sincerely,

Diane Kruse, CPM, C.P.I.M.
Buyer

Attachment

cc: S. Grenier
J. Brunette
T. Walenski

DEPT: DPW	VENDOR #1								
PLANHOLDERS: 15 CC# 926-962-912-913	VEIT & COMPANY, INC								
ISSUED: 1/6/22 DUE: 1/26/22	NEW BERLIN, WI								
	Indicate Price Per Ton for each project per landfill:				Landfill Average Price:	Total Estimated Landfill cost:	Price per each Mobilization/ project:	Total Mobilization Cost	Total Estimated Cost
	GFL Hickory Meadows	Waste Management	Outagamie County	Brown County South					
Project #1: Est. 100 Tons, 3 Mobilizations	\$ 21.15	\$ 20.75	\$ 18.65	\$ 17.45	\$ 19.50	\$ 1,950.00	\$ 605.00	\$ 1,815.00	\$ 3,765.00
Project #2: Est. 20,000 Tons, 4 Mobilizations	\$ 13.60	\$ 12.95	\$ 10.65	\$ 10.75	\$ 11.99	\$ 239,800.00	\$ 1,950.00	\$ 7,800.00	\$ 247,600.00
Project #3: Est. 550 Tons, 2 Mobilizations	\$ 17.30	\$ 16.50	\$ 15.20	\$ 13.90	\$ 15.73	\$ 8,651.50	\$ 1,250.00	\$ 2,500.00	\$ 11,151.50
Project #4: Est. 750 Tons, 1 Mobilization	\$ 16.20	\$ 14.00	\$ 13.90	\$ 13.20	\$ 14.33	\$ 10,747.50	\$ 1,250.00	\$ 1,250.00	\$ 11,997.50
Project #5: Est. 50 Tons, 1 Mobilization	\$ 25.00	\$ 22.75	\$ 22.35	\$ 20.50	\$ 22.65	\$ 1,132.50	\$ 975.00	\$ 975.00	\$ 2,107.50
Project #6: Est. 500 Tons, 2 Mobilizations	\$ 15.31	\$ 14.70	\$ 12.60	\$ 12.40	\$ 13.75	\$ 6,875.00	\$ 1,250.00	\$ 2,500.00	\$ 9,375.00
Project #7: Est. 50 Tons, 1 Mobilization	\$ 27.25	\$ 26.65	\$ 24.50	\$ 22.70	\$ 25.28	\$ 1,264.00	\$ 750.00	\$ 750.00	\$ 2,014.00
	\$ 270,420.50						\$ 17,590.00	\$ 288,010.50	
Maximum %(decrease/increase) / on for 2023	3%	Petroleum, Solvent, Lead, Solid Waste							
Maximum %(decrease/increase) / on for 2024	3%	Petroleum, Solvent, Lead, Solid Waste							
Maximum %(decrease/increase) / on for 2025	3%	Petroleum, Solvent, Lead, Solid Waste							
Maximum %(decrease/increase) / on for 2026	3%	Petroleum, Solvent, Lead, Solid Waste							
Price per Each Mobilization for 2023	\$1,950.00								
Price per Each Mobilization for 2024	\$2,150.00								
Price per Each Mobilization for 2025	\$2,350.00								
Price per Each Mobilization for 2026	\$2,550.00								
SOQ Expiration Date:	1/27/2023								
Bid Compliant:	YES								

NOTE: Peters Concrete Company submitted a Bid, and was considered non-compliant/non-responsive as they did not acknowledge the two addenda and submitted incorrect pricing form.

PLANHOLDERS: 15 CC# 926-962-912-913		VENDOR #2								
ISSUED: 1/6/22 DUE: 1/26/22		BEST ENTERPRISES								
		DE PERE, WI								
		Indicate Price Per Ton for each project per landfill:				Landfill Average Price:	Total Estimated Landfill cost:	Price per each Mobilization/ project	Total Mobilization Cost	Total Estimated Cost
		GFL Hickory Meadows	Waste Management	Outagamie County	Brown County South					
Project #1: Est. 100 Tons, 3 Mobilizations		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 1,800.00	\$ 300.00	\$ 900.00	\$ 2,700.00
Project #2: Est. 20,000 Tons, 4 Mobilizations		\$ 17.75	\$ 17.75	\$ 15.50	\$ 15.50	\$ 16.63	\$ 332,600.00	\$ 300.00	\$ 1,200.00	\$ 333,800.00
Project #3: Est. 550 Tons, 2 Mobilizations		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 9,900.00	\$ 300.00	\$ 600.00	\$ 10,500.00
Project #4: Est. 750 Tons, 1 Mobilization		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 13,500.00	\$ 300.00	\$ 300.00	\$ 13,800.00
Project #5: Est. 50 Tons, 1 Mobilization		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 900.00	\$ 300.00	\$ 300.00	\$ 1,200.00
Project #6: Est. 500 Tons, 2 Mobilizations		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 9,000.00	\$ 300.00	\$ 600.00	\$ 9,600.00
Project #7: Est. 50 Tons, 1 Mobilization		\$ 19.50	\$ 19.50	\$ 16.50	\$ 16.50	\$ 18.00	\$ 900.00	\$ 300.00	\$ 300.00	\$ 1,200.00
		\$ 368,600.00							\$ 4,200.00	\$ 372,800.00
Maximum %(decrease/increase) / on for 2023		+	5%	Petroleum, Solvent, Lead, Solid Waste						
Maximum %(decrease/increase) / on for 2024		+	5%	Petroleum, Solvent, Lead, Solid Waste						
Maximum %(decrease/increase) / on for 2025		+	5%	Petroleum, Solvent, Lead, Solid Waste						
Maximum %(decrease/increase) / on for 2026		+	5%	Petroleum, Solvent, Lead, Solid Waste						
Price per Each Mobilization for 2023		\$ 500.00								
Price per Each Mobilization for 2024		\$ 500.00								
Price per Each Mobilization for 2025		\$ 500.00								
Price per Each Mobilization for 2026		\$ 500.00								
SOQ Expiration Date:		5/10/2022								
Bid Compliant:		YES								



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

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # O.1

To approve an application for a "Class A" liquor and Class "A" Beer license for Green Bay Petroleum and Investment LLC at 2115 Main St. with a licensed premises description as "BEER COOLER, SHELVING AND FLOOR INSIDE THE BUILDING" (Currently licensed as Tikapur Petroleum, LLC).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. ORG APPLICATION
2. LICENSE STIPULATION.AYRESS.503



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

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # O.2

To refer to staff for report in fall of 2022 to amend or rescind the resolution and/or ordinances on the city's moratoriums of liquor licenses. (Ald. Randy Scannell, Dist. 7)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022-02-03 Dist 7 to P and P



Alders' Petitions and Communications

Name:

Committee Name:

Today's Date:

Text of Communication:

Consideration with possible action to amend or rescind the resolution and/or ordinances on the city's moratorium of liquor licenses.

Upon completing this form, please email it to the City Clerk.

2021 LIQUOR VIOLATIONS

Subject's Name	Tavern Name And Address	Date/Type Violation	Status of Case
Jonathon R. Maus 21-211525 W2021-706-018	TNT Sports Bar & Grill 2511 W. Mason St.	3/8/21 Disorderly Conduct	Issued Written Warning
Troy M. Piontek 21-211525 W2021-706-020	TNT Sports Bar & Grill 2511 W. Mason St.	3/8/21 Disorderly Conduct	Issued Written Warning
Conrado (NMI) Lopez-Mendez 2126881555701	Club 920 1583 Main St.	11/6/21 Sale of Alcohol without a License	Court Date: 1/20/22; Pre-trial 2/23/22
Conrado (NMI) Lopez-Mendez 2126882155701	Club 920 1583 Main St.	11/27/21 Sale of Alcohol without a License	Court Date: 1/20/22; Pre-trial 2/23/22
Dakota A. D. Dickinson 2126643270201	XS Bar 1106 Main St.	11/23/21 Disorderly Conduct	Court Date: 1/11/22; Guilty by Default, \$376
Jacob W. Harrison 2126643252604	XS Bar 1106 Main St.	11/23/21 Disorderly Conduct	Court Date: 1/11/22; Guilty by Default, \$376
Randall J. Karlin, Jr. 2126643252605	XS Bar 1106 Main St.	11/23/21 Disorderly Conduct	Court Date: 1/11/22; Pre-trial 1/19/22
Conrado (NMI) Lopez-Mendez	Club 9Twenty 1583 Main St.	12/6/21 Sale of Alcohol without a License	Court Date: 1/20/22; Pre-trial 2/23/22

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: February 7, 2022

From January 24, 2022, to February 7, 2022, there were no liquor violations, no DA referrals, no ordinance violations and no property referrals.

Sincerely,

**LT. STEVE MAHONEY & LT. NATE ALLEN
DISTRICT POLICING**

sp

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

February 16, 2022

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

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Alberts, Olivia A
Bayee, Alexandria A
Burdette, Paige K
Delgado-Hungerford, Jennifer
Gezella, Tayler L
Gomez, Angela J
Grable, Anthony C
Hill, Angela D
Hock, Jamie L.
Kropp, Dylan J
Nelson, David A
Paprocki, Rhonda L
Perry, Taylor E
Reis, Daniel R
Robertson, Stephen J
Vierra, Shaleen M
Wienke, Ian F
Wnuk, Cathy A
Zoch, Hannah N



Report to the Green Bay Plan Commission

MEETING DATE

February 16, 2022

PREPARED BY

Stephanie Hummel, Staff

AGENDA ITEM # Q.1

To authorize a Conditional Use Permit (CUP) for a drive-through restaurant (Caribou Coffee) in a General Commercial (CI) district at 1616 West Mason Street, subject to the following conditions:

- a. A recorded ingress/egress easement for access to South Military Avenue is required for this Conditional Use Permit to be valid.
- b. Compliance with all other regulations of the Green Bay Municipal Code. (Public Hearing held 02/07/2022)

BACKGROUND

Primary Address: 1616 West Mason Street

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

Reason for Request: To allow a drive-through facility in the CI District

Surrounding Zoning and Land Uses:

SUBJECT: General Commercial (CI) - Parking Lot

NORTH: General Commercial (CI) - Strip Mall, Commercial Businesses

SOUTH: Highway Commercial (C2) - Gas Station

EAST: General Commercial (CI) - Strip Mall, Commercial Businesses

WEST: General Commercial (CI) - Commercial Businesses

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Commercial uses.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed conditional use permit is consistent with the comprehensive plan. The proposed use of the subject property is compliant with the future land use map.

Report: The subject property, 1616 West Mason Street, is currently being divided via a Two-Lot Certified Survey Map to create a new parcel for this request. The new lot, located along South Military Avenue, will be .26 acres and is currently part of the parking lot for 1616 West Mason Street. This area has also been used for an outdoor garden section during the summer for approximately seven (7) years.

A Caribou Coffee is being proposed on this new lot. A drive-through facility is part of this development and requires a CUP in the CI Zoning District. This building will have both drive-through and walk-up windows, along with an outdoor patio space. No sidewalk is shown from this patio space to the public sidewalk on Military Avenue in their preliminary site plan, but it will be required during site plan review. The building will be 625 sq. ft., and has approved variance from the Board of Appeals related to Floor Area Ratio (received

January 17, 2022) to accommodate drive lanes and parking stalls accordingly.

In the review of the CUP, the Zoning Ordinance Section 44-83(e) establishes seven standards for the Plan Commission to consider when reviewing a CUP:

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.*
- (2) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.*
- (3) The conditional use, its exterior architectural design, and functional plan of any proposed structure will not be injurious to the use of other property in the immediate vicinity nor substantially diminish or impair property values within the surrounding neighborhood.*
- (4) Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.*
- (5) Adequate measures have been or will be taken to provide ingress and egress and so designed as to minimize traffic congestion.*
- (6) Adequate parking facilities as specified in Article XVIII of this chapter.*
- (7) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located and all other applicable City ordinances.*

Planning staff feels approval of this request meets the standards above and is an appropriate use for the area. The West Mason and Military Corridors are auto-oriented, making a drive-through an appropriate addition to this development. Staff is additionally supportive of this development as they have made proper accommodation for pedestrians; this area is a popular shopping center and pedestrian access between businesses should be included.

Ald. John Vander Leest and property owners within 200 ft. have been notified of the request. As of the drafting of this report, staff has not received an inquiry or objection to the request.

RECOMMENDATION

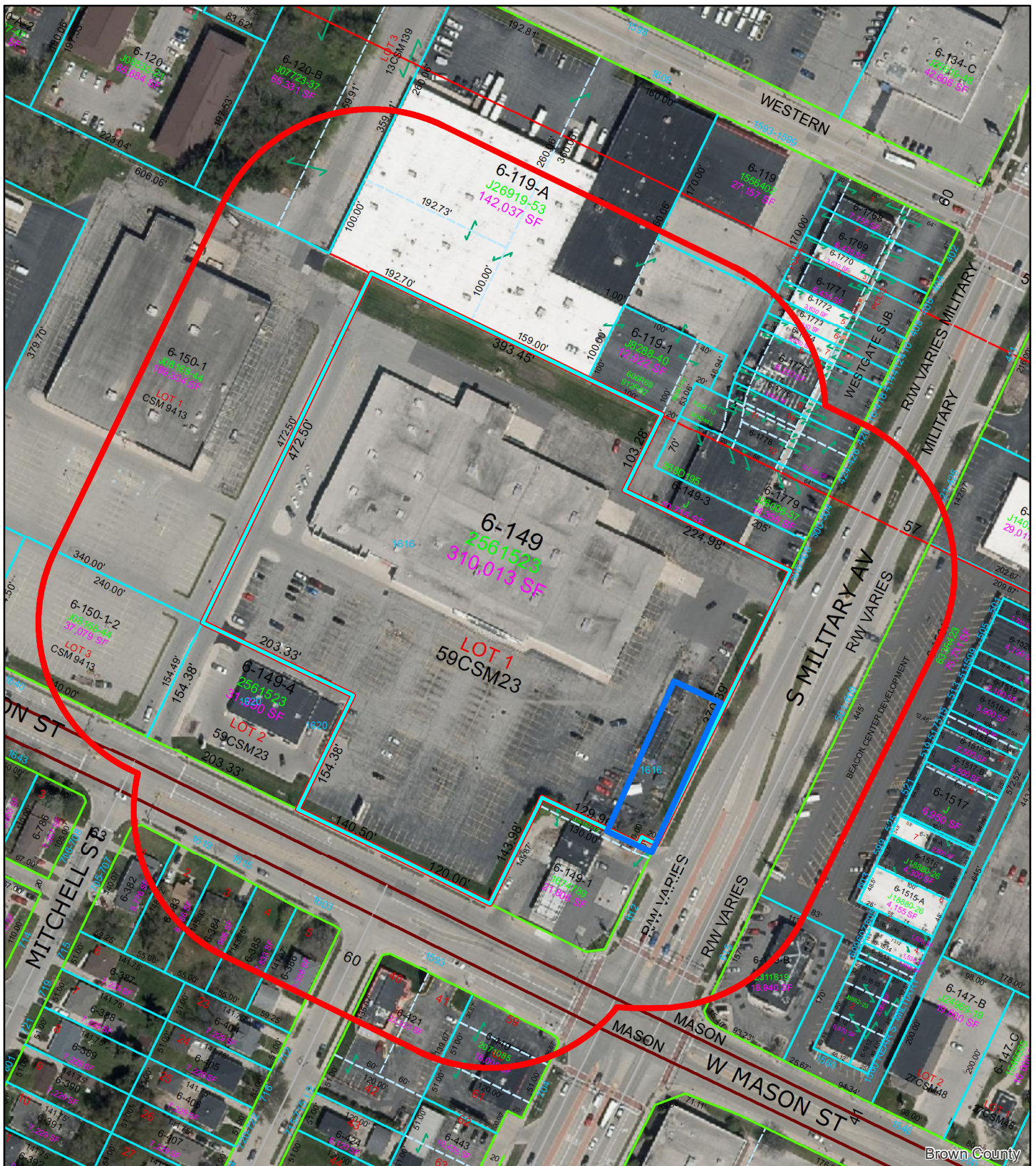
Approval subject to the following conditions:

- a. A recorded ingress/egress easement for access to South Military Avenue is required for this Conditional Use Permit to be valid.
- b. Compliance with all other regulations of the Green Bay Municipal Code.

FISCAL IMPACT

ATTACHMENTS

1. ZP 22-01 Map
2. ZP 22-01 Street View 2019
3. ZP 22-01 Application Attachments



(ZP 22-01) Conditional Use Permit 1616 West Mason Street

0 45 90 180 Feet N

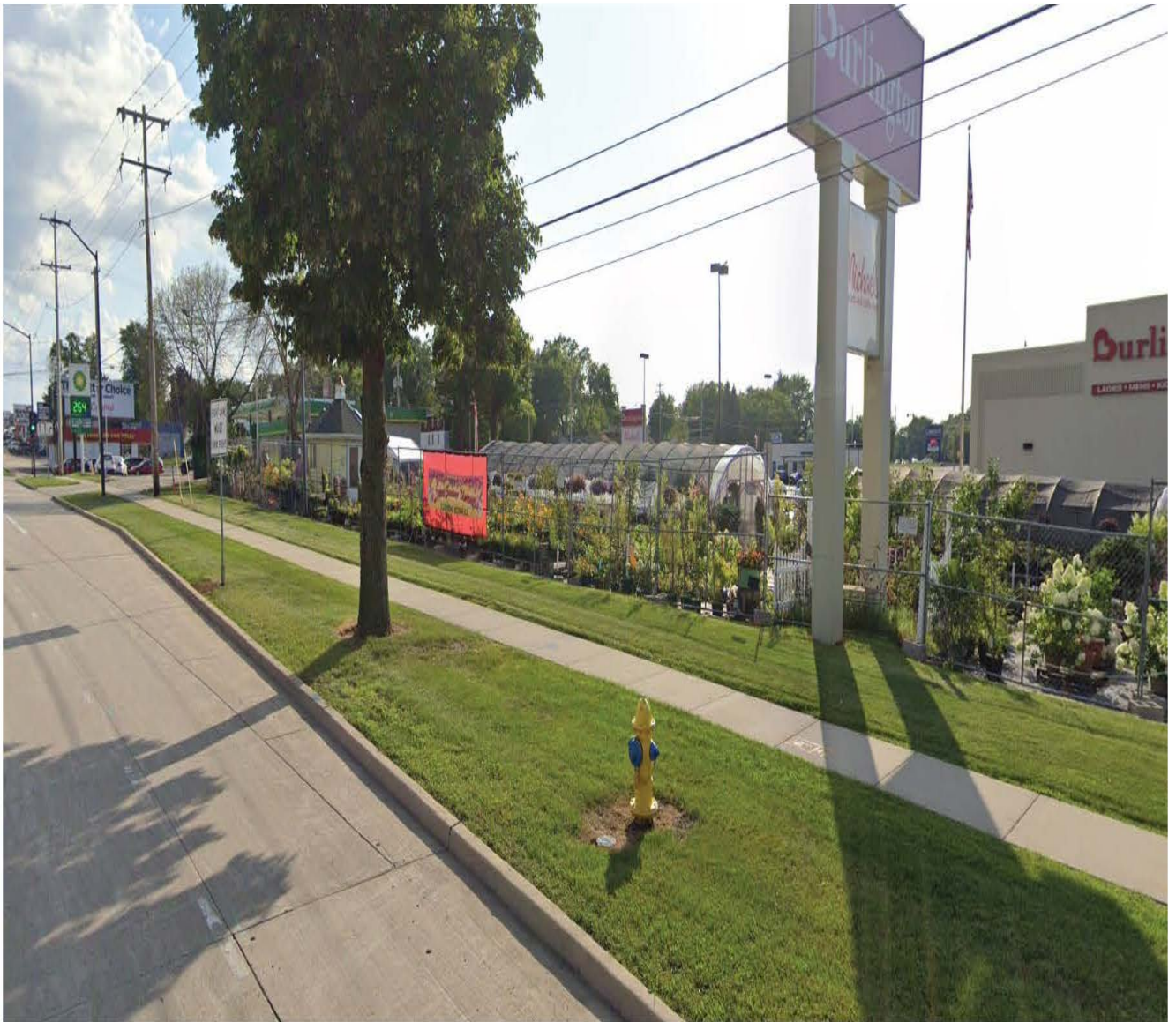


This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 26 Jan 2022 X:\Planning\Basemaps\template_8.5x11.mxd

 Proposed Lot for Caribou Coffee

 1616 West Mason Street
 200-ft. Notification Area

Street View Summer 2019



Caribou Coffee

Conditional Use Permit Request



Part of 1616 W Mason Street

Development extends to frontage along 500 block of S Military Avenue

Parcel 6-149

January 13, 2022

Conditional Use Written Narrative (Caribou Coffee):

Please find the following written narrative and supporting documents as a request for a conditional use permit at Parcel 6-149 for the purpose of constructing and operating a drive-thru Caribou Coffee restaurant.

Caribou Coffee is seeking to develop the underused surface parking lot near street to construct a drive through restaurant. This requires a conditional use permit to be granted within the C1 zoning code for the site.

Caribou Coffee looks to create a single building which serves drive thru customers. The site has been an underused surface parking lot located off Military Avenue between an existing underused surface parking area and the Military Avenue right of way. The site is located between the large surface parking lot and big box store currently housing Burlington Coat Factory and Michael's.

The site is comprised of a small parcel which is 0.26 acres north of the intersection of West Mason and Military. Neufeld Enterprises II LLC owns the property. As noted from the image on the coversheet and attached Google Streetview images, the site has been home to a pop-up nursery during many of the past recent summers. This development will continue momentum and reinvestment along the Military and Mason corridor.

The site has had a CSM submitted to the city for review in December 2021. A site plan review has also been initiated. A variance request occurred on January 17, 2022.

Operations:

Neufeld Enterprises II LLC will continue to be the property owner for all three lots in existing lot. Forward Real Estate Services LLC will be the developer for the Caribou Coffee building and site. Approximately five employees are expected to operate the store at any given time. The store will be operated 7 days a week, typically from 5am-9pm. Customers will access the store through the drive through or a walk up window. The store will have an outdoor patio seating area along the south side of the building. Drive through lane will use part of an existing underused driving lane at the edge of the parking lot.

Timeline:

Pending approvals for a conditional use permit to allow for a drive through approved by Council. Site is in process of approvals of Certified Survey Map with city. CSM likely to have approvals to record for the week of January 17th. Site plans have been submitted to the city for regulatory approvals. Groundbreaking is scheduled for spring 2022 with operations to follow post construction.

Legal Description for Parcel 6-149

All of Lot 1, Vol. 59 Certified Survey Maps, Page 23, Map No. 8381, Doc. No. 2650192, Brown County Records, being located in part of Lot 13 of "C.L. A. Tank's Subdivision of Private Claims 2-9, W.S.FR.", in the City of Green Bay, Brown County, Wisconsin.

Future Legal Description of Caribou Coffee lot discussed: (CSM attached)

Lot 2 CSM xx in xx being part of Lot 14 of Tanks Subdivision PC 2-9, WSFR, City of Green Bay, Brown County, Wisconsin

The following items have been attached

- Variance Application

- Future Certified Survey Map

- Site Plan

- Elevations

- Existing Google Street View images over the past decade of the property in question

VARIANCE APPLICATION: Describe Reason for Variance

Please find the following written narrative and supporting documents as a request for a variance request at part of the existing parcel at 6-149, 1616 West Mason Street for the purpose of constructing and operating a drive-thru Caribou Coffee restaurant.

Caribou Coffee is seeking to develop the underutilized parking lot site at 1616 West Mason Street to create a fast food drive through restaurant at future Lot 2 of a new certified survey map. Property encompasses some 0.26 acres with a building that will take up 625 square feet.

The site is currently part of an underutilized parking lot owned by Neufeld Enterprises II LLC. An attached certified survey map has met approvals and awaiting recording to create two lots out of the existing lot housing Michael's, Burlington Coat Factory, surface parking, and greenspace along Military Avenue. This will create a new parcel along Military Avenue for Caribou Coffee. This will continue the redevelopment investment up along Military Avenue and West Mason Street for addition of smaller businesses situated along the street like the recent development with Cellcom, North Shore Bank, Scooter's Coffee, and Arby's.

Neufeld Enterprises II LLC will continue to be the property owner for all three lots in existing lot. Forward Real Estate Services LLC will be the developer for the Caribou Coffee building and site. Approximately Five employees are expected to operate the store at any given time. The store will be operated 7 days a week, typically from 5am-9pm. Customers will access the store through the drive through or a walk up window. The store will have an outdoor patio seating area along the south side of the building.

Caribou Coffee is looking to create an approximately 625 square foot building footprint to serve customers. With the lot size being 11,523 square feet, this leads to a 0.05 FAR. Existing zoning for the site is C1. A conditional use permit will also be applied for to meet zoning code to allow for drive-through use.

The following items have been attached

Future CSM

Site Plan for Plan Commission

Elevations

Existing Google Street View images over the past decade of the property in question

List ordinances the variance will be impacting

- (1) Request relief for building floor area ratio minimum for lot from 0.1 to 0.05 to accommodate the construction of a 625 square foot building.

ORD. CH. 13 Sec. 13.810 (Table) Floor Area Ratio-Minimum

ALTERNATIVES

Describe alternatives to your proposal

The FAR requirement to fit the proposed building would require a lot size of 6250 square feet or create a building which is about 587 square feet larger than the proposed 625 square foot building. If the building were to be enlarged, the building would not meet the expected market demands or operational efficiencies as the location serves primarily auto based customers. Additionally, the space available to continue continuity of the existing drive lanes and parking stalls to serve the properties in general would become very limited to make a store size larger to satisfy the FAR requirement.

Alternatives that you considered that comply with existing regulations

The site is being created by using a fairly common practice of taking extraordinarily underutilized surface parking for a legacy big box development and placing out building up along the thoroughfare of Military Avenue.

Setbacks:

Property lines could be shifted around to create a 'gerrymandered' effect on the property to reduce the amount of property shared with existing development and drive lanes. This could reduce the overall size of the lot to where the FAR would approach the 0.1 threshold, but would not fully make up this number without losing parking stalls. The building fits in well with setbacks for the property with the building at the center of the property and drive through lane along side the building

Safety:

The placement of Caribou Coffee is placed in an area which utilizes a void space which has been frequently used as a pop up seasonal market.

Size of developed area fits in well with the established drive lanes for all businesses. A decrease or increase in lot size to the north or west begins a domino effect of creating easement and parking agreement issues with existing tenants of the big box store located on the property. Additionally, the lot size allows for three parking stalls for the use of Caribou Coffee employees and shared parking off the property lines for any additional employees or walk up customers. If the property size were to be reduced, the site would have zero stalls exclusive to the property. Additionally, the site will need some queuing area for drive through traffic. If the site size was any smaller, room for a menu board and order box would be off parcel.

Building Size:

Larger building sizes were looked at, but due to market demands and operational efficiencies mentioned above, who's primary focus is on a drive through and walk up service, a larger facility with indoor dining was deemed unwarranted.

Reasons for not pursuing the alternatives listed above

To ensure setbacks, green space standards, and general form/fit of the commercial businesses in relation to the overall parking lot for the stores along Military Avenue and West Mason Street, development team believes this fit works best. This size and fit of the lot and coffee shop will better use surface space which has frequently been the home of a seasonal pop-up greenhouse. Parking space and drive lanes will continue to be functional beyond the west property line. Neufeld Enterprises II LLC submits this plan with the intent of keeping existing, functional parking and drive lane systems function well within its current alignment and to work with additional customers brought on from continued redevelopment along Military and West Mason.

THREE STEP TEST

Does unique physical characteristics of your property prevent the compliance with the ordinance?

Yes. The site plan uses a portion of the overall property which is underutilized, but still has existing drive lanes and parking stalls surrounding it. The building works well with its placement to keep outside of existing easements and setbacks while also maintaining a drive lane for parking lot access throughout the larger parcel and its existing stores (Michael's and Burlington Coat Factory)

Would granting the variance be contrary to the public interest?

Granting will allow a comprehensive site design which can ensure safe queuing of automobiles free from Military Avenue/West Mason Street and traffic build up in the driveway off said streets. Additionally, this request will allow for the CUP request and CSM to become feasible. These steps will allow the site to continue redevelopment and growth along the underutilized parking lot corridor at West Mason/Military.

Why would not getting the variance unreasonably prevent you from using the property for permitted use?

To continue continuity within the commercial block, the drive lanes have become established and work well with the functions of the existing commercial store fronts to the north and west. A business like a Caribou Coffee has been a good fit continue commercial redevelopment along the Military Avenue corridor.

Certified Survey Map

All of Lot 1, Volume 59, Certified Survey Maps, Page 23, Map Number 8381, Document Number 2650192, Brown County Records, being located in part of Lot 13 of "C.L.A. Tank's Subdivision of Private Claims 2-9, West Side of the Fox River", in the City of Green Bay, Brown County, Wisconsin.

Legend

- 1.32" (o.d.) x 18" iron pipe with cap weighing 1.68 lbs/lin ft set
 - 1" iron pipe found
 - ⊙ PK nail found
 - ⊗ cut + found
 - ⊙ Brown County monument – type noted
 - () recorded as bearing / distance
- A, B, C & D see detail on sheet 3

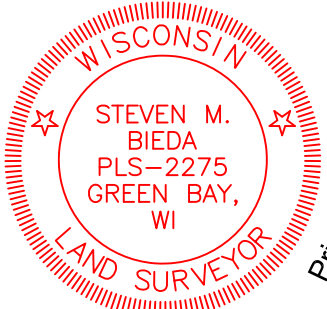
North



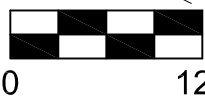
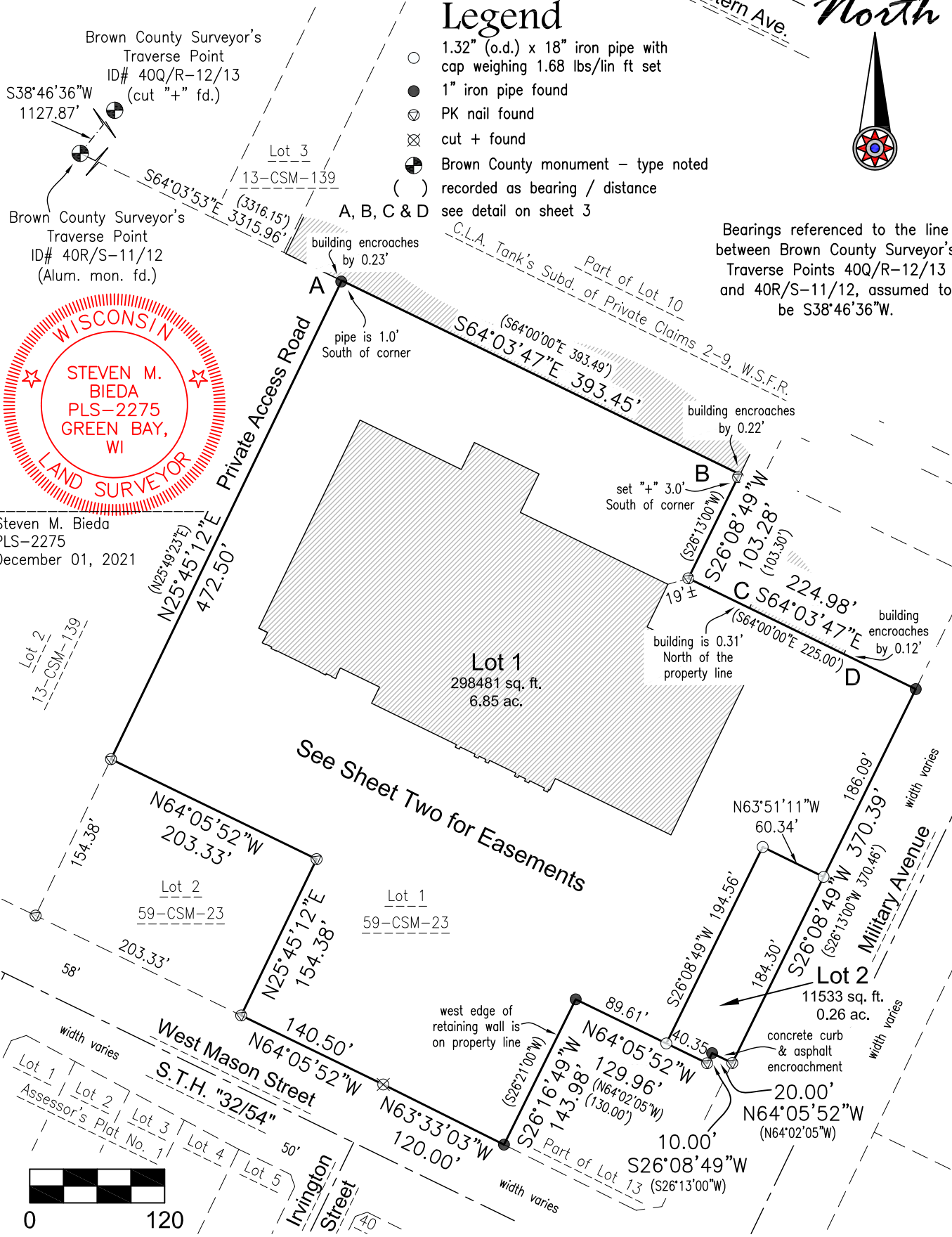
Bearings referenced to the line between Brown County Surveyor's Traverse Points 40Q/R-12/13 and 40R/S-11/12, assumed to be S38°46'36"W.

Brown County Surveyor's Traverse Point ID# 40Q/R-12/13 (cut "+" fd.) S38°46'36"W 1127.87'

Brown County Surveyor's Traverse Point ID# 40R/S-11/12 (Alum. mon. fd.) S64°03'53"E 3316.15'



Steven M. Bieda
PLS-2275
December 01, 2021



Client: Neufeld Enterprises II LLC

Tax Parcel: 6-149
Drafted By: BAR
File: M-712CSM 120121.dwg
Data File: M-712.txt

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

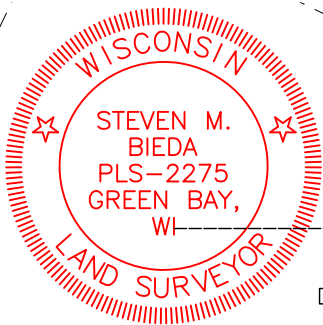
Sheet One of Four
Project No.: M-712
Drawing No.: L-11631
Fieldwork Completed: xx/xx/xx



Certified Survey Map

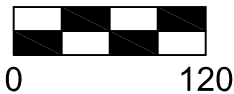
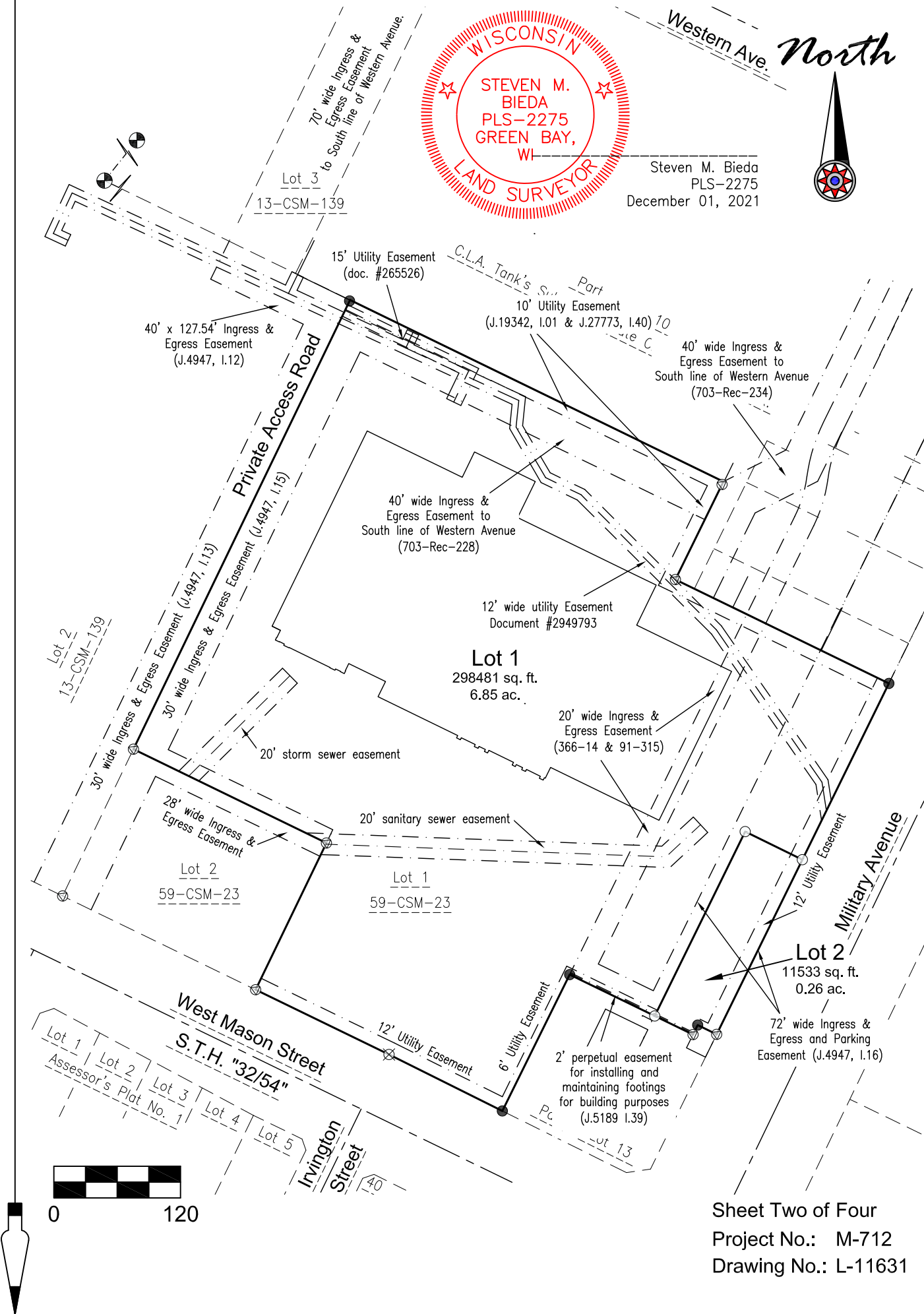
All of Lot 1, Volume 59, Certified Survey Maps, Page 23, Map Number 8381, Document Number 2650192, Brown County Records, being located in part of Lot 13 of "C.L.A. Tank's Subdivision of Private Claims 2-9, West Side of the Fox River", in the City of Green Bay, Brown County, Wisconsin.

- Easements -



Steven M. Bieda
PLS-2275
December 01, 2021

North





Certified Survey Map

All of Lot 1, Volume 59, Certified Survey Maps, Page 23, Map Number 8381, Document Number 2650192, Brown County Records, being located in part of Lot 13 of "C.L.A. Tank's Subdivision of Private Claims 2-9, West Side of the Fox River", in the City of Green Bay, Brown County, Wisconsin.

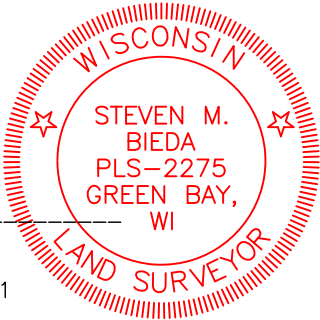
SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Professional Land Surveyor, PLS-2275, do hereby certify that I have surveyed, divided and mapped all of Lot 1, Volume 59, Certified Survey Maps, Page 23, Map Number 8381, Document Number 2650192, Brown County Records, being located in part of Lot 13 of "C.L.A. Tank's Subdivision of Private Claims 2-9, West Side of the Fox River", in the City of Green Bay, Brown County, Wisconsin.

Parcel contains 310,014 square feet / 7.12 acres, more or less.
Parcel subject to easements and restrictions of record.

That such plat is a correct representation of all the exterior boundaries of the land survey and the division thereof. That I have made such a survey, land division and plat by the direction of the owners listed hereon. That I have fully complied with the provisions of Chapter 236, section 236.34 of the Wisconsin Statutes and the City of Green Bay Plan Commission in surveying, dividing and mapping the same.

Steven M. Bieda
PLS-2275
December 01, 2021



CERTIFICATE OF THE CITY OF GREEN BAY PLAN COMMISSION

Approved for the City of Green Bay as required by Wisconsin Statutes Chapter 236, and the City of Green Bay Municipal Code Chapter 36, Subdivision and Platting, this __ day of _____, 20__.

Neil Stechschalte
Director of Development

CERTIFICATE OF THE GREEN BAY CITY CLERK

As the duly appointed City Clerk for the City of Green Bay, I hereby certify that the records in my office show no unpaid taxes or special assessments affecting any of the lands included in the Certified Survey Map.

Celestine Jeffreys Date
Green Bay City Clerk

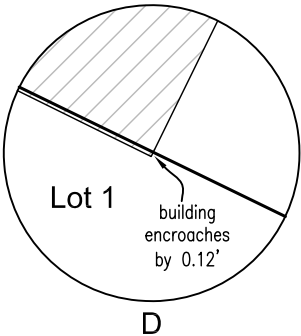
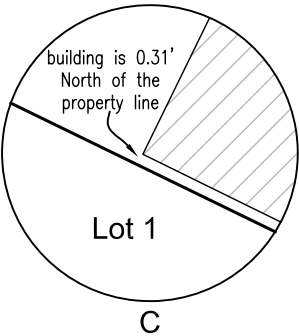
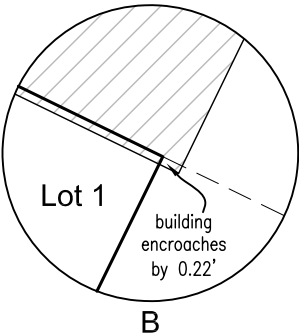
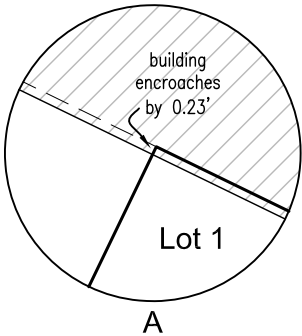
NOTES

- 1-This Certified Survey Map is contained wholly within the property described in Document Number 2561523, Brown County Records.
- 2-City of Green Bay zoning and building approvals are required prior to commencing construction of buildings, structures, drives, or parking areas, and may be required prior to commencing grading, excavating, filling, or other land disturbing activity.
- 3-The property owner, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Department of Natural Resources' applicable WDNR Technical Standards, to prevent soil erosion. However, if the City, at the time of construction, has adopted a soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

RESTRICTIVE COVENANTS

- 1-The land on all side and rear lot lines of all lots shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.
- 2-Each lot owner shall grade the property to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.
- 3-No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street line, a disturbance of a survey stake by anyone is a violation of section 236.32 of the Wisconsin Statutes.

Adjacent Building Details



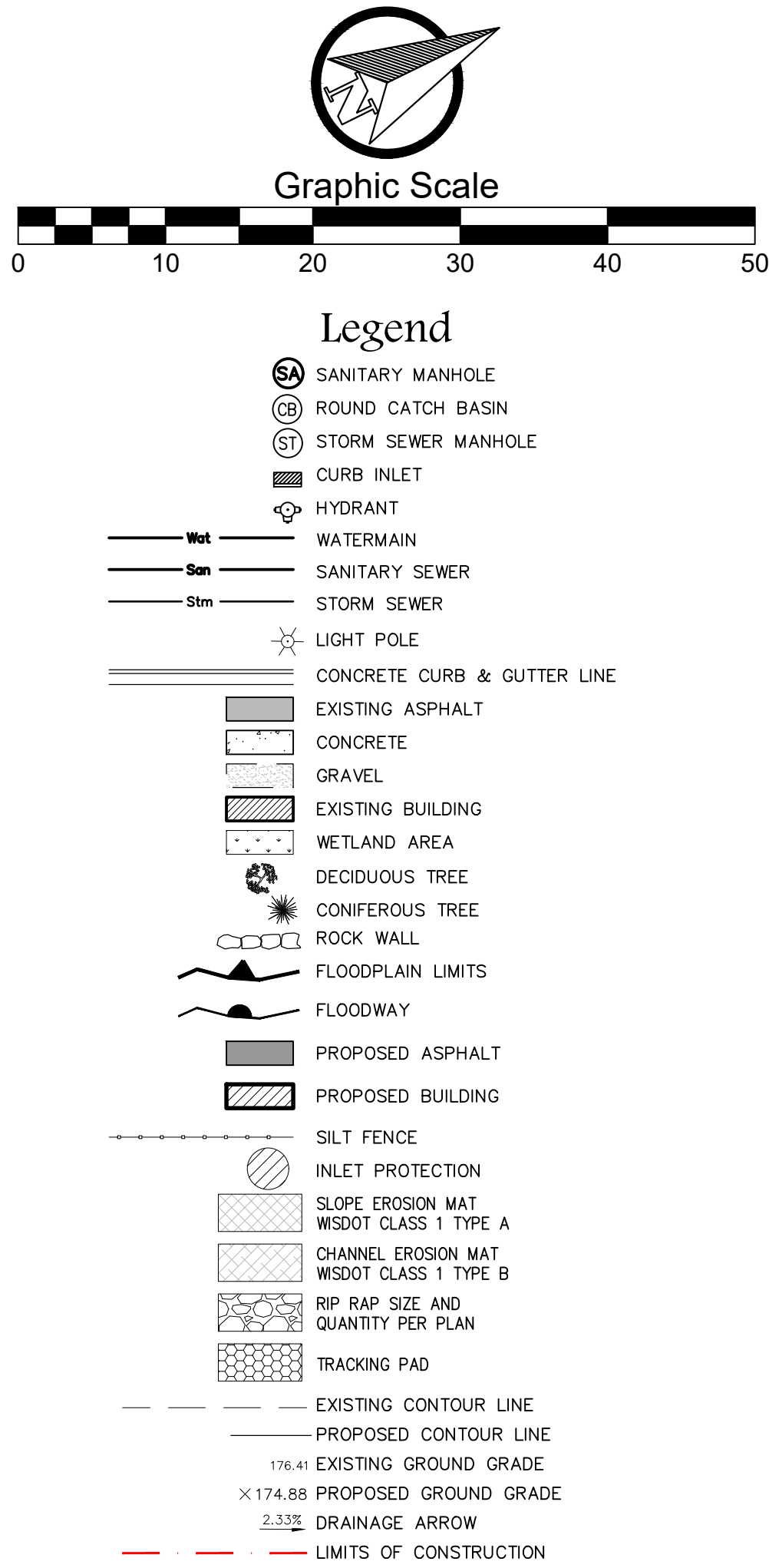
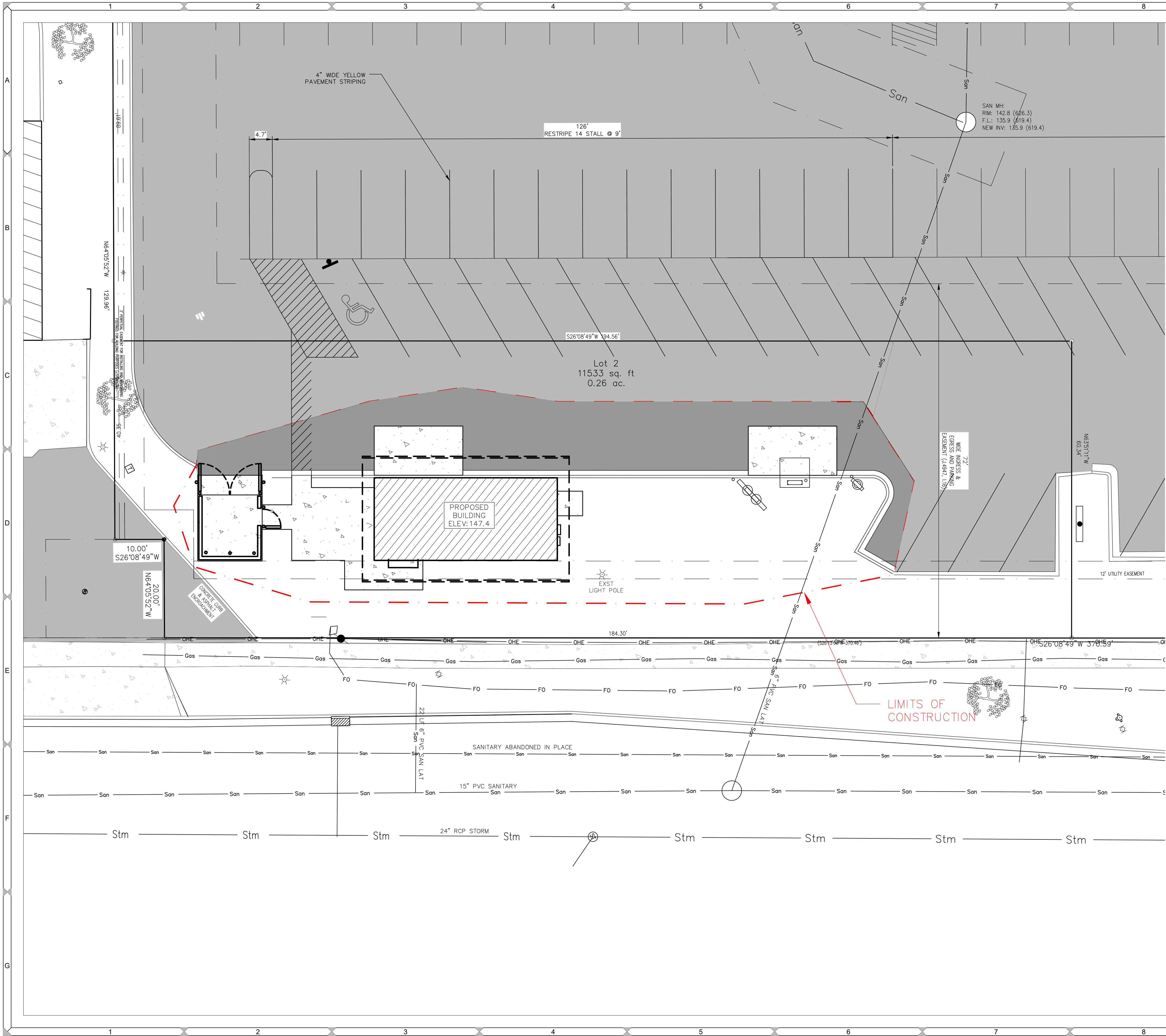


CORPORATE OWNER'S CERTIFICATE

CERTIFICATE OF CORPORATE MORTGAGEE

Sheet Four of Four
Project No.: M-712
Drawing No.: L-11631





PARKING STATISTICS (SEE DWG S-3483M FOR DETAILED LAYOUT)
REQUIRED - 1 SP/250 GFA
330 STALLS REQUIRED

PROVIDED
349 STANDARD STALLS
14 ADA STALLS
363 TOTAL STALLS

BUILDING INFORMATION

DFU = 53.0

WFU = 25.0

BUILDING CLASS OF CONSTRUCTION: V-B

OCCUPANCY TYPE: B (ASSEMBLY UNDER 50 OCCUPANTS)

THE CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS MUST BE NOTIFIED (3) WORKING DAYS BEFORE THE START OF ANY CITY STREET CONSTRUCTION WITHIN A PUBLIC RIGHT OF WAY. CONTACT MATT WOICEK @ 920-448-3100.

THE CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS MUST BE NOTIFIED (3) WORKING DAYS BEFORE THE START OF ANY SANITARY SEWER OR STORM SEWER CONSTRUCTION WITHIN A PUBLIC RIGHT OF WAY. CONTACT MATTHEW HECKENLAIBLE @ 920-448-3100.

THE CITY OF GREEN BAY WATER DEPARTMENT MUST BE NOTIFIED (3) WORKING DAYS BEFORE THE START OF ANY WATER MAIN CONSTRUCTION WITHIN A PUBLIC RIGHT OF WAY OR EASEMENT. CONTACT BRIAN POWELL @ 920-448-3480.

ALL EXTERIOR FDC (FIRE DEPARTMENT CONNECTIONS) CONNECTIONS ARE TO BE FIVE INCH STORZ BRAND CONNECTIONS. IF THE FDC OR STANDPIPE CONNECTIONS IS 30 INCHES ABOVE FINISHED GRADE, THEN YOU WILL BE REQUIRED TO INSTALL A THIRTY-THREE DOWN DEGREE ANGLE CONNECTION IN THE FIVE INCH STORZ CONNECTION TO PREVENT HOSE KINKING IN THE FIVE INCH SUPPLY LINE TO THE FIRE DEPARTMENT CONNECTION. THE FDC LOCATION SHALL BE APPROVED BY THE FIRE MARSHAL'S OFFICE. IFC 9033.7.

GFBP WILL REQUIRE A KNOX BOX BRAND LOCK BOX AT THE MAIN ENTRANCE TO EACH BUILDING. IF THE BUILDING CONTAINS A SPRINKLER CONTROL ROOM THAT IS ACCESSED FROM THE EXTERIOR A KNOX BOX MUST ALSO BE PLACED ADJACENT TO THAT DOOR. THE KNOX BOX BRAND LOCKING BOXES CAN BE PURCHASED BY VISITING THE KNOX BOX WEBSITE OR CALLING (920) 448-3280 AND REQUESTING A KNOX BOX BRAND LOCKING BOX PACKET. IFC #506.1 AND 506.1.1.

DESIGNED BY
TAW

DATA FILE
M-712.txt

DATE
12-23-21

Number	Date	Comments

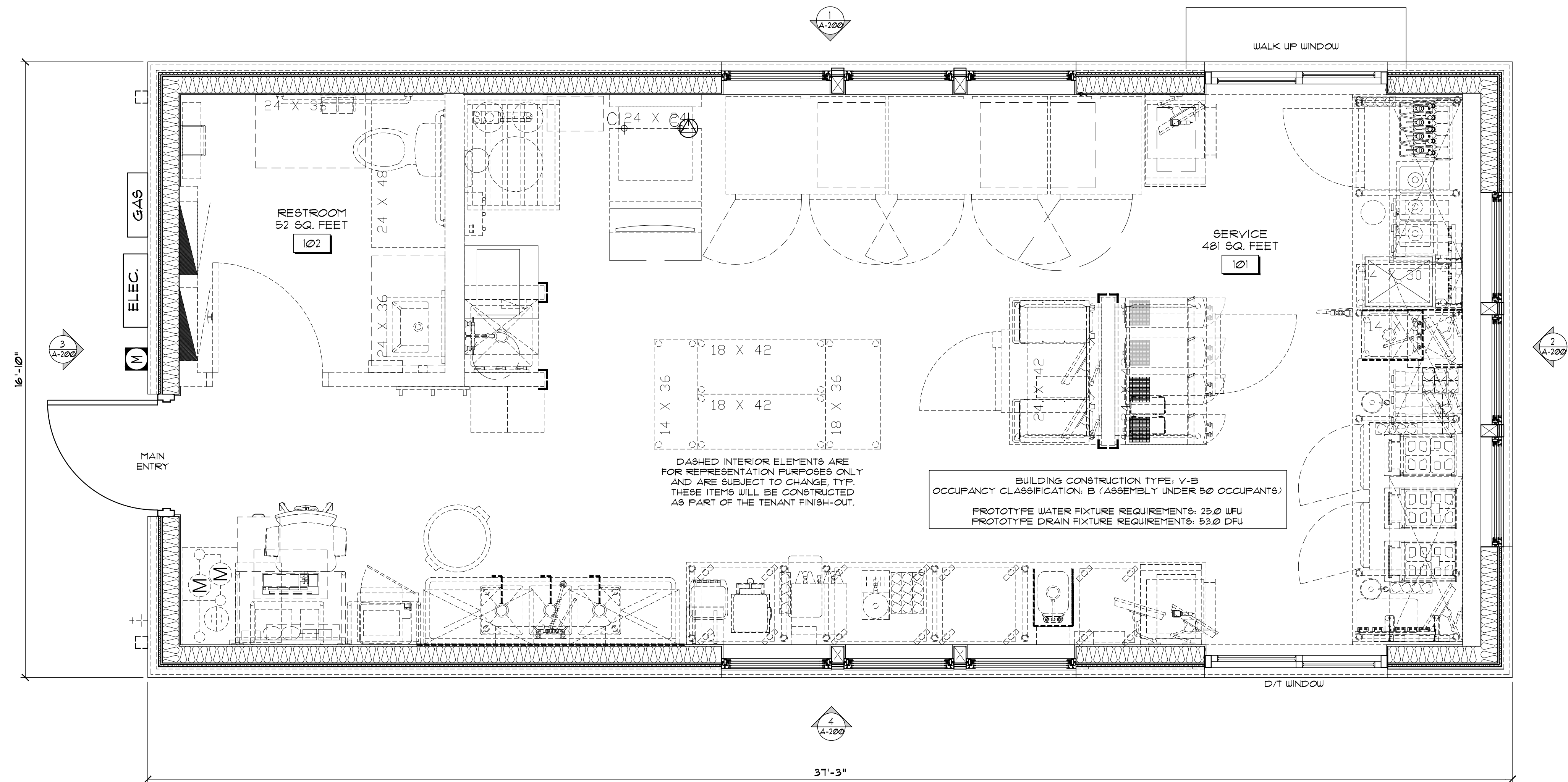
Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Site Plan
Drive Thru Restaurant

PROJECT NO.
M-712

SHEET NO.
C3.2

DRAWING NO.
S-3519



1 FLOOR PLAN
1/2" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION

PRELIMINARY
NOT FOR CONSTRUCTION

CARIBOU COFFEE COMPANY
DRIVE-THRU ONLY STORE
DT LEFT PROTOTYPE SHELL BUILDING
WEST MASON ST & SOUTH MILITARY AVE, GREEN BAY, WI 54303

FLOOR PLAN



Caribou Coffee Company
3900 Laketree Ave N
Brooklyn Center, MN 55429

DATE ISSUED

SITE PLAN APPROVAL 12-16-2021

DRAWN BY CE

CHECKED BY CS

JOB NO. 21239

PROJECT LOCATION:

GREEN BAY, WI

A-100

- ↑ T.O. ROOF
111'-8"
- ↑ B.O. TRUSS
103'-8 1/2"
- ↑ T.O. WINDOW R.O.
101'-10 1/2"
- ↑ B.O. LIGHT FIXTURE
106'-8"
- ↑ T.O. SILL CAP
102'-10 1/2"
- ↑ F.F.E.
100'-0"



1 WEST ELEVATION
1/4" = 1'-0"

- ↑ T.O. ROOF
111'-8"
- ↑ B.O. TRUSS
103'-8 1/2"
- ↑ B.O. LIGHT FIXTURE
106'-8"
- ↑ T.O. SILL CAP
102'-10 1/2"
- ↑ F.F.E.
100'-0"



3 NORTH ELEVATION
1/4" = 1'-0"

- ↑ T.O. ROOF
111'-8"
- ↑ B.O. TRUSS
103'-8 1/2"
- ↑ T.O. WINDOW R.O.
101'-10 1/2"
- ↑ B.O. LIGHT FIXTURE
106'-8"
- ↑ T.O. SILL CAP
102'-10 1/2"
- ↑ F.F.E.
100'-0"



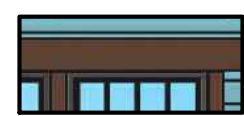
4 EAST ELEVATION
1/4" = 1'-0"

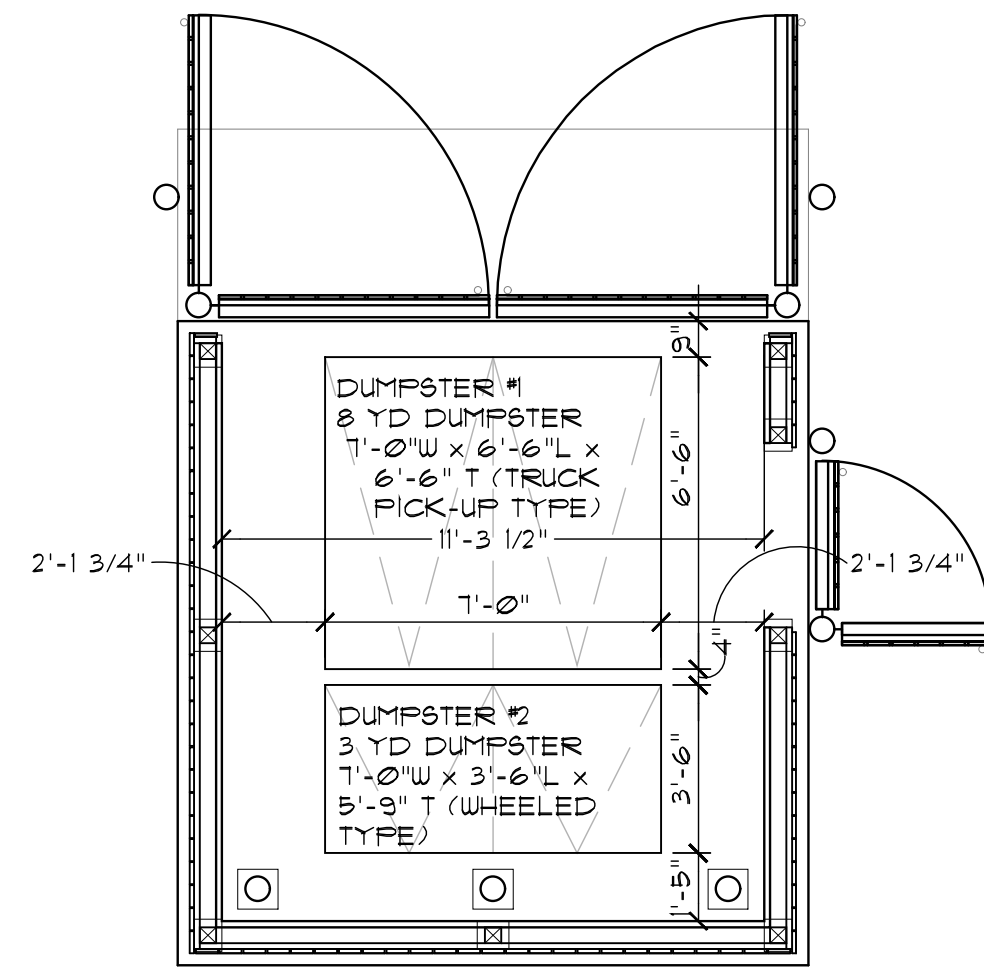
- ↑ T.O. ROOF
111'-8"
- ↑ B.O. TRUSS
103'-8 1/2"
- ↑ T.O. WINDOW R.O.
101'-10 1/2"
- ↑ B.O. LIGHT FIXTURE
106'-8"
- ↑ T.O. SILL CAP
102'-10 1/2"
- ↑ F.F.E.
100'-0"



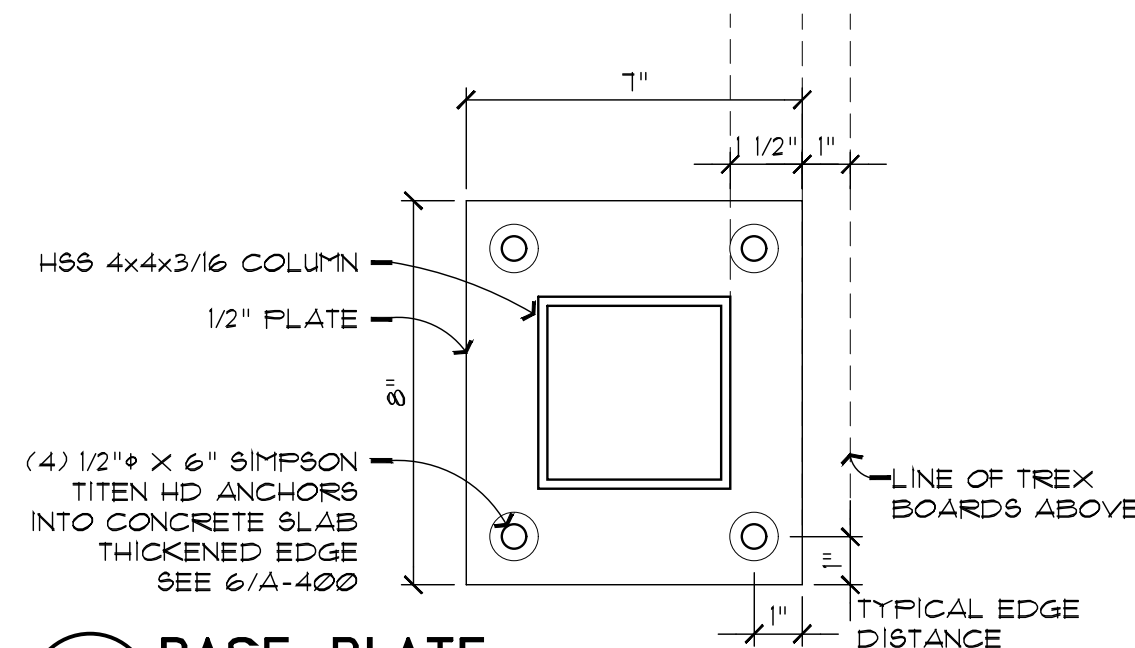
2 SOUTH ELEVATION
1/4" = 1'-0"

BUILDING MATERIALS LEGEND

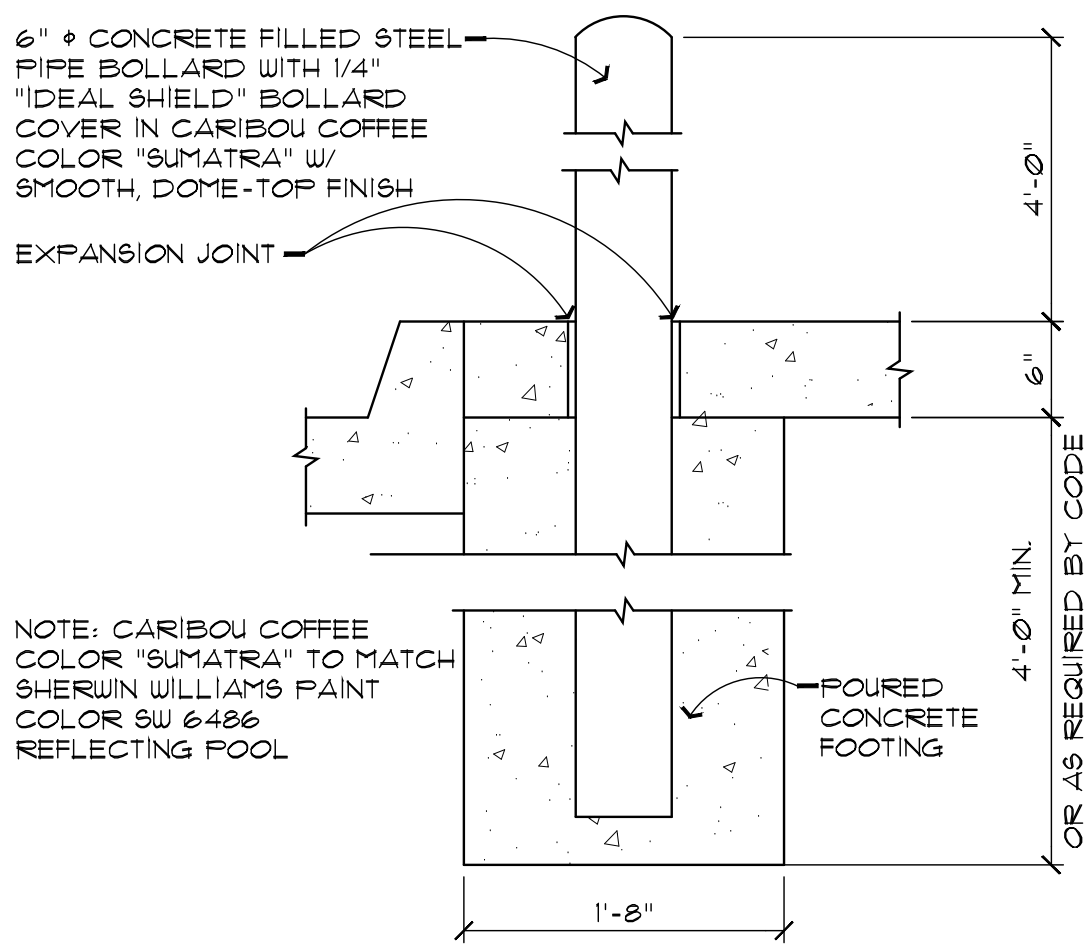
-  STONE - CULTURED/MANUFACTURED STONE; ENVIRONMENTAL STONEWORKS STYLE: TUSCAN LEDGESTONE, COLOR: LANTANA, SILL CAP: ENVIRONMENTAL STONEWORKS DRIP LEDGE COLOR: KODIAK.
-  HARDIE PLANK SIDING - PAINTED 'CLOUDBURST'
-  HARDIE TRIM BOARD AT HORIZONTAL TRANSITION TO SIDING AND SURROUNDING WINDOWS AND DOORS - PAINTED 'BITTERSWEET CHOCOLATE'
-  STANDING SEAM METAL ROOFING - COLOR: DARK BRONZE.
-  DARK BRONZE STOREFRONT DOORS, WINDOWS, AND HM SERVICE DOORS.
-  NEW LIGHT FIXTURES - PROGRESS P5164-B6 BURNISHED CHESTNUT WALL LAMPS



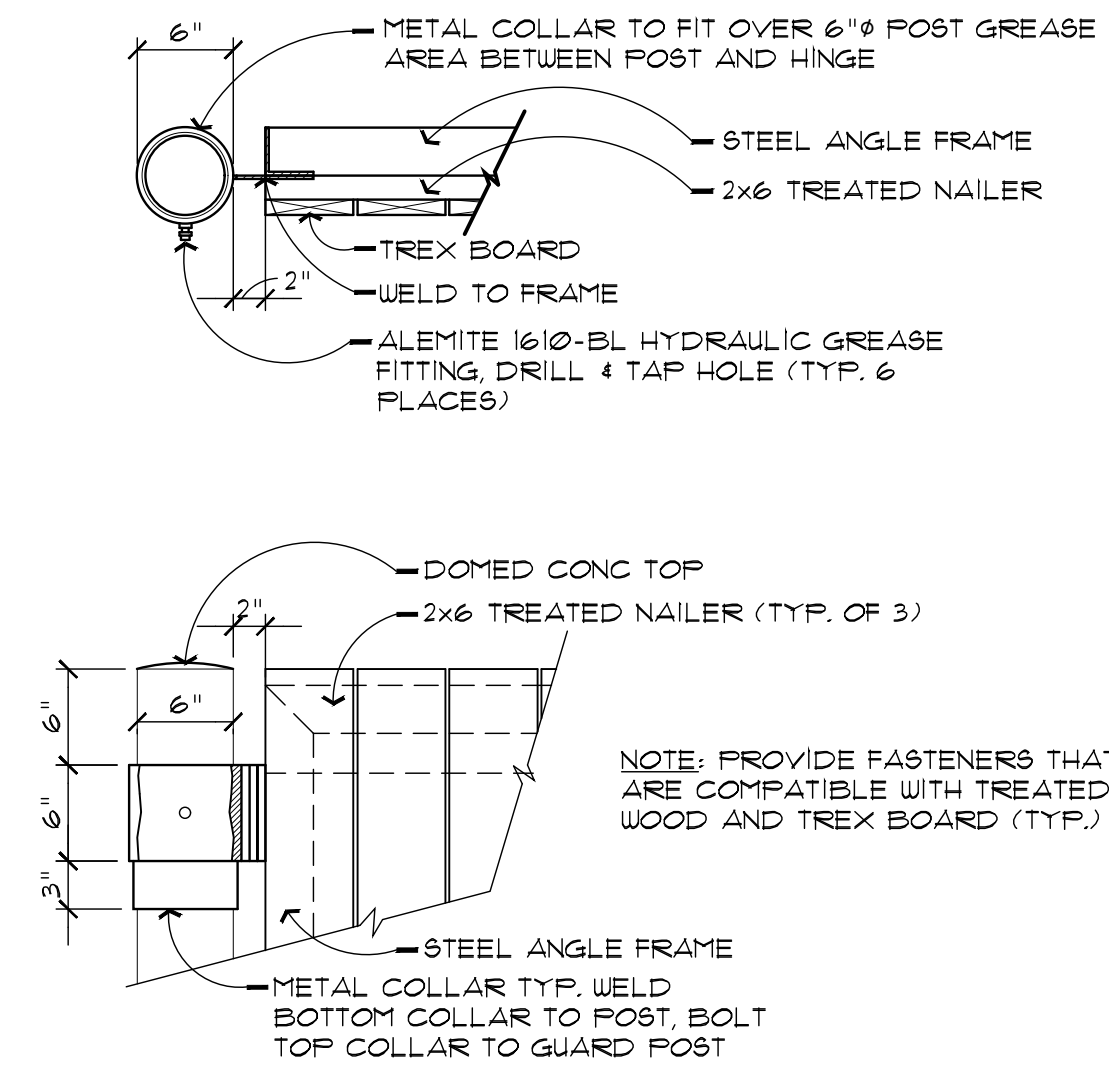
7 LATCH DETAIL
1"=1'-0"



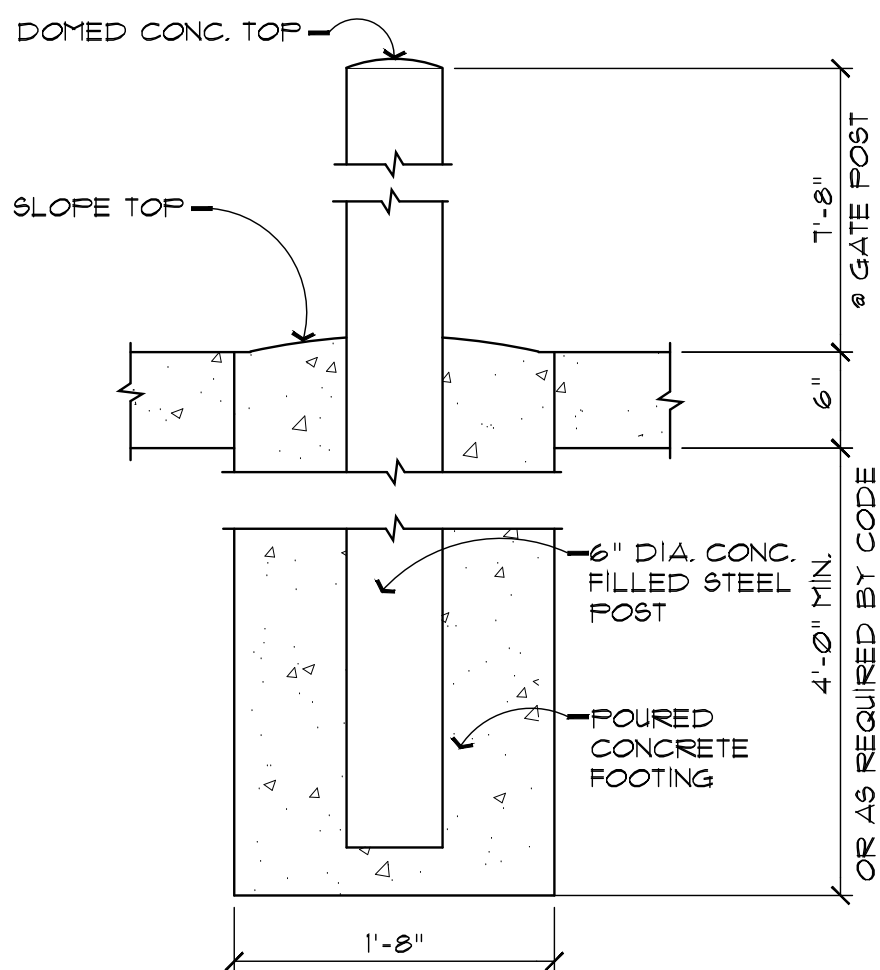
8 BASE PLATE
3\"/>



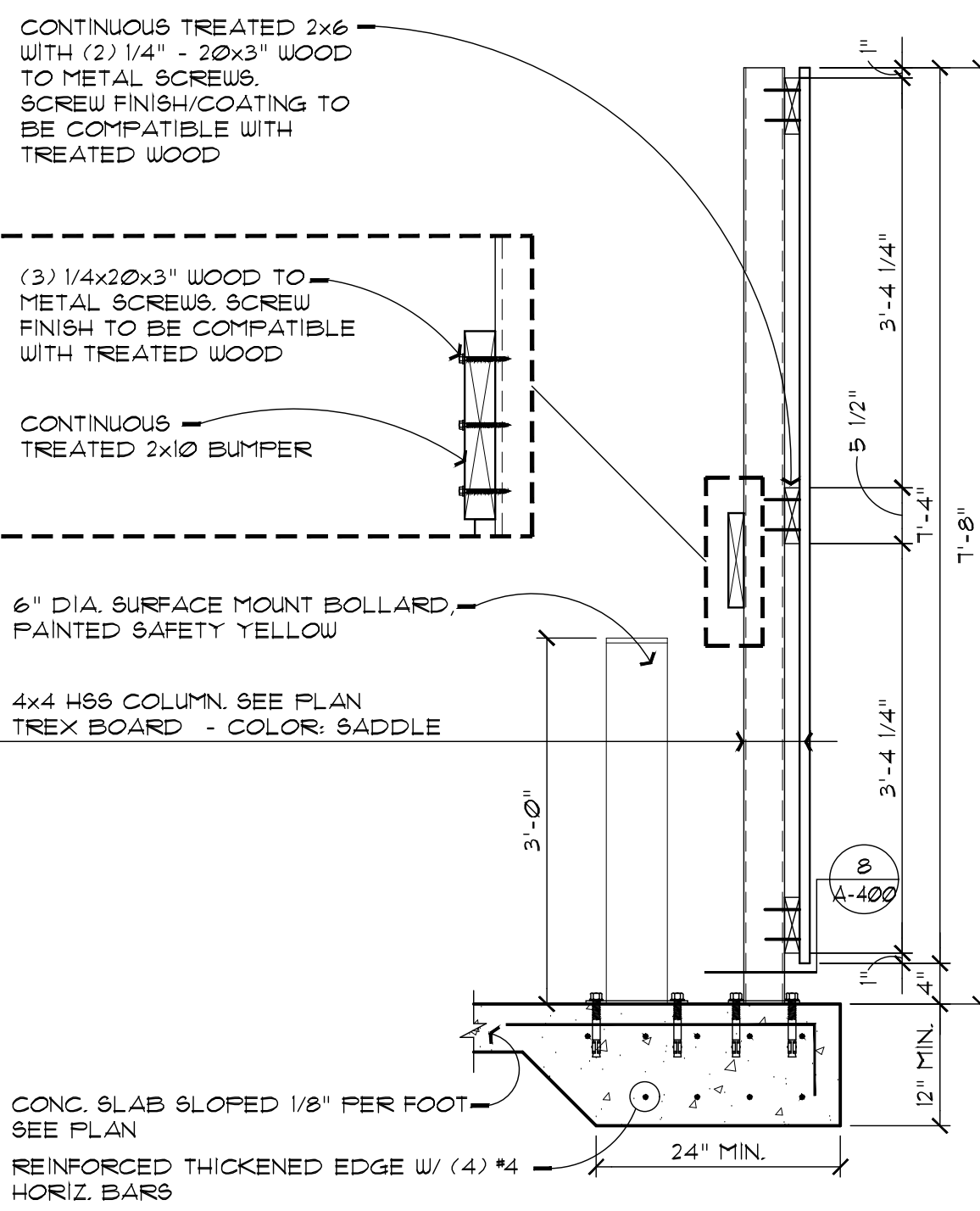
9 BOLLARD DETAIL
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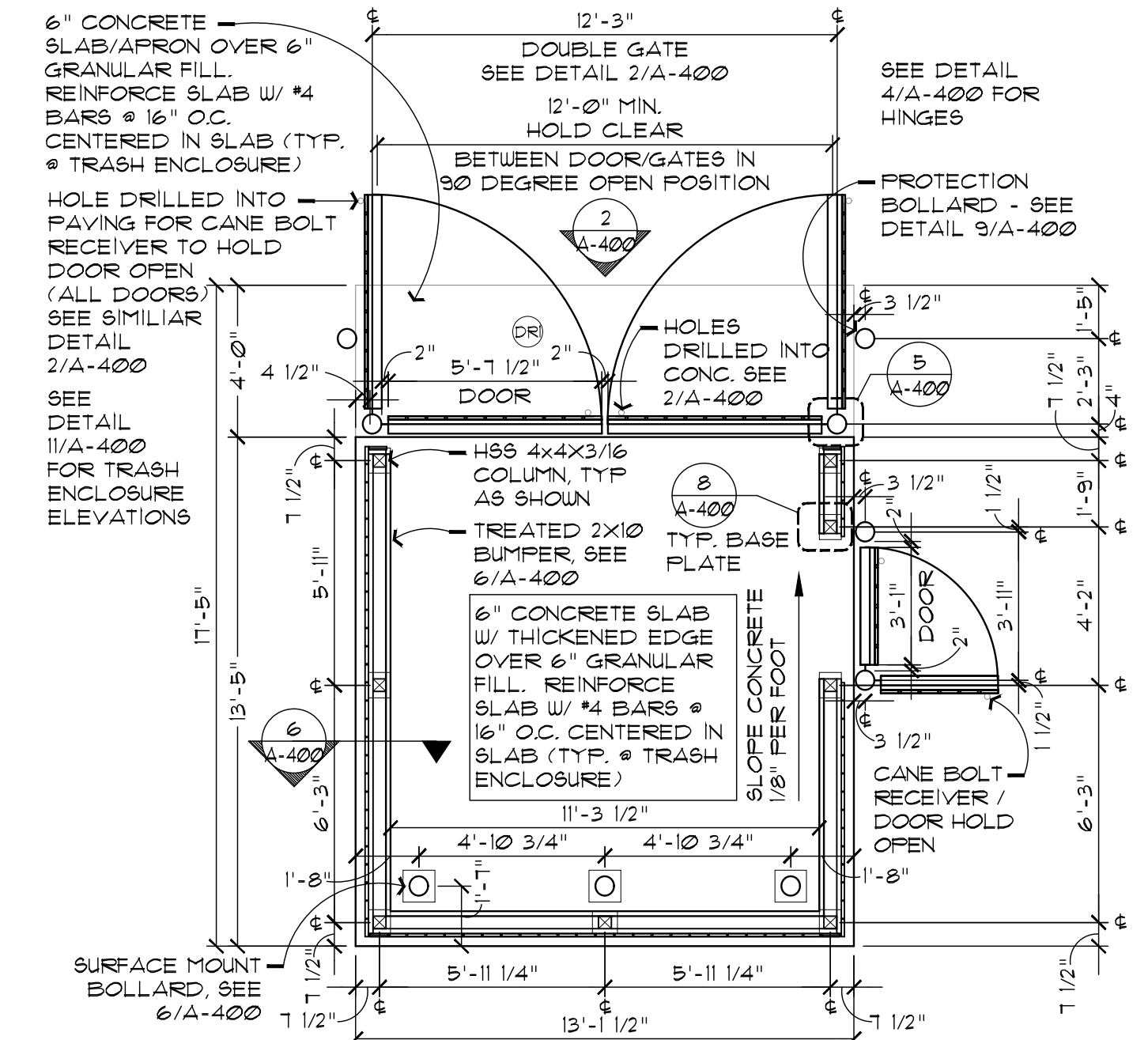
4 HINGE DETAILS
1"=1'-0"



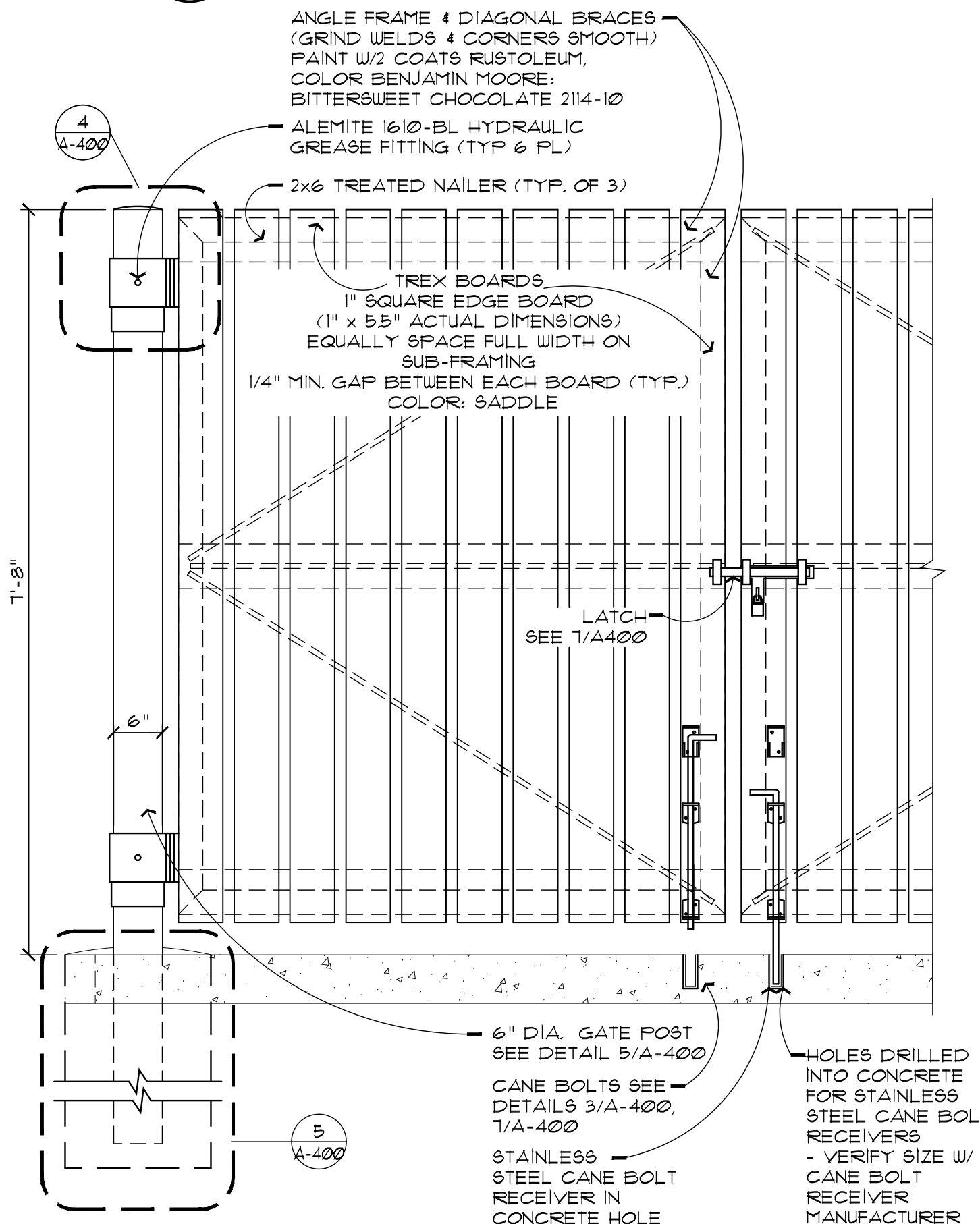
5 TYP. GATE POST DETAIL
1"=1'-0"



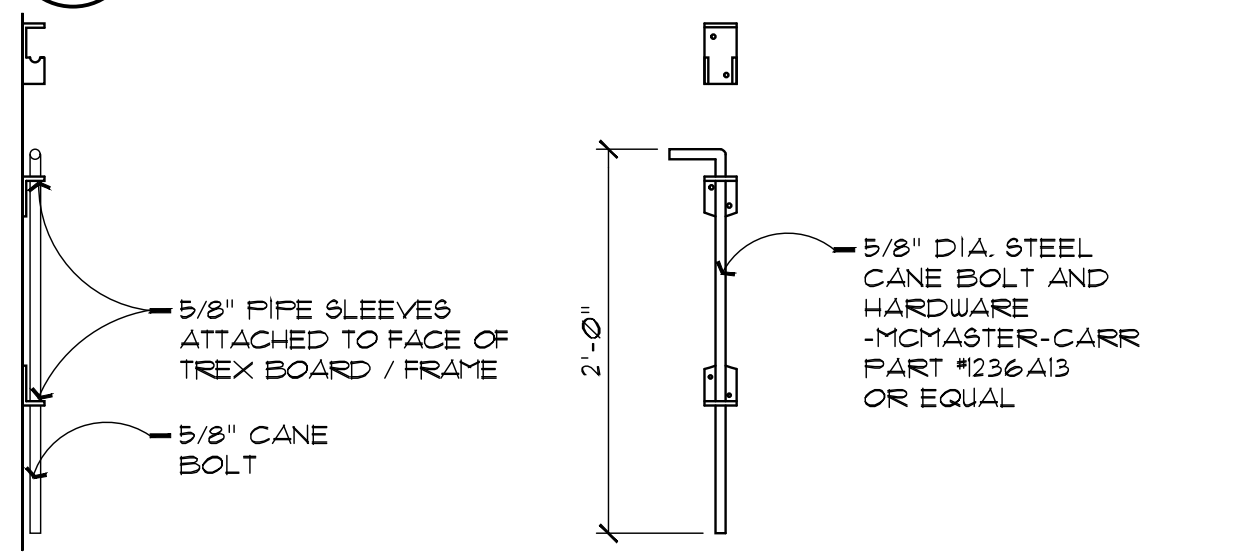
6 TYP. SECTION
3/4\"/>



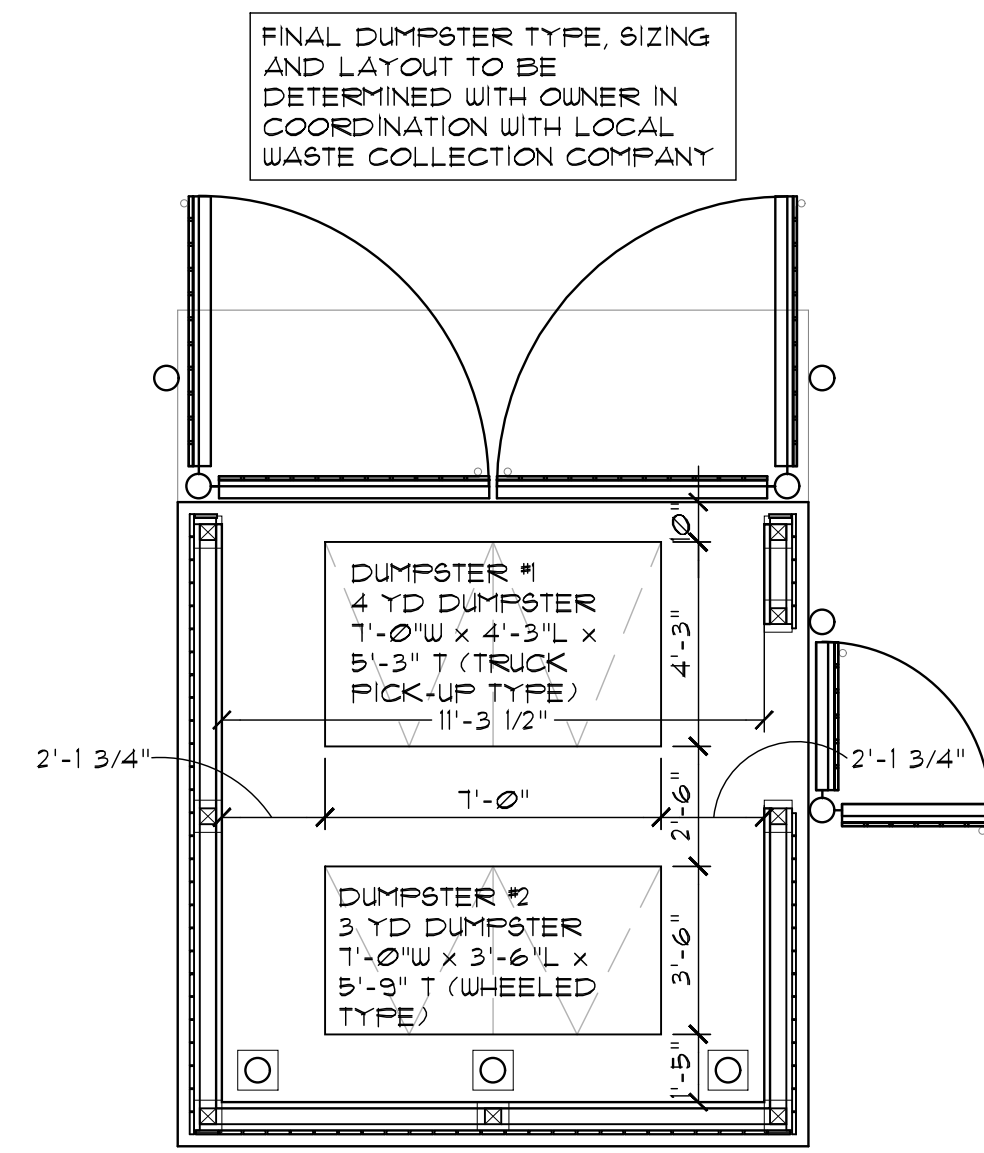
1 TRASH ENCLOSURE PLAN
1/4\"/>



2 TYP. GATE DETAIL
3/4\"/>

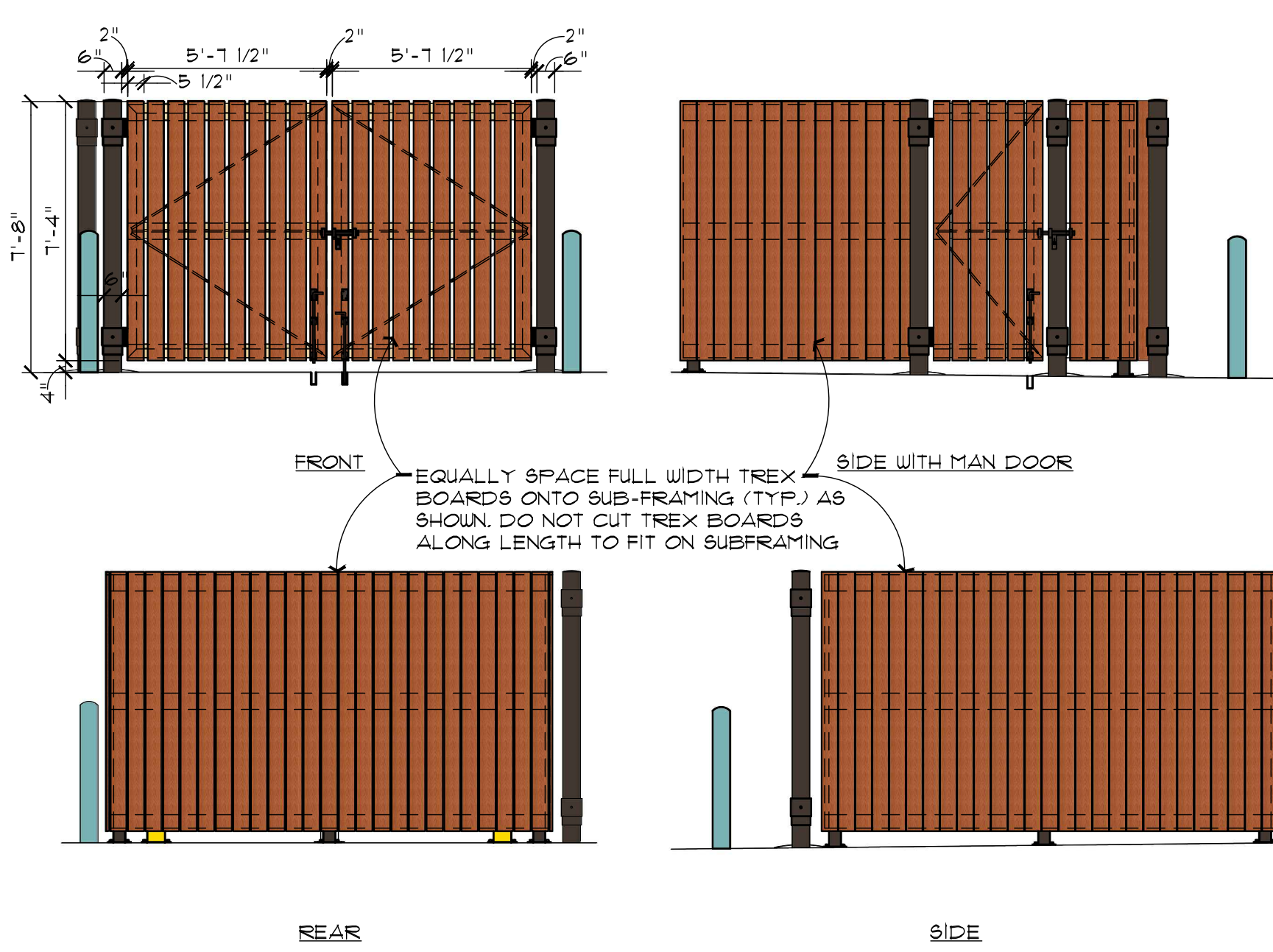


3 CANE BOLT DETAILS
1"=1'-0"



10 EXAMPLE DUMPSTER LAYOUTS
1/4\"/>

PROJECT ARCHITECT OR ENGINEER TO VERIFY TRASH ENCLOSURE DESIGN, SIZE AND LAYOUT BASED ON TRASH DUMPSTER SIZES AVAILABLE FROM LOCAL WASTE COLLECTION COMPANY AND ALL LOCAL JURISDICTIONAL DESIGN REQUIREMENTS.



11 TRASH ENCLOSURE ELEVATIONS
1/4\"/>

Street View Summer 2012



Street View Summer 2015



Street View Autumn 2017



Street View Summer 2019





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.1

To receive and place on file an update from the City Assessor on the city-wide revaluation for the 2022 assessment year.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Revaluation update Feb 2022

Revaluation Progress Report

Phase 2

July 1, 2021 – June 30, 2022

Audit Progress

The most significant portion of auditing is complete. Ongoing audit cleanup will continue through the rest of this year as needed.

Sketches and photos are still being worked on and the progress is as follows:

	As of 1/1/22	As of 11/15/21
Sketches Needed	8,146	14,171
Photos Needed	625	765

Staff Meetings

Monthly staff zoom meetings will continue between assessment staff and Forward Appraisal allowing us to address any questions, concerns or procedural guidance appraisers may have regarding the revaluation.

Land Modeling

Land modeling for all residential neighborhoods has been completed. Forward Appraisal has begun meeting with appraisers individually to discuss the resulting land valuations in their residential neighborhoods.

Part of the final review of land modeling involves reviewing irregular shaped parcels and other parcels requiring unique adjustments. This will be done using neighborhood parcel maps in coordination with each appraiser assigned to the neighborhood.

New commercial neighborhoods have been defined and mapped in GIS. Manufacturing parcels, which were previously unassigned, have been assigned to the commercial neighborhood in which they are located.

Land modeling for commercial neighborhoods is still in progress.

Full boundary descriptions and digital maps for neighborhoods will be included in our final Revaluation Report.

Modeling of Residential Improvements

Market Drive has been updated with Wisconsin Property Assessment Manual Volume 2 2018 Cost Tables and a local modifier for 2022 has been established. Input from the Department of Revenue's Volume 2 Local Modifiers, independent research and review of new construction sales has confirmed the selected local modifier for 2022. Appropriate depreciation schedules have been tested and verified with recent sales. Cost modeling for residential improvements is complete.

Review will begin in March, once validated 2021 sales have been submitted to the State.

The following data is repeated from the prior progress report:

Summary of 3-year sales data

Property Type	Parcels	Valid Sales	Ratio	P.R.D.
Single Family	25,585	2,863	83.2%	90.7%
Condos	22	4	85.8%	96.7%
Executive Homes	24	4	125.4%	88.0%
Multi Family	3,475	349	82.3%	93.9%

The ratio tells us the level of assessment for that property type. As expected residential properties are around the low 80% range. Executive homes are well above 100%, indicating that these homes will likely see a decrease in assessed value during the revaluation.

The P.R.D. (Price Related Differential) tells us the level of uniformity in ratios between low and high valued properties. A P.R.D. greater than 1 indicates regressivity, meaning low dollar value property is over assessed while high dollar value property is under assessed. A P.R.D. less than 1 indicates progressivity, meaning low dollar value property is under assessed while high dollar value property is over assessed. Our data shows that the City's assessed values are progressive. We expect many of the high dollar value properties to decrease in assessed value, while the lower to average dollar value properties will increase in assessed value during the revaluation.

- The results of this 3-year sales data reiterates the importance of revaluations as a tool to maintain fairly assessed property, thus ensuring equitably distributed tax burden.
- Our sale ratio study concluded a level of assessment for residential of 79%

Modeling of Commercial Improvements

Market Drive has been updated with Marshall & Swift commercial cost tables and a local modifier has been applied based on studies of new construction. Market modifiers by property type are being established where needed.

- Our sale ratio study concluded a level of assessment for commercial of 85%
- Further sales analysis by commercial property type is in progress
- A survey was mailed to all commercial properties requesting income and expense data. Responses received have been scanned, saved, kept confidential, and analyzed for the use in valuing based on an income approach where appropriate. A copy of this letter was included in the prior progress report.
- Return rate for commercial surveys has been around 15%

Level of Assessment - Metrics Review

The level of assessment is determined by comparing the locally assessed value of property in the City against the Department of Revenue's base value as seen on the Major Class Comparison Report below.

Major Class Comparison

2020	Residential	4,009,149,800	4,691,633,200	68.97	85.45	NO	
	Commercial	1,743,089,300	1,980,121,600	29.11	88.03	NO	
	Agricultural	558,600	620,800	0.01	89.98		
	Sum Of 5, 5M, 6, 7	1,910,000	2,088,000	0.03	91.48		
	Personal	114,874,900	127,497,100	1.87	90.10		
	Total	5,869,582,600	6,801,960,700	100.00	86.29	NO	

The base value is determined each year by the Department of Revenue and is an estimate of full value derived from statistical analysis of the prior year's sales. The change to the base value each year is indicated in the Statement of Changes in Equalized Value report.

The 2021 Preliminary Statement of Changes in Equalized Value Report provided the following anticipated base values. Comparing the estimated base values to our 2021 assessed values indicates an estimated overall level of assessment of 79.46% for 2021.

Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)
Residential	\$4,032,149,700	\$5,179,354,500	69.49	77.85
Commercial	\$1,777,205,800	\$2,143,300,000	28.76	82.92
Agricultural	\$555,300	\$646,000	0.01	85.96
Sum of 5,5M,6,7	\$1,915,200	\$1,638,300	0.02	116.90
Personal	\$110,229,200	\$128,154,500	1.72	86.01
Total	\$5,922,055,200	\$7,453,093,300	100	79.46

- It will be important to analyze the Department of Revenue reports and studies when they are distributed. These reports play a key role in determining if the revaluation accomplishes the goal of assessments at market value.

March of 2022

Assessment / Sale Ratio Study
Study based on sales occurring in 2021

August of 2022

Statement of Changes in Equalized Value
Department of Revenue projection of equalized value for 2022

Timeline

There have been no significant changes to the work timeline. Modeling will continue into February, with final review taking place March through August.





Office of the City Assessor

To: City Alderpersons

Re: City-wide Revaluation

The city is working to complete a city-wide revaluation for the 2022 assessment year. This process is taking place in stages and will affect all residential and commercial properties in the City. We anticipate inquiries from many taxpayers about the process, the results, and the effect on their properties. Below, we have compiled a list of potential Frequently Asked Questions that will allow you to field many of the inquiries.

Our goal is to conduct an accurate and transparent revaluation. We greatly appreciate your cooperation in the revaluation process. Please direct any additional questions from property owners in your district to the Assessor's Office. After discussing with the property owner, we will follow up with the Alderperson to keep everyone informed.

Revaluation FAQs

1. What is a revaluation?

A revaluation is a process by which the assessors go through each property record in the city and give it a new value (they revalue each property). There are different types of revaluations, but the goal of all revaluations is the same: produce a more accurate and equitable value than was in place previously on a given property and City-wide. This means that assessments should reflect market sale prices and properties with comparable amenities should be assessed similarly.

For example, if the assessed value on a property is \$150,000, we would expect the property to sell for about \$150,000. In other words, the assessed value is supposed to be 100% of market value. Foreclosure sales, sales between related parties and any other sale that is concluded under duress are not considered reflective of market value.

To be at 100% for every property annually is an ideal situation and not entirely realistic. The Wisconsin Department of Revenue (DOR) recognizes that and allows a cushion of +/- 10% (i.e. between 90% - 110% of estimated market value) to remain in compliance with the law. This allows for both market fluctuations and the human element of a sale.

From our previous example, if a home sells for \$150,000, that means the assessed value should be between \$135,000-\$165,000.



Office of the City Assessor

2. Why is the city undergoing this revaluation process?

Wisconsin Department of Revenue statutes require municipalities to be within 10% of market value (between 90% - 110%) to be considered “in compliance.” The City of Green Bay’s overall ratio was 90.1% in 2019, and the city is expected to be out of compliance (<90%) for 2020.

3. Who is performing the revaluation?

The revaluation is a collaborative effort by both Assessor’s Office staff and Forward Appraisal LLC, a professionally licensed appraisal company. Forward Appraisal has worked as contracted appraisers in the City of Green Bay Assessor’s Office for fifteen years and a portion of this revaluation process is an extension of their annual tasks, just as a portion of it is an extension of the annual tasks for the city employees.

4. How does the revaluation work?

There are different types of revaluations that can be undertaken: market update, drive-by revaluation, exterior revaluation, and full revaluation. In this case, the city will be undergoing a combination of a market update and drive-by revaluation.

Appraisers will be going through each property’s record card to confirm that information we have on file is accurate via electronic and remote means (e.g. satellite/GIS imagery, Google Maps, etc.). Then we will perform sales studies, neighborhood studies, income/expense studies (for income-producing properties), and other necessary studies to assist in creating new models. Using these models, we will adjust valuation tables as necessary to better reflect market conditions. We will then field verify a percentage of the values before sending out the final assessment notices.

5. How are City taxes calculated?

Tax rates are built using two numbers: total City valuation and total City budget. The tax rate then gets applied to each individual property’s valuation to determine what amount of taxes each property is responsible for. Given that the budget is put in place after the values are set, there is no way to determine exact tax rates or amounts during the revaluation.



Office of the City Assessor

6. How is this going to change my property's taxes?

Some property owners may see a decrease in both value and taxes owed, some may see an increase in both value and taxes owed, and some may see an increase or decrease in value and the opposite in taxes owed. A property's value going up does not alone cause a higher tax amount owed.

We can use sample numbers to illustrate this concept.

Total Budget	=	\$20,000,000
City Valuation Total	=	\$1,000,000,000

Tax Rate (Mill Rate): $\$20,000,000 \div \$1,000,000,000 = \$0.0200$ (or \$20.00 per thousand)

A home valued at \$150,000, the taxes owed would be \$3,000.

Now, let us suppose the sample underwent a revaluation.

Total Budget	=	\$20,000,000	<i>*Not affected by revaluation</i>
City Valuation Total	=	\$1,100,000,000	

Tax Rate (Mill Rate): $\$20,000,000 \div \$1,100,000,000 = \$0.0182$ (or \$18.20 per thousand)

A home valued \$150,000, the taxes owed would be \$2,730.

It is important to remember though, that during a revaluation all property values are adjusted closer to market value. If the home were reassessed from \$150,000 to \$165,000, the taxes owed would be \$3,003 (similar to the taxes owed prior to the revaluation).

Please note that the Assessor's Office is strictly tasked with attaining accuracy in valuation. This is true both of revaluation years and non-revaluation ("maintenance") years. Technically, taxes and budget are outside the scope of the Assessor's Office. Please also understand that the total tax rate includes other taxing entities such as the Green Bay Schools, Technical College, and Brown County.



Office of the City Assessor

7. Do I personally need to do anything for my property to get revalued? (OR) Does this mean somebody needs to go through my house?

Most of the work will be done in office and through drive-by review. An exception to that would be inspections for new permits, sales, and rechecks for work from prior years, but those will be worked separately.

If you want someone to go through your home, for whatever reason, the Assessor's office will accommodate your wishes.

8. I just put up a new garage (or updated my kitchen, or tore down a shed, etc.) Do the assessors know that?

It never hurts to bring any changes to the attention of the Assessor's Office. If the changes were done without permits, then that's information that the Assessor's Office might not have. Any changes that would have been completed with a permit will be inspected independently of the revaluation process.

9. Where can I see my property information?

All property data is available on the City Assessor's website under the "Parcel Data" link. We encourage property owners to look at and verify their property information and bring to our attention any discrepancies they find.

10. When will notices of new assessments be mailed?

Notices of changed assessment will be mailed to property owners after values are reviewed in September. We will provide advanced notice to alderpersons and city staff so they can be prepared to direct questions or concerns to the assessor's office.

11. What is "Open book"

Open book is a set period of time for property owners to contact our office with questions regarding their new values. After notices are mailed, property owners with questions are encouraged to contact our office via phone or email. If a property owner wishes to meet with an appraiser in person, an appointment will be set up to discuss their property.

12. What if I still disagree with my value after my Open Book appointment?

A property owner who still disagrees with the assessed value has the right to appear before the Board of Review. This board acts like a court by taking oral testimony from the property owner



Office of the City Assessor

and the Assessor's office. The board then makes decisions based upon the evidence presented. The Assessor's value is presumed correct unless compelling contrary evidence is presented. Information on board of review and how to object to your valuation will be referenced on each notice of assessment and is available on the Department of Revenue's website.

13. What information can I use to contest my value if I disagree with it?

The best indicator of market value is a recent sale of the subject property. This would be a sale on the open market between a willing buyer and seller under no duress to sell or any compulsion to buy. Additional relevant information can include similar homes nearby with lower assessments, a recent market value appraisal, and construction costs if recently built.

14. What information cannot be used to contest my value if I disagree with it?

Concerns specific to the taxes, rather than the assessed value, will not be reviewed. Our job is to determine an assessed value that closely represents market value. We do not determine, set or collect taxes. Assessed values in other communities will not be considered as they do not represent the market value within our city.

15. Who can I contact with further questions?

You can call, email, mail, or simply stop into the Assessor's Office. Given the current state of safety concerns, we would prefer a call or email as first contact. All inquiries must be responded to within ten days by state statute, but we typically try to respond within 48 hours.

Questions specific to the revaluation can be directed to reval@greenbaywi.gov

Thank you,

*City of Green Bay
Assessor's Office*



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.2

To approve the American Rescue Plan Act (ARPA) allocation within the Stormwater, Green Infrastructure and Climate Resiliency category for East Seymour Park Storm Water for \$1,000,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2-8-22 ARPA requests for Approval item I

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
----------------	--------------------------------------	--------------------

Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
------------------	---

Project Outcomes:	Decrease flooding in the local area and improve water quality.
-------------------	--

Reoccurring Costs:	Annual maintenance that is budgeted.
--------------------	--------------------------------------

Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
-----------------	---

Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

Project Summary:	The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
Project Outcomes:	• Provides an option of expanding the program to additional commercial businesses • Leverages at least \$1 of private sector investment for every \$3 of program funds invested. • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties. • Can be used to improve outdoor seating areas • Financial benefits go directly to the small business owner or operator. • Funds can be deployed immediately using the existing application materials. • Meets the small business assistance national objectives of ARPA funding.
Reoccurring costs:	None
Recommendation:	Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006

Tourism Grants

\$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00

**RESOLUTION ADOPTING THE CITY'S PLAN FOR
EXPENDITURE OF FUNDS RECEIVED PURSUANT TO
THE AMERICAN RESCUE PLAN ACT OF 2021**

December 7, 2021

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, on March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (ARPA), under which the Coronavirus State and Local Fiscal Recovery Funds will deliver \$350 billion for state, local, territorial, and tribal governments to respond to the COVID-19 emergency; and

WHEREAS ARPA permits municipalities to use Fiscal Recovery Funds for four broad purposes: to respond to the public health emergency or its negative economic impacts; to respond to workers providing essential services during the public health emergency; to replace lost public sector revenue; and to invest in water, sewer, and broadband infrastructure; and

WHEREAS the City's Plan for expenditure of the Fiscal Recovery Funds received pursuant to ARPA (ARPA Plan) was created after receiving input from residents and consulting with staff as to the most appropriate and effective utilization of those funds to assist the citizens of the City of Green Bay in recovering from the COVID-19 emergency; and

WHEREAS the City of Green Bay received \$11,847,758 in Fiscal Recovery Funds in May 2021, and is projected to receive a second disbursement of \$11,847,758 in May 2022; and

WHEREAS the ARPA Plan described herein is intended to provide a general framework for the amount of Fiscal Recovery Funds to be spent in each of the listed categories, and contemplates expenditure of the combined disbursements; and

WHEREAS plans for specific projects and/or services funded by Fiscal Recovery Funds will be presented to the Common Council in more detail prior to the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Green Bay hereby approves and adopts the following ARPA Plan for expenditure of Fiscal Recovery Funds in the following categories:

- \$10 million for City of Green Bay capital needs (roads, bridges, etc.) and organizational priorities;
- \$6 million for affordable housing development and small business support;
- \$3 million for stormwater, green infrastructure, and climate resilience;

ARPA Plan Resolution
Page 2

- \$2 million for crime prevention and neighborhood enhancement;
- \$1.5 million for arts, culture, and tourism.

BE IT FURTHER RESOLVED that the above-referenced amounts are intended to be approximate.

Adopted December 7, 2021

Approved December 8, 2021

C. Jeffrey
Clerk

[Signature]
Mayor



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY**AGENDA ITEM # R.3**

To approve the American Rescue Plan Act (ARPA) allocation within the Capital Needs category for Roads for \$1,500,000.

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

1. 2-8-22 ARPA requests for Approval items 2-7
2. Summary page \$1.5M

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
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Project Outcomes:	Decrease flooding in the local area and improve water quality.
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Reoccurring Costs:	Annual maintenance that is budgeted.
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Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
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2-6-001	Roads	\$1,500,000.00
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Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

2-3-002	Body Cameras	\$307,316.25
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Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

- Project Summary: The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
- Project Outcomes: • Provides an option of expanding the program to additional commercial businesses
 • Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
 • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
 • Can be used to improve outdoor seating areas
 • Financial benefits go directly to the small business owner or operator.
 • Funds can be deployed immediately using the existing application materials.
 • Meets the small business assistance national objectives of ARPA funding.
- Reoccurring costs: None
- Recommendation: Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006

Tourism Grants

\$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00

DEPARTMENT OF PUBLIC WORKS 2022 CAPITAL IMPROVEMENTS PROGRAM

As of 01-27-22

TOTAL PAVEMENTS	\$11,911,000
Fees & Contingencies	750,000
Subtotal:	12,661,000
Local Roads Improvement Program	115,000
2021 Funds Carried Over	1,751,000
Vehicle Registration Fees	2,250,000
Storm Utility - GI on Van Buren	210,000
ARPA Contribution	1,500,000
2022 BOND ISSUE:	\$6,835,000

TOTAL STORM SEWERS	\$8,717,000
Fees & Contingencies	750,000
GI on Van Buren	210,000
Subtotal:	9,467,000
2021 Funds Carried Over	5,107,000
Stormwater Utility Budget	1,000,000
2022 BOND ISSUE:	\$3,360,000

TOTAL SANITARY SEWERS	\$6,982,000
Fees & Contingencies	650,000
Subtotal:	7,632,000
2021 Funds Carried Over	3,652,000
Sanitary Sewer District Budget	2,000,000
2022 BOND ISSUE:	\$1,980,000

PARKING RAMP REPAIRS	\$550,000
Fees & Contingencies	100,000
Parking Ramp Emergency Repairs	50,000
Subtotal:	700,000
2021 Funds Carried Over	0
2022 BOND ISSUE:	\$700,000

DPW GARAGE REPAIRS & EQUIPMENT	
*WSG GYM WALL REPAIR	20,000
*WSG PARAPET CAP REPLACEMENT	20,000
WSG RE-ROOFING	1,355,000
*ESG WINDOWS	45,000
*WSG REPAIR/REPLACE BLDG H	300,000
Subtotal:	1,740,000
2021 Funds Carried Over	480,000
2022 BOND ISSUE:	\$1,260,000

PUBLIC WORKS BOND ISSUE SUMMARY

PAVEMENTS	\$6,835,000
DPW GARAGE REPAIRS & EQUIPMENT	\$1,260,000
STORM SEWERS	\$3,360,000
SANITARY SEWERS	\$1,980,000
PARKING RAMP REPAIRS	\$700,000

TOTAL DPW BONDING REQUEST: \$14,135,000

PARKING DIVISION SUPPORTED BORROWING: \$700,000

TIF SUPPORTED BORROWING: \$0

**STORMWATER UTILITY
SUPPORTED BORROWING: \$3,360,000**

**SANITARY SEWER DISTRICT
SUPPORTED BORROWING: \$1,980,000**

LEVY SUPPORTED BORROWING: \$8,095,000

TOTAL: \$14,135,000

PREVIOUS DEPARTMENT OF PUBLIC WORKS BOND ISSUES

YEAR	AMOUNT*
2021	\$9,588,000
2020	\$6,572,000
2019	\$12,763,220
2018	\$8,480,000
2017	\$12,475,000
2016	\$9,700,000
2015	\$7,120,000
2014	\$4,191,500
2013	\$4,861,000
2012	\$4,080,000
2011	\$4,400,000
2010	\$3,300,000
2009	\$6,060,000
2008	\$4,080,000
2007	\$3,425,000
2006	\$3,915,000
2005	\$8,000,000
2004	\$5,075,000
2003	\$6,385,000
2002	\$5,130,000
2001	\$5,190,000
2000	\$3,555,000
1999	\$4,215,000
1998	\$7,030,000
1997	\$5,580,000
1996	\$4,810,000
1995	\$4,345,000
1994	\$5,600,000
1993	\$5,850,000
1992	\$4,830,000
1991	\$4,090,000
1990	\$4,505,000
1989	\$2,970,000
1988	\$2,935,000
1987	\$3,950,000
1986	\$4,600,000
1985	\$4,760,000

*Note: Does not include
TIF supported borrowing



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY**AGENDA ITEM # R.4**

To approve the American Rescue Plan Act (ARPA) allocation within the Capital Needs category for Body Cameras for \$307,316.25.

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

1. 2-8-22 ARPA requests for Approval items 2-7
2. Body cam billing schedule approved at CC 12-15-2020

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
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Project Outcomes:	Decrease flooding in the local area and improve water quality.
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Reoccurring Costs:	Annual maintenance that is budgeted.
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Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
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Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

Project Summary:	The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
Project Outcomes:	• Provides an option of expanding the program to additional commercial businesses • Leverages at least \$1 of private sector investment for every \$3 of program funds invested. • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties. • Can be used to improve outdoor seating areas • Financial benefits go directly to the small business owner or operator. • Funds can be deployed immediately using the existing application materials. • Meets the small business assistance national objectives of ARPA funding.
Reoccurring costs:	None
Recommendation:	Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006 Tourism Grants \$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes: • Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
• Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
• Targets support for events that can have the biggest economic impact on the City.
• Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00

OFFICER SAFETY PLAN 7+ FIVE-YEAR QUOTE SUMMARY

GREEN BAY POLICE DEPARTMENT

Axon Enterprise, Inc.
17800 North 85th Street
Scottsdale, AZ 85255
Phone: 800.978.2737
December 10, 2020





OFFICER SAFETY PLAN 7+

Axon's [Officer Safety Plan 7+](#) (OSP) package bundles hardware, software, accessories, training programs, 24/7 customer support, equipment refreshes, and warranties together, to help equip your officers with the solutions they need. Whether easing your administrative burden back at the station or protecting your officers in the field, Green Bay PD will receive the following program features and products to help you meet your goals.

HARDWARE COMPONENTS

- ▶ 150 [TASER 7 CEWs and Battery Packs](#)
- ▶ 2 TASER 7 Docks and Wall Mounts
- ▶ TASER 7 Cartridges
 - ▶ Includes Field Use, Inert, Hook and Loop Training (HALT), Training Live, and Duty Replacement Live cartridges
- ▶ HALT Suit, Target, and Target Frame
- ▶ [Oculus Go Headset](#)
- ▶ [Axon Body-Worn Cameras](#) w/ Two Upgrades
- ▶ 190 Axon Body-Worn Cameras
- ▶ 24 8-Bay Docks and Wall Mounts w/ Two Upgrades
- ▶ 1 [Body-Worn Camera Mount per Camera](#)
- ▶ 190 [Axon Signal Sidearm](#)

SOFTWARE COMPONENTS

- ▶ 150 Axon Evidence Taser 7 User License
- ▶ 2 Axon Evidence Taser 7 Admin License
- ▶ 190 [Axon Evidence Professional Licenses](#)
- ▶ 1 Axon Evidence Viewer Licenses
- ▶ 1 Redaction Assistant License
- ▶ 190 Axon Aware+ Licenses
- ▶ 190 [Axon Performance Licenses](#)
- ▶ 1 [Axon Citizen for Communities License](#)
- ▶ [Axon Capture](#) and [Citizen One-to-One](#)
- ▶ 190 [Axon Standards Channel Services](#)
- ▶ 500GB of Storage (Non-Axon Data)
- ▶ Unlimited Storage (Axon Data Only)

TRAINING & SUPPORT

- ▶ TASER 7 Instructor Course Vouchers
- ▶ TASER 7 Master Instructor Course Vouchers
- ▶ [Axon VR Empathy Training](#)
- ▶ Online Training Content
- ▶ Auto-Tagging Service

WARRANTIES & REFRESHES

- ▶ One-Year TASER 7 Manufacturer Warranties
- ▶ TASER 7 Extended Warranties
- ▶ Five-Year Axon Body-Worn Camera Warranty
- ▶ Five-Year Axon Dock Warranty
- ▶ Body-Worn Camera and Dock Refreshes

COST OVERVIEW	
OSP Program Length	Five Years
Refresh Schedule	Axon BWC – 30 & 60 months Axon Docks – 30 & 60 months Fleet – 60 months
Cost Per User Per Month	\$199
SAVINGS OVERVIEW	
Bundled Savings	\$618,000
Additional Discount	\$150,000
Axon/Packers Partnership Discount	\$168,690
Packers Contribution	\$757,389
TOTAL SAVINGS OFFERED	\$1,694,079

BILLING SCHEDULE	
Payment Year	Cost per Year (190 Officers) Including Fleet
Year 1	\$21,600
Year 2	\$307,316.25
Year 3	\$526,110.75
Year 4	\$547,710.75
Year 5	\$547,710.75
ESTIMATED TOTAL W/ TAX	\$1,950,448.50



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.5

To approve the American Rescue Plan Act (ARPA) allocation within the Affordable Housing Development and Small Business Support category for City's Façade Improvement project for \$1,000,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2-8-22 ARPA requests for Approval items 2-7
2. DCED ARPA Allocation Recommendation Memo Backup

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
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Project Outcomes:	Decrease flooding in the local area and improve water quality.
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Reoccurring Costs:	Annual maintenance that is budgeted.
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Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
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Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

Project Summary:	The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
Project Outcomes:	• Provides an option of expanding the program to additional commercial businesses • Leverages at least \$1 of private sector investment for every \$3 of program funds invested. • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties. • Can be used to improve outdoor seating areas • Financial benefits go directly to the small business owner or operator. • Funds can be deployed immediately using the existing application materials. • Meets the small business assistance national objectives of ARPA funding.
Reoccurring costs:	None
Recommendation:	Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006 Tourism Grants \$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes: • Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
• Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
• Targets support for events that can have the biggest economic impact on the City.
• Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00



City of Green Bay
Department of Community and Economic Development

MEMORANDUM

DATE: February 4, 2022
TO: Finance Committee
FROM: Neil Stechschulte, Development Director
CC: Mayor Eric Genrich
RE: Recommended ARPA Allocations (Small Business Assistance & Tourism)

After discussions with the Mayor, Staff is seeking approval to proceed with \$1,365,000 of ARPA funds in the areas of “Small Business Assistance” and “Tourism” budget categories through the following programs:

- Expansion of the City’s Façade Improvement Grant Program (\$1 million)
- 4 Year Sponsorship of the GBACC Blueprint Program (\$40,000)
- Farmers Market Event Support Grants (3 grants at \$25,000 each or \$75,000)
- Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Expansion of the City’s Façade Improvement Grant Program (\$1 million)

The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas. The amount of grant dollars awarded are determined on a case-by-case basis, depending on the amount of funds available and the project's overall impact. All grant funds are provided as reimbursements on qualified expenditures and are limited to no more than 75% of the total cost of eligible improvements. Any commercial building owner or tenant (business owner) with lease authority and approval of the owner may apply for Facade Grant funds. The commercial building must be located within a Facade Grant Eligible Area. Under the current program, the project must satisfy a National Objective for Community Development Block Grant Funding as defined by Housing and Urban Development (HUD) (either job creation or blight elimination). Owner cannot be delinquent on any current City charges, taxes, or assessments or have defaulted on any previous city assistance.

Eligible projects under the current program include:

- Restoration of masonry, brick, wood, and glass;
- Restoration/preservation of historical or architecturally significant features
- Storefront redesign and reconstruction
- Murals and permanent art fixtures
- Exterior lighting enhancements
- Awnings
- Other approved visual enhancement of a property as it relates to a public right-of-way or visible from a public vantage point.

Benefits of using these funds for this purpose include:

- Provides an option of expanding the program to additional commercial businesses
- Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
- Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
- Can be used to improve outdoor seating areas
- Financial benefits go directly to the small business owner or operator.
- Funds can be deployed immediately using the existing application materials.
- Meets the small business assistance national objectives of ARPA funding.

All grants would be subject to a competitive grant application process, and subject to a standard grant agreement that would define the specific conditions of award. Staff recommends beginning disbursement of funds by late Spring of 2022 and targeting no later than the end of 2023 to have funds awarded and disbursed.

4 Year Sponsorship of the GBACC Blueprint Business Accelerator Program (\$40,000)

The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

The City sponsored the initial year of this program at \$10,000. An amount of \$10,000 per year for the next four years is recommended to continue to help provide direct assistance to participating entrepreneurs and helping to build on a successful first year of the program. The first year of the program included 7 companies. More than half were women-owned businesses and the rest were minority-owned businesses. 3 of the companies were tech-based, while the other 4 were more traditional small business startups.

Other corporate sponsors of this program include American Foods Group, Associated Bank, Connect (American Family Insurance), Schneider Trucking, Schreiber Foods, Wells Fargo, Wipfli, and UW-Green Bay.

Benefits of using these funds for this purpose include:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Funds would be distributed once per year over the next four years at \$10,000 per year.

Farmers Market Event Support Grants (3 grants up to \$25,000 each or \$75,000)

The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events, and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022.

- The *Saturday Farmers Market* in Downtown Green Bay has 75+ local vendors that offer the community fresh produce, baked goods, carry out foods, coffee & teas, meats, cheeses, flowers & plants, handcrafted goods, soaps, and even more. This market is hosted and operated by Downtown Green Bay.
- The *Farmers Market on Broadway* is a popular Wednesday night Farmers Market that will return to Broadway for its 19th year starting in 2022. This market features produce, craft and food vendors as well as live musicians and a beverage tent. This market is hosted and operated by On Broadway, Inc.
- The *Market on Military* is located in the Green Bay Plaza on Military Avenue, and is open every Thursday with a wide selection of locally grown, made and crafted products. Seasonal selections ripe each week. This market is hosted and operated by the Military Avenue Business Improvement District.

Benefits of using these funds for this purpose include:

- Funds can provide direct operating and marketing assistance to ensure increased customer traffic at these events back to and beyond previous levels.

- Frees up other budgeted funds for our BID's to be allocated to other operating needs as they deem appropriate
- Directly and indirectly supports small businesses in each of these areas by attracting more visitors to the area.
- Provides support to a proven event who's impact lasts over several months and multiple locations in a manner
- Provides support to a proven outdoor event that is less likely to be impacted by pandemic conditions.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff recommends disbursement of funds by late Spring of 2022.

Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Staff is recommending that a competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events that can demonstrate one or more of the following impacts:

- Significant visitor spending in the local retail, dining and entertainment sectors.
- Significant impacts to overnight hotel stays in Green Bay hotels.
- Significant attraction of visitors from targeted markets.
- Significant increase in the duration of stay of visitors to Green Bay.
- Direct impacts to the viability and success to local small businesses.
- Significant expansion of the scope of an existing event.

Eligible applicants would be any organization that is responsible for hosting and operating an event that has can demonstrate a clear visitor impact on the City of Green Bay.

Benefits of using these funds for this purpose include:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Can potentially be leveraged with other tourism funding from the State of Wisconsin.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff would prepare a formal application materials for issuance by the end of March 2022, with initial awards being made by May 1, 2022 and a target date for disbursement of all funds by no later than the end of 2023. Staff is recommending a minimum visitor impact of 5,000+.

Please let me know if you have any questions.

A handwritten signature in black ink, reading "Neil Stechschulte". The signature is written in a cursive style with a large, stylized "N" and "S".

Neil Stechschulte
Development Director



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.6

To approve the American Rescue Plan Act (ARPA) allocation with the Affordable Housing Development and Small Business Support category for the Blueprint Accelerator Program for \$40,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2-8-22 ARPA requests for Approval items 2-7
2. DCED ARPA Allocation Recommendation Memo Backup

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary: Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.

Project Outcomes: Decrease flooding in the local area and improve water quality.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.

Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

Project Summary:	The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
Project Outcomes:	• Provides an option of expanding the program to additional commercial businesses • Leverages at least \$1 of private sector investment for every \$3 of program funds invested. • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties. • Can be used to improve outdoor seating areas • Financial benefits go directly to the small business owner or operator. • Funds can be deployed immediately using the existing application materials. • Meets the small business assistance national objectives of ARPA funding.
Reoccurring costs:	None
Recommendation:	Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

\$250,000.00

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	
Remaining Balance:		<u><u>\$7,337,683.75</u></u>
Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	
Remaining Balance:		<u><u>\$1,940,000.00</u></u>
Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	
Remaining Balance:		<u><u>\$4,885,000.00</u></u>
Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	
Remaining Balance:		<u><u>\$1,250,000.00</u></u>

Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00



City of Green Bay
Department of Community and Economic Development

MEMORANDUM

DATE: February 4, 2022
TO: Finance Committee
FROM: Neil Stechschulte, Development Director
CC: Mayor Eric Genrich
RE: Recommended ARPA Allocations (Small Business Assistance & Tourism)

After discussions with the Mayor, Staff is seeking approval to proceed with \$1,365,000 of ARPA funds in the areas of “Small Business Assistance” and “Tourism” budget categories through the following programs:

- Expansion of the City’s Façade Improvement Grant Program (\$1 million)
- 4 Year Sponsorship of the GBACC Blueprint Program (\$40,000)
- Farmers Market Event Support Grants (3 grants at \$25,000 each or \$75,000)
- Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Expansion of the City’s Façade Improvement Grant Program (\$1 million)

The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas. The amount of grant dollars awarded are determined on a case-by-case basis, depending on the amount of funds available and the project's overall impact. All grant funds are provided as reimbursements on qualified expenditures and are limited to no more than 75% of the total cost of eligible improvements. Any commercial building owner or tenant (business owner) with lease authority and approval of the owner may apply for Facade Grant funds. The commercial building must be located within a Facade Grant Eligible Area. Under the current program, the project must satisfy a National Objective for Community Development Block Grant Funding as defined by Housing and Urban Development (HUD) (either job creation or blight elimination). Owner cannot be delinquent on any current City charges, taxes, or assessments or have defaulted on any previous city assistance.

Eligible projects under the current program include:

- Restoration of masonry, brick, wood, and glass;
- Restoration/preservation of historical or architecturally significant features
- Storefront redesign and reconstruction
- Murals and permanent art fixtures
- Exterior lighting enhancements
- Awnings
- Other approved visual enhancement of a property as it relates to a public right-of-way or visible from a public vantage point.

Benefits of using these funds for this purpose include:

- Provides an option of expanding the program to additional commercial businesses
- Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
- Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
- Can be used to improve outdoor seating areas
- Financial benefits go directly to the small business owner or operator.
- Funds can be deployed immediately using the existing application materials.
- Meets the small business assistance national objectives of ARPA funding.

All grants would be subject to a competitive grant application process, and subject to a standard grant agreement that would define the specific conditions of award. Staff recommends beginning disbursement of funds by late Spring of 2022 and targeting no later than the end of 2023 to have funds awarded and disbursed.

4 Year Sponsorship of the GBACC Blueprint Business Accelerator Program (\$40,000)

The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

The City sponsored the initial year of this program at \$10,000. An amount of \$10,000 per year for the next four years is recommended to continue to help provide direct assistance to participating entrepreneurs and helping to build on a successful first year of the program. The first year of the program included 7 companies. More than half were women-owned businesses and the rest were minority-owned businesses. 3 of the companies were tech-based, while the other 4 were more traditional small business startups.

Other corporate sponsors of this program include American Foods Group, Associated Bank, Connect (American Family Insurance), Schneider Trucking, Schreiber Foods, Wells Fargo, Wipfli, and UW-Green Bay.

Benefits of using these funds for this purpose include:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Funds would be distributed once per year over the next four years at \$10,000 per year.

Farmers Market Event Support Grants (3 grants up to \$25,000 each or \$75,000)

The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events, and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022.

- The *Saturday Farmers Market* in Downtown Green Bay has 75+ local vendors that offer the community fresh produce, baked goods, carry out foods, coffee & teas, meats, cheeses, flowers & plants, handcrafted goods, soaps, and even more. This market is hosted and operated by Downtown Green Bay.
- The *Farmers Market on Broadway* is a popular Wednesday night Farmers Market that will return to Broadway for its 19th year starting in 2022. This market features produce, craft and food vendors as well as live musicians and a beverage tent. This market is hosted and operated by On Broadway, Inc.
- The *Market on Military* is located in the Green Bay Plaza on Military Avenue, and is open every Thursday with a wide selection of locally grown, made and crafted products. Seasonal selections ripe each week. This market is hosted and operated by the Military Avenue Business Improvement District.

Benefits of using these funds for this purpose include:

- Funds can provide direct operating and marketing assistance to ensure increased customer traffic at these events back to and beyond previous levels.

- Frees up other budgeted funds for our BID's to be allocated to other operating needs as they deem appropriate
- Directly and indirectly supports small businesses in each of these areas by attracting more visitors to the area.
- Provides support to a proven event who's impact lasts over several months and multiple locations in a manner
- Provides support to a proven outdoor event that is less likely to be impacted by pandemic conditions.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff recommends disbursement of funds by late Spring of 2022.

Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Staff is recommending that a competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events that can demonstrate one or more of the following impacts:

- Significant visitor spending in the local retail, dining and entertainment sectors.
- Significant impacts to overnight hotel stays in Green Bay hotels.
- Significant attraction of visitors from targeted markets.
- Significant increase in the duration of stay of visitors to Green Bay.
- Direct impacts to the viability and success to local small businesses.
- Significant expansion of the scope of an existing event.

Eligible applicants would be any organization that is responsible for hosting and operating an event that has can demonstrate a clear visitor impact on the City of Green Bay.

Benefits of using these funds for this purpose include:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Can potentially be leveraged with other tourism funding from the State of Wisconsin.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff would prepare a formal application materials for issuance by the end of March 2022, with initial awards being made by May 1, 2022 and a target date for disbursement of all funds by no later than the end of 2023. Staff is recommending a minimum visitor impact of 5,000+.

Please let me know if you have any questions.

A handwritten signature in black ink, reading "Neil Stechschulte". The signature is written in a cursive style with a large, stylized "N" and "S".

Neil Stechschulte
Development Director



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.7

To approve the American Rescue Plan Act (ARPA) allocation within the Affordable Housing Development and Small Business Support for Farmers Market for \$75,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2-8-22 ARPA requests for Approval items 2-7
2. DCED ARPA Allocation Recommendation Memo Backup

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
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Project Outcomes:	Decrease flooding in the local area and improve water quality.
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Reoccurring Costs:	Annual maintenance that is budgeted.
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Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
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Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

- Project Summary: The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
- Project Outcomes: • Provides an option of expanding the program to additional commercial businesses
 • Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
 • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
 • Can be used to improve outdoor seating areas
 • Financial benefits go directly to the small business owner or operator.
 • Funds can be deployed immediately using the existing application materials.
 • Meets the small business assistance national objectives of ARPA funding.
- Reoccurring costs: None
- Recommendation: Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006 Tourism Grants \$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes: • Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
• Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
• Targets support for events that can have the biggest economic impact on the City.
• Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00



City of Green Bay
Department of Community and Economic Development

MEMORANDUM

DATE: February 4, 2022
TO: Finance Committee
FROM: Neil Stechschulte, Development Director
CC: Mayor Eric Genrich
RE: Recommended ARPA Allocations (Small Business Assistance & Tourism)

After discussions with the Mayor, Staff is seeking approval to proceed with \$1,365,000 of ARPA funds in the areas of “Small Business Assistance” and “Tourism” budget categories through the following programs:

- Expansion of the City’s Façade Improvement Grant Program (\$1 million)
- 4 Year Sponsorship of the GBACC Blueprint Program (\$40,000)
- Farmers Market Event Support Grants (3 grants at \$25,000 each or \$75,000)
- Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Expansion of the City’s Façade Improvement Grant Program (\$1 million)

The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas. The amount of grant dollars awarded are determined on a case-by-case basis, depending on the amount of funds available and the project's overall impact. All grant funds are provided as reimbursements on qualified expenditures and are limited to no more than 75% of the total cost of eligible improvements. Any commercial building owner or tenant (business owner) with lease authority and approval of the owner may apply for Facade Grant funds. The commercial building must be located within a Facade Grant Eligible Area. Under the current program, the project must satisfy a National Objective for Community Development Block Grant Funding as defined by Housing and Urban Development (HUD) (either job creation or blight elimination). Owner cannot be delinquent on any current City charges, taxes, or assessments or have defaulted on any previous city assistance.

Eligible projects under the current program include:

- Restoration of masonry, brick, wood, and glass;
- Restoration/preservation of historical or architecturally significant features
- Storefront redesign and reconstruction
- Murals and permanent art fixtures
- Exterior lighting enhancements
- Awnings
- Other approved visual enhancement of a property as it relates to a public right-of-way or visible from a public vantage point.

Benefits of using these funds for this purpose include:

- Provides an option of expanding the program to additional commercial businesses
- Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
- Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
- Can be used to improve outdoor seating areas
- Financial benefits go directly to the small business owner or operator.
- Funds can be deployed immediately using the existing application materials.
- Meets the small business assistance national objectives of ARPA funding.

All grants would be subject to a competitive grant application process, and subject to a standard grant agreement that would define the specific conditions of award. Staff recommends beginning disbursement of funds by late Spring of 2022 and targeting no later than the end of 2023 to have funds awarded and disbursed.

4 Year Sponsorship of the GBACC Blueprint Business Accelerator Program (\$40,000)

The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

The City sponsored the initial year of this program at \$10,000. An amount of \$10,000 per year for the next four years is recommended to continue to help provide direct assistance to participating entrepreneurs and helping to build on a successful first year of the program. The first year of the program included 7 companies. More than half were women-owned businesses and the rest were minority-owned businesses. 3 of the companies were tech-based, while the other 4 were more traditional small business startups.

Other corporate sponsors of this program include American Foods Group, Associated Bank, Connect (American Family Insurance), Schneider Trucking, Schreiber Foods, Wells Fargo, Wipfli, and UW-Green Bay.

Benefits of using these funds for this purpose include:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Funds would be distributed once per year over the next four years at \$10,000 per year.

Farmers Market Event Support Grants (3 grants up to \$25,000 each or \$75,000)

The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events, and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022.

- The *Saturday Farmers Market* in Downtown Green Bay has 75+ local vendors that offer the community fresh produce, baked goods, carry out foods, coffee & teas, meats, cheeses, flowers & plants, handcrafted goods, soaps, and even more. This market is hosted and operated by Downtown Green Bay.
- The *Farmers Market on Broadway* is a popular Wednesday night Farmers Market that will return to Broadway for its 19th year starting in 2022. This market features produce, craft and food vendors as well as live musicians and a beverage tent. This market is hosted and operated by On Broadway, Inc.
- The *Market on Military* is located in the Green Bay Plaza on Military Avenue, and is open every Thursday with a wide selection of locally grown, made and crafted products. Seasonal selections ripe each week. This market is hosted and operated by the Military Avenue Business Improvement District.

Benefits of using these funds for this purpose include:

- Funds can provide direct operating and marketing assistance to ensure increased customer traffic at these events back to and beyond previous levels.

- Frees up other budgeted funds for our BID's to be allocated to other operating needs as they deem appropriate
- Directly and indirectly supports small businesses in each of these areas by attracting more visitors to the area.
- Provides support to a proven event who's impact lasts over several months and multiple locations in a manner
- Provides support to a proven outdoor event that is less likely to be impacted by pandemic conditions.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff recommends disbursement of funds by late Spring of 2022.

Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Staff is recommending that a competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events that can demonstrate one or more of the following impacts:

- Significant visitor spending in the local retail, dining and entertainment sectors.
- Significant impacts to overnight hotel stays in Green Bay hotels.
- Significant attraction of visitors from targeted markets.
- Significant increase in the duration of stay of visitors to Green Bay.
- Direct impacts to the viability and success to local small businesses.
- Significant expansion of the scope of an existing event.

Eligible applicants would be any organization that is responsible for hosting and operating an event that has can demonstrate a clear visitor impact on the City of Green Bay.

Benefits of using these funds for this purpose include:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Can potentially be leveraged with other tourism funding from the State of Wisconsin.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff would prepare a formal application materials for issuance by the end of March 2022, with initial awards being made by May 1, 2022 and a target date for disbursement of all funds by no later than the end of 2023. Staff is recommending a minimum visitor impact of 5,000+.

Please let me know if you have any questions.

A handwritten signature in black ink, reading "Neil Stechschulte". The signature is written in a cursive style with a large, stylized "N" and "S".

Neil Stechschulte
Development Director



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.8

To approve the American Rescue Plan Act (ARPA) allocation with the Arts, Culture, and Tourism category for Tourism Grants for \$250,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2-8-22 ARPA requests for Approval items 2-7
2. DCED ARPA Allocation Recommendation Memo Backup

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: February 2, 2022

Re: ARPA Requests- Revenue Replacement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. \$10,000,000 Capital Needs
2. \$6,000,000 Affordable Housing Development and Small Business Support
3. \$3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. \$2,000,000 Crime Prevention and Neighborhood Enhancement
5. \$1,500,000 Arts, Culture, and Tourism

The following three (3) items are requested from the Stormwater, Green Infrastructure, and Climate Resilience category and from the Capital Needs (Revenue Replacement) category. All three (3) projects are eligible projects for ARPA funds.

5-5-001	East Seymour Park Storm Water	\$1,000,000
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Project Summary:	Stormwater feature at East Seymour Park. This project is from the 2022 Capital Improvement list. This project will need the design to be completed before any final costs are available. We currently estimate the project to be \$2 million and Storm Water Utility funds will complete the project.
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Project Outcomes:	Decrease flooding in the local area and improve water quality.
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Reoccurring Costs:	Annual maintenance that is budgeted.
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Recommendation:	Approve Request for 5-5-001 East Seymour Park Storm Water project, for \$1,000,000.00 from the Stormwater, Green Infrastructure, and Climate Resilience category.
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Roads

\$1,500,000.00

Project Summary: Several road repairs from the 2022 Capital Improvement list. Department of Public Works will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Improved roads within the City.

Reoccurring Costs: Annual maintenance that is budgeted.

Recommendation: Approve request 2-6-001 Roads project for \$1,500,000.00 from the Capital Needs category.

Body Cameras

\$307,316.25

Project Summary: Body Cameras for the Green Bay Police Department from the Capital Improvement list. This item is needed for better policing and investigative needs within the police force. This is replacing and adding to the current body camera inventory. We will be using the Capital Needs (Revenue Replacement) category for this project.

Project Outcomes: Better policing.

Reoccurring Costs: Maintenance that is budgeted and or bonded annually.

Recommendation: Approve request 2-3-002 Body Cameras project for \$307,316.25 from the Capital Needs category.

2-2-003 City's Façade Improvement \$1,000,000.00

- Project Summary: The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas.
- Project Outcomes: • Provides an option of expanding the program to additional commercial businesses
 • Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
 • Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
 • Can be used to improve outdoor seating areas
 • Financial benefits go directly to the small business owner or operator.
 • Funds can be deployed immediately using the existing application materials.
 • Meets the small business assistance national objectives of ARPA funding.
- Reoccurring costs: None
- Recommendation: Approve request 2-2-003 City's Façade Improvement project for \$1,000,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-004 Blueprint Business Accelerator \$40,000.00

Project Summary: The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-004 Blueprint Accelerator Program project for \$40,000 from the Affordable Housing Development and Small Business Support category.

2-2-005

Farmers Markets

\$75,000.00

Project Summary: The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.

Project Outcomes:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-005 Farmers Market project for \$75,000.00 from the Affordable Housing Development and Small Business Support category.

2-2-006

Tourism Grants

\$250,000.00

Project Summary: Competitive grant program will be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events

Project Outcomes:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Reoccurring costs: None

Recommendation: Approve request 2-2-006 Tourism Grants project for \$250,000.00 from the Arts, Culture, and Tourism category.

Total of Projects:

February 8, 2022 Requests

Capital Needs (Revenue Replacement) Remaining Balance		\$9,145,000.00
2-6-001 Roads	\$1,500,000.00	
2-3-002 Body Cameras	\$307,316.25	
	<u>\$1,807,316.25</u>	

Remaining Balance:	<u><u>\$7,337,683.75</u></u>
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Stormwater, Green Infrastructure, & Climate Resilience Remaining Balance		\$2,940,000.00
5-5-001 E Seymour Park Storm Water	\$1,000,000.00	

Remaining Balance:	<u><u>\$1,940,000.00</u></u>
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Affordable Housing Development & Small Business Support Remaining Balance		\$6,000,000.00
2-2-003 City's Façade Improvement	\$1,000,000.00	
2-2-004 Blueprint Business Accelerator	\$40,000.00	
2-2-005 Farmers Markets	\$75,000.00	
	<u>\$1,115,000.00</u>	

Remaining Balance:	<u><u>\$4,885,000.00</u></u>
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Arts, Culture & Tourism Remaining Balance		\$1,500,000.00
2-2-006 Tourism Grants	\$250,000.00	

Remaining Balance:	<u><u>\$1,250,000.00</u></u>
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Approved Projects

3-2-001	Administrative Expenses	\$200,000.00
10-6-001	One Time Expenses FY22	\$655,000.00
9-2-007	NIBIN	\$188,358.00
9-1-008	Recruit/ Retain	\$88,000.00
9-2-009	Lot Cop	\$40,000.00
12-3-001	Shot Detection System	\$0.00
7-5-001	Rain Barrel/ Rain Garden	\$60,000.00



City of Green Bay
Department of Community and Economic Development

MEMORANDUM

DATE: February 4, 2022
TO: Finance Committee
FROM: Neil Stechschulte, Development Director
CC: Mayor Eric Genrich
RE: Recommended ARPA Allocations (Small Business Assistance & Tourism)

After discussions with the Mayor, Staff is seeking approval to proceed with \$1,365,000 of ARPA funds in the areas of “Small Business Assistance” and “Tourism” budget categories through the following programs:

- Expansion of the City’s Façade Improvement Grant Program (\$1 million)
- 4 Year Sponsorship of the GBACC Blueprint Program (\$40,000)
- Farmers Market Event Support Grants (3 grants at \$25,000 each or \$75,000)
- Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Expansion of the City’s Façade Improvement Grant Program (\$1 million)

The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas. The amount of grant dollars awarded are determined on a case-by-case basis, depending on the amount of funds available and the project's overall impact. All grant funds are provided as reimbursements on qualified expenditures and are limited to no more than 75% of the total cost of eligible improvements. Any commercial building owner or tenant (business owner) with lease authority and approval of the owner may apply for Facade Grant funds. The commercial building must be located within a Facade Grant Eligible Area. Under the current program, the project must satisfy a National Objective for Community Development Block Grant Funding as defined by Housing and Urban Development (HUD) (either job creation or blight elimination). Owner cannot be delinquent on any current City charges, taxes, or assessments or have defaulted on any previous city assistance.

Eligible projects under the current program include:

- Restoration of masonry, brick, wood, and glass;
- Restoration/preservation of historical or architecturally significant features
- Storefront redesign and reconstruction
- Murals and permanent art fixtures
- Exterior lighting enhancements
- Awnings
- Other approved visual enhancement of a property as it relates to a public right-of-way or visible from a public vantage point.

Benefits of using these funds for this purpose include:

- Provides an option of expanding the program to additional commercial businesses
- Leverages at least \$1 of private sector investment for every \$3 of program funds invested.
- Improvements positively impact the value of commercial property and property tax revenue for the project site and adjacent properties.
- Can be used to improve outdoor seating areas
- Financial benefits go directly to the small business owner or operator.
- Funds can be deployed immediately using the existing application materials.
- Meets the small business assistance national objectives of ARPA funding.

All grants would be subject to a competitive grant application process, and subject to a standard grant agreement that would define the specific conditions of award. Staff recommends beginning disbursement of funds by late Spring of 2022 and targeting no later than the end of 2023 to have funds awarded and disbursed.

4 Year Sponsorship of the GBACC Blueprint Business Accelerator Program (\$40,000)

The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).

The City sponsored the initial year of this program at \$10,000. An amount of \$10,000 per year for the next four years is recommended to continue to help provide direct assistance to participating entrepreneurs and helping to build on a successful first year of the program. The first year of the program included 7 companies. More than half were women-owned businesses and the rest were minority-owned businesses. 3 of the companies were tech-based, while the other 4 were more traditional small business startups.

Other corporate sponsors of this program include American Foods Group, Associated Bank, Connect (American Family Insurance), Schneider Trucking, Schreiber Foods, Wells Fargo, Wipfli, and UW-Green Bay.

Benefits of using these funds for this purpose include:

- Funds go to directly supporting business startups that will hopefully end up growing here in Green Bay.
- The program provides technical and financial support to entrepreneurs and small business owners that might not otherwise have been able to find assistance.
- The program successfully operated by the Chamber of Commerce and has no immediate or long-term staffing or cost demands on the City beyond the sponsorship.
- Investment in this program by the City is leveraged several times over by private sector investment.
- The program fills a need for business startups that do not qualify for assistance in the Titledown Tech.
- The program attracts business interest and investment from outside of Green Bay.
- Meets the small business assistance national objectives of ARPA funding.

Funds would be distributed once per year over the next four years at \$10,000 per year.

Farmers Market Event Support Grants (3 grants up to \$25,000 each or \$75,000)

The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events, and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022.

- The *Saturday Farmers Market* in Downtown Green Bay has 75+ local vendors that offer the community fresh produce, baked goods, carry out foods, coffee & teas, meats, cheeses, flowers & plants, handcrafted goods, soaps, and even more. This market is hosted and operated by Downtown Green Bay.
- The *Farmers Market on Broadway* is a popular Wednesday night Farmers Market that will return to Broadway for its 19th year starting in 2022. This market features produce, craft and food vendors as well as live musicians and a beverage tent. This market is hosted and operated by On Broadway, Inc.
- The *Market on Military* is located in the Green Bay Plaza on Military Avenue, and is open every Thursday with a wide selection of locally grown, made and crafted products. Seasonal selections ripe each week. This market is hosted and operated by the Military Avenue Business Improvement District.

Benefits of using these funds for this purpose include:

- Funds can provide direct operating and marketing assistance to ensure increased customer traffic at these events back to and beyond previous levels.

- Frees up other budgeted funds for our BID's to be allocated to other operating needs as they deem appropriate
- Directly and indirectly supports small businesses in each of these areas by attracting more visitors to the area.
- Provides support to a proven event who's impact lasts over several months and multiple locations in a manner
- Provides support to a proven outdoor event that is less likely to be impacted by pandemic conditions.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff recommends disbursement of funds by late Spring of 2022.

Tourism Event Support Grants (5 grants at \$50,000 each or \$250,000)

Staff is recommending that a competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events that can demonstrate one or more of the following impacts:

- Significant visitor spending in the local retail, dining and entertainment sectors.
- Significant impacts to overnight hotel stays in Green Bay hotels.
- Significant attraction of visitors from targeted markets.
- Significant increase in the duration of stay of visitors to Green Bay.
- Direct impacts to the viability and success to local small businesses.
- Significant expansion of the scope of an existing event.

Eligible applicants would be any organization that is responsible for hosting and operating an event that has can demonstrate a clear visitor impact on the City of Green Bay.

Benefits of using these funds for this purpose include:

- Directly supports the continued recovery of small businesses, especially restaurants and entertainment venues.
- Directly supports the hotel industry and encourages overnight stays, and thus contributions to hotel tax revenue.
- Can potentially be leveraged with other tourism funding from the State of Wisconsin.
- Targets support for events that can have the biggest economic impact on the City.
- Meets the small business assistance and tourism enhancement national objectives of ARPA funding.

Funds would be distributed in a one-time payment and be subject to a formal grant agreement. Staff would prepare a formal application materials for issuance by the end of March 2022, with initial awards being made by May 1, 2022 and a target date for disbursement of all funds by no later than the end of 2023. Staff is recommending a minimum visitor impact of 5,000+.

Please let me know if you have any questions.

A handwritten signature in black ink, reading "Neil Stechschulte". The signature is written in a cursive style with a large, stylized "N" and "S".

Neil Stechschulte
Development Director



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.9

To approve the 2022 revised bonding request.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 Draft bonding request for 2-8 Finance

CITY OF GREEN BAY - 2022 BONDING FOR CAPITAL ITEMS

Updated 1/20/2022

	ITEM	CATEGORY	QTY	COST PER	TOTAL	DESCRIPTION/JUSTIFICATION	Comments
Police	Mobile (squad) radios	Equipment	5	\$4,800	\$ 24,000	Annual replacement schedule (5/year)	
Police	Hand held radios	Equipment	20	\$3,800	\$ 76,000	Annual replacement schedule (20/year)	
Police	Officer Helmets	Equipment	180	\$400	\$ 72,000	Officer Safety	
Police	Squad #42	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #43	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #45	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #46	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #58	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #65	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #73	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #74	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #75	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #76	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #77	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #80	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #81	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #82	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	Squad #83	Fleet	1	\$34,500	\$ 34,500	Replacement schedule. Repair costs.	
Police	GBPD S. Adam & N. Irwin CP Ctr roof repairs	Maj Capital	1	\$240,000	\$ 240,000	Replace 25+ year old roof membrane	
Parks	ADD Baird Creek Skills Park (Parks)	Maj Capital	1	\$100,000	\$ 100,000	ADD - per Dir. Ditscheit due to timing of 2023 bonding	Added from original request
Parks	Fisk - Tennis Court Colorcoating	Maj Capital	1	\$70,000	\$ 70,000	This facility was constructed in 2006. The color coating surface is in need of replacement in order to keep it usable as a tournament facility for West High School. It is estimated to cost a total of \$140,000 with the School District funding ½ of the cost.	
Parks	Park Shop - Old Park Shop Roof Replacement	Maj Capital	1	\$100,000	\$ 100,000	The shingles and rubber membrane on this roof has reached its lifespan. If the roofing is not replaced there is the possibility of water damage to the building structure, which will in turn add to the cost to repair these roofs in future years. There are currently leaks that we are not able to patch.	
Parks	Perkins - New Baseball Field	Maj Capital	1	\$450,000	\$ 450,000	With the development of the Phase 1 ballfield development at Colburn Park, one baseball field was removed at Colburn. There is now a shortage of baseball fields in the City. This funding will convert one little league field to a baseball field, which will give us a 2 baseball field complex at Perkins Park. This will accommodate adult and/or sanctioned leagues. In addition this will move the hockey rinks that will be affected by this update to the facility	
Parks	Wildlife Sanctuary - ADA Ramp Construction	Maj Capital	1	\$30,000	\$ 30,000	This proposed ADA accessible walk will connect the proposed parking lot expansion to the Dick Resch & Family Learning and Conservation Center. This walk will allow for a safer route to the new addition from the parking lot, which will be used primarily by the 4k families for pick up and drop off to access the Oak Learning Center	
Parks - Forestry	33,000 GVW Truck w/Dump Body - Unit 11	Fleet	1	\$15,576	\$ 15,576	Unit is no longer serviceable. This vehicle is used in the daily operations of our forestry department. With the continued increase to storm damage and the additional anticipated removal of EAB trees throughout the City of Green Bay this vehicle must be replaced this year.	\$114,224.00 Stormwater Utility \$15,576.00 Bonding
Parks	72" Kubota Deck Mower - Unit 126	Equipment	1	\$23,000	\$ 23,000	72" Deck Mower replacing unit 126, 72" Kubota Mower bought in 2009 with a useful life expectancy of 2023. Unit is no longer serviceable.	
Parks	Skidsteer - Unit 155	Equipment	1	\$59,000	\$ 59,000	Skidsteer with 2050# lift cap with cab and grapple bucket replacing unit 155, loader with snowblower bought in 1999 with a useful life expectancy of 2013. Unit is no longer serviceable	

	Parks	Toolcat w/Broom and Snowblower - Unit 233	Equipment	1	\$86,000	\$ 86,000	Toolcat with broom and snowblower replacing unit 233, Bobcat bought in 2008 with a useful life expectancy of 2022. Unit is no longer serviceable.	
	Parks - WLS	Wildlife Sanctuary - Walk In Freezer Replacements	Equipment	1	\$30,000	\$ 30,000	There are several walk in freezers that are used to store feed for the animals at the facility. One of which is in need of replacement. This funding will cover the cost of the freezer and the installation of it.	
	IT	Replace network switches at City Hall	Equipment	1	\$50,000	\$ 50,000	Replace of network switches that connect devices on the network together that are over 10 years old.	
	Fire	56 Dual Band Portable Radios	Equipment	56	\$8,357	\$ 468,000	Replacing aged, high technological equipment, transition o multiband necessary	
	Fire	Ambulance MED 431	Fleet	1	\$318,000	\$ 318,000	This ambulance will be moved in to reserve status. The standard replacement cycle for an ambulance is 4 years front line, then 5 to 6 years as a reserve ambulance. Reserve ambulances are put in service when a front line ambulance breaks down or requires routine maintenance. After the 10 year life span, the ambulance is often in poor condition, accounting for the low salvage value.	
	Fire	Ambulance MED 451	Fleet	1	\$318,000	\$ 318,000	This ambulance will be moved in to reserve status. The standard replacement cycle for an ambulance is 4 years front line, then 5 to 6 years as a reserve ambulance. Reserve ambulances are put in service when a front line ambulance breaks down or requires routine maintenance. After the 10 year life span, the ambulance is often in poor condition, accounting for the low salvage value.	
	Fire	Engine 431	Fleet	1	\$688,135	\$ 688,135	The current fire engine will be moved in to reserve status. The standard replacement cycle for a fire engine is 12 years front line, then approximately 5 years as a reserve. Reserve fire engines are put in service when a front line vehicle breaks down or requires routine maintenance. After the 17 year life span, the vehicle is often in poor condition, accounting for the low salvage value.	Approved at 12/7/21 Council mtg
	Fire	Remount Engine 7	Fleet	1	\$460,000	\$ 460,000	Remounting the rear compartmentation on a new chassis and replacing all other emergency equipment, and refurbishing the pump will save a significant amount of money. This will allow for additional years of service as a front-line apparatus before being placed as a serviceable reserve. This is possible because the rear compartmentation was manufactured using stainless steel.	
	Fire	Roof station 4	Maj Capital	1	\$30,200	\$ 30,200	Roof has reached expected life span. The replacement is normal preventative maintenance.	
	DPW	Refuse truck, automated	Fleet	1	\$335,000	\$ 335,000	New to fleet (keeping old unit for spare)	Approved at 12/7/21 Council mtg
	DPW	Refuse truck, automated	Fleet	1	\$335,000	\$ 335,000	New to fleet (keeping old unit for spare)	Approved at 12/7/21 Council mtg
	DPW	Loader with plow, wing & grapple bucket	Fleet	1	\$210,000	\$ 210,000	(800) Loader/wing/plow/grapple bucket	Approved at 12/7/21 Council mtg
	DPW	Dump truck, tandem axle w/plow & wing	Fleet	1	\$235,000	\$ 235,000	(52) 6X6 tandem axle dump/wing plow	Approved at 12/7/21 Council mtg
	DPW	Infrared asphalt repair truck	Fleet	1	\$190,000	\$ 190,000	New to fleet	Approved at 12/7/21 Council mtg
	DPW	Sidewalk tractor	Fleet	1	\$70,000	\$ 70,000	(753) sidewalk tractor	Approved at 12/7/21 Council mtg
	DPW	Various Pavement Projects	Maj Capital	1	\$6,835,000	\$ 6,835,000	See DPW CIP program	
	DPW	DPW Garage Repairs	Maj Capital	1	\$1,260,000	\$ 1,260,000	See DPW CIP program	
						\$ -		
TOTAL GENERAL FUND					\$ 13,695,411			
	Parking	Parking ramp repairs	Maj Capital	1	\$700,000	\$ 700,000	See DPW CIP program	
	Sanitary	Various Sanitary Projects	Maj Capital	1	\$2,480,000	\$ 1,980,000	See DPW CIP program	Revised 2/4/2022
	Stormwater	Various Stormwater Projects	Maj Capital	1	\$8,300,000	\$ 3,360,000	See DPW CIP program	Revised 2/4/2022
	Stormwater - Forestry	33,000 GVW Truck w/Dump Body - Unit 11	Fleet	1	\$114,224	\$ 114,224	Unit is no longer serviceable. This vehicle is used in the daily operations of our forestry department. With the continued increase to storm damage and the additional anticipated removal of EAB trees throughout the City of Green Bay this vehicle must be replaced this year.	\$114,224.00 Stormwater Utility \$15,576.00 Bonding
						\$ -		
TOTAL SANITARY, STORM & PARKING					\$ 6,154,224			
TOTAL 2022 BONDING REQUEST					\$ 19,849,635			

2022 Debt Outstanding Payoff

General Fund	\$ 8,474,337	\$ 13,695,411
Sanitary	\$ 1,162,625	\$ 1,980,000
Storm	\$ 917,926	\$ 3,474,224
Parking	\$ 70,000	\$ 700,000
TIDs	\$ 4,427,112	\$ -
	\$ 15,052,000	\$ 19,849,635

2022 REQUESTS**CHANGES FROM JANUARY 25TH FINANCE COMMITTEE MEETING**

	Police	Armored Vehicle (SWAT Bearcat)	Fleet	1	-\$450,000	\$ (450,000)	Replace 12 year old vehicle. High repair costs	Remove/Delay
	Police	Body Cam, Taser, car cameras, software	Equipment	1	-\$307,316	\$ (307,316)	Per contract agreement	Use ARPA revenue replacement
	Parks	Colburn Park - 9th Street Parking Lot Replacement	Maj Capital	1	-\$200,000	\$ (200,000)	There are several parking lots throughout the park system that are in need of total replacement. This lot was installed over 30 years ago and is in need of a total replacement.	Delay
	Fire	Remount Engine	Fleet	1	-\$460,000	\$ (460,000)	Remounting the rear compartmentation on a new chassis	Postpone/2023 bonding
	DPW	DPW discovers Country Club Road Design was double-counted	Maj Capital	1	-\$250,000	\$ (250,000)	See DPW CIP program	Remove
	DPW	Only accounted for new revenue in wheel tax fund – utilize 2021 carry-over funding	Maj Capital	1	-\$550,000	\$ (550,000)	See DPW CIP program	Revise
	DPW	Delay reconstruction of School Place, Howard Street, and Oakland Avenue until 2023	Maj Capital	1	-\$815,000	\$ (815,000)	See DPW CIP program	Delay
	DPW	Delay reconstruction of Finger Road until 2023	Maj Capital	1	-\$445,000	\$ (445,000)	See DPW CIP program	Delay
	DPW	Delay reconstruction of Nitschke Bridge Hydraulics until 2023/seek BIL bridge funding	Maj Capital	1	-\$1,000,000	\$ (1,000,000)	See DPW CIP program	Delay
	DPW	Apply ARPA Lost Revenue funding to 2023 CIP	Maj Capital	1	-\$1,500,000	\$ (1,500,000)	See DPW CIP program	Use ARPA revenue replacement

January 25, 2022 - 2022 General levy bonding request \$ 19,572,727

Recommended reductions \$ (5,977,316)

\$ 13,595,411

	Parks	ADD Baird Creek Skills Park (Parks)	Maj Capital	1	\$100,000	\$ 100,000	ADD - per Dir. Ditscheit due to timing of 2023 bonding	Added from original request
		Revised 2022 general levy bonding request				\$ 13,695,411		



DEPARTMENT OF PUBLIC WORKS 2022 CAPITAL IMPROVEMENTS PROGRAM

Draft - 09/08/2021

**DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM**

As of 01-27-22

STREET	FROM	TO	LENGTH	PAVEMENTS		RIGHT OF-WAY COST	STORM SEWER		SANITARY SEWER	
				TOTAL COST	CITY COST		TOTAL COST	CITY COST	TOTAL COST	CITY COST
<u>NEW SUBDIVISIONS-EAST SIDE</u>										
*SITKA HEIGHTS (3)										
UNNAMED DRIVE	SITKA STREET	SITKA STREET	1,420	285,000	0		35,000	5,000	205,000	0
UNNAMED COURT	UNNAMED DRIVE	CUL-DE-SAC 387' NORTH	387	100,000	0		60,000	0	55,000	0
*GRANDVIEW PLACE (1)										
ROCKY ARBOR TRAIL	ERIE ROAD	1354' EAST	1,354	464,000	0		248,000	0	268,000	0
*EXCALIBER PHASE 4 (3)										
PAULA STREET	400' EAST OF DURHAM	SUSSEX	600	105,000	0		70,000	0	65,000	0
LARGO RIDGE EST.- PH II(2)	LARGO RIDGE DRIVE	650' SOUTH	650	199,000	0		87,000	0	96,000	0

NEW SUBDIVISIONS-WEST SIDE

* PROJECT CARRIED OVER FROM PREVIOUS YEAR

(1) City design/build										
(2) Developer design/ City build										
(3) Developer design/build										
NEW SUBDIVISIONS TOTAL:			4,411	1,153,000	0	0	500,000	5,000	689,000	0
			0.84 Miles							

**DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM**

As of 01-27-22

STREET	FROM	TO	LENGTH	PAVEMENTS		RIGHT OF-WAY COST	STORM SEWER		SANITARY SEWER	
				TOTAL COST	CITY COST		TOTAL COST	CITY COST	TOTAL COST	CITY COST
<u>OTHER STREETS - WEST SIDE</u>										
*CONTRY CLUB-DESIGN	W. MASON	INDIAN HILLS	3,952	250,000	250,000					
ELMORE STREET	GRAY STREET	FAIRVIEW COURT	1,282	481,000	481,000		435,000	435,000	290,000	290,000
ADDITION OF GI FOR ELMORE				280,000	280,000		700,000	700,000		
SCHOOL PLACE	S ASHLAND AVENUE	WEST CUL-DE-SAC	1,031	390,000			350,000		235,000	
HOWARD STREET	S ASHLAND AVENUE	OAKLAND AVENUE	354	135,000			1,110,000		85,000	85,000
OAKLAND AVENUE	HOWARD STREET	SEYMOUR COURT	819	290,000			260,000		175,000	175,000
<u>OTHER STREETS - EAST SIDE</u>										
S VAN BUREN STREET	E MASON STREET	STUART STREET	1,422	535,000	535,000		480,000	480,000	320,000	320,000
ADDITION OF GI TO S VAN BUREN ST.				210,000	210,000		360,000	360,000		
ROOSEVELT STREET	MAIN STREET	STUART STREET	2,135	810,000	810,000		725,000	725,000	485,000	485,000
ADDITION OF GI TO ROOSEVELT							360,000	360,000		
ELIZA STREET	100 FT WEST OF MADISON STREET	MONROE AVENUE	510	170,000	170,000		155,000	155,000	110,000	110,000
ADDITION OF GI TO ELIZA				85,000	85,000					
FINGER ROAD	SUPERIOR ROAD	CHALLENGER DRIVE	1,176	445,000			400,000		265,000	
ADDITION OF GI TO FINGER RD							100,000			
S VAN BUREN STREET	GRIGNON	ELIZA	1,082	410,000	410,000		370,000	370,000	250,000	250,000
ADDITION OF GI TO S VAN BUREN ST.				315,000	315,000		200,000	200,000		
COURIER ROAD	GRANDVIEW	NORTHVIEW	2,746	760,000	760,000		40,000	40,000	5,000	5,000
ONTARIO ROAD	FINGER ROAD	TOBERMORY	460	260,000	260,000		230,000	230,000	150,000	150,000
N. MAPLE STREET	DOUSMAN	350 FT NORTH OF	350	25,000	25,000		75,000	75,000		
* PROJECT CARRIED OVER FROM PREVIOUS YEAR										
LOCAL STREETS TOTAL:			17,319	5,851,000	4,591,000	0	6,350,000	4,130,000	2,370,000	1,870,000
			3.28 Miles							
2022 CIP SUBTOTAL:			21,730	7,004,000	4,591,000	0	6,850,000	4,135,000	3,059,000	1,870,000
			4.12 Miles							

DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM
As of 01-27-22

STREET	FROM	TO	LENGTH	PAVEMENTS		RIGHT OF-WAY COST	STORM SEWER		SANITARY SEWER		
				TOTAL COST	CITY COST		TOTAL COST	CITY COST	TOTAL COST	CITY COST	
<u>NHS ROUTES - EAST SIDE</u>											
<u>NHS ROUTES - WEST SIDE</u>											
<u>STP ROUTES - EAST SIDE</u>											
<u>STP ROUTES - WEST SIDE</u>											
						0					
* PROJECT CARRIED OVER FROM PREVIOUS YEAR											
STP - NHS TOTAL:				0	0	0	0	0	0	0	0
				0 Miles							
2021 CIP SUBTOTAL:				21,730	7,004,000	4,591,000	0	6,850,000	4,135,000	3,059,000	1,870,000
				4.12 Miles							

**DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM**
As of 01-27-22

				PAVEMENTS		STORM SEWER		SANITARY SEWER		
STREET	FROM	TO	LENGTH	TOTAL COST	CITY COST	RIGHT OF-WAY COST	TOTAL COST	CITY COST	TOTAL COST	CITY COST
<u>OTHER PROJECTS</u>										
TRAFFIC SIGNAL REPAIRS 2022	MAIN STREET	DECKNER AVENUE		250,000	250,000					
TRAFFIC SIGNAL REPAIRS 2022	EAST MASON	ABRAMS		250,000	250,000					
HURON ROAD SIDEWALK	HUMBOLDT	N. TO HIGHWAY RAMPS		276,000	240,000					
*CITY WIDE SURVEY MONUMENTS	CITYWIDE			217,000	217,000		217,000	217,000	217,000	217,000
<u>BRIDGE REPAIRS</u>										
GENERAL BRIDGE MAINTENANCE	CITYWIDE			30,000	30,000					
CONCRETE DECK REPAIRS	ATKINSON AND NICOLET BRIDGES			350,000	350,000					
MONROE AVE OVER EAST RIVER	EXPANSION JOINT REPLACEMENT			370,000	370,000					
ATKINSON DR. PAINTING GIRDER ENDS/BEARINGS				260,000	260,000					
LARSEN RD BRIDGE	DESIGN			20,000	20,000					
RECURRING BRIDGE DECK SEALING	MISC. BRIDGES			20,000	20,000					
*EAST RIVER PED BRIDGE	ABUTMENT STEEL REHAB, CONCRETE OVERLAY			340,000	340,000					
*W. MASON OVER BEAVER DAM CREEK	BRIDGE DESIGN			7,000	7,000					
MAIN STREET BRIDGE AT FOX RIVER	BRIDGE REPAIRS/BRIDGETENDER BUILDING/HYDRAULIC SYSTEM EAST SIDE			1,000,000						
ASHLAND AVENUE BRIDGE	EXPANSION JOINT REPLACEMENT			870,000	870,000					
*MAIN STREET BRIDGE AT FOX RIVER	HYDRAULIC DESIGN			150,000	150,000					
BRIDGE INSPECTION	REQUIRED ANNUAL INSPECTIONS			30,000	30,000					
*CHANTEL ST. BRIDGE OVER BEAVER DAM CR	BRIDGE DESIGN			16,000	16,000					
*TAYLOR STREET OVER BEAVER DAM CREEK	BRIDGE CONSTRUCTION			180,000	180,000					
<u>ANNUAL PROJECTS:</u>										
ASPHALT RESURFACING - LOCAL STREETS				2,100,000	2,100,000					
PAVEMENT REPAIRS - RESURFACING PROGRAM				500,000	500,000					
PAVEMENT REPAIRS - ASPHALT PATCHING/SPRAY POTHOLE PATCHING				60,000	60,000					
CONCRETE PAVEMENT REPAIRS - CITYWIDE				550,000	550,000					
MUDJACKING				40,000	40,000					
SIDEWALKS - NEW/REPLACEMENT				360,000	150,000					
SIDEWALKS-CITYWIDE REPLACEMENT				720,000	320,000					
* PROJECT CARRIED OVER FROM PREVIOUS YEAR										
OTHER PROJECTS TOTAL:				8,966,000	7,320,000	0	217,000	217,000	217,000	217,000
PAVEMENT SUBTOTAL:				15,970,000	11,911,000					
RIGHT-OF-WAY COST:				0	0					
TOTAL PAVEMENT COST:				21,730	15,970,000	11,911,000	7,067,000	4,352,000	3,276,000	2,087,000
				4.12 Miles						

**DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM**
As of 01-27-22

				PAVEMENTS			STORM SEWER		SANITARY SEWER	
STREET	FROM	TO	LENGTH	TOTAL COST	CITY COST	RIGHT OF-WAY COST	TOTAL COST	CITY COST	TOTAL COST	CITY COST
<u>SEWER PROJECTS</u>										
GROVE STREET SIPHON REPLACEMENT									2,000,000	2,000,000
INFLOW & INFILTRATION REDUCTION PROGRAM									1,000,000	1,000,000
<u>STORM WATER MANAGEMENT</u>										
SEYMOUR PARK STORMWATER POND-WEST							3,500,000			
RAIN BARREL PROGRAM							60,000	60,000		
SEYMOUR PARK STORMWATER POND-EAST							2,000,000	2,000,000		
MAIN ST FLOOD PROJECT-DESIGN							100,000	100,000		
STORM WATER FACILITY VEGETATION MANAGEMENT - 2022							75,000	75,000		
*STREET SWEEPER DEWATERING BASINS							70,000	70,000		
*GRANDVIEW STORMWATER FACILITY							1,500,000	0		
CROOKS STREET & UTILITY COURT LS ROOF REPLACEMENT							20,000	20,000		
							0	0		
<u>ANNUAL PROJECTS:</u>										
SEWER REPAIRS - CITYWIDE							400,000	400,000	150,000	150,000
TV INSPECTION OF SEWERS (2021)							90,000	90,000	75,000	75,000
SEWER REHABILITATION - RESURFACING PROGRAM							900,000	900,000	600,000	600,000
MINI-STORM SEWERS - CITYWIDE							650,000	650,000		
ROOT TREATMENT - CITYWIDE									70,000	70,000
CHRONIC SEWER REPAIRS - CITYWIDE									1,000,000	1,000,000
* PROJECT CARRIED OVER FROM PREVIOUS YEAR										
MISC. SEWER PROJECTS TOTAL:						0	9,365,000	4,365,000	4,895,000	4,895,000
TOTAL SEWER COSTS:							16,432,000	8,717,000	8,171,000	6,982,000

DEPARTMENT OF PUBLIC WORKS
2022 CAPITAL IMPROVEMENTS PROGRAM

As of 01-27-22

STREET	FROM	TO	LENGTH	PAVEMENTS		RIGHT OF-WAY COST	STORM SEWER		SANITARY SEWER	
				TOTAL COST	CITY COST		TOTAL COST	CITY COST	TOTAL COST	CITY COST
<u>TIF #5</u>										
*SHIPYARD DEVELOPMENT										
ARNDT STREET	BROADWAY	PEARL	268	110000	110000		100000	100000	75000	75000
ARNDT STREET	PEARL	EAST TERMINI	294	110000	110000		100000	100000	70000	70000
BRIDGE STREET	BROADWAY	EAST TERMINI	700	270,000	270,000		240,000	240,000	160,000	160,000
PEARL STREET	WALNUT	SOUTH TERMINI	1,467	560,000	560,000		500,000	500,000	350,000	350,000
TOTAL TIF #5					2,645,000					
<u>TIF #7</u>										
*LEGENDS DISTRICT SIDEWALKS										
				1,200,000	1,200,000					
TOTAL TIF #7					1,200,000					

* PROJECT CARRIED OVER FROM PREVIOUS YEAR

DEPARTMENT OF PUBLIC WORKS 2022 CAPITAL IMPROVEMENTS PROGRAM

As of 01-27-22

TOTAL PAVEMENTS	\$11,911,000
Fees & Contingencies	750,000
Subtotal:	12,661,000
Local Roads Improvement Program	115,000
2021 Funds Carried Over	1,751,000
Vehicle Registration Fees	2,250,000
Storm Utility - GI on Van Buren	210,000
ARPA Contribution	1,500,000
2022 BOND ISSUE:	\$6,835,000

TOTAL STORM SEWERS	\$8,717,000
Fees & Contingencies	750,000
GI on Van Buren	210,000
Subtotal:	9,467,000
2021 Funds Carried Over	5,107,000
Stormwater Utility Budget	1,000,000
2022 BOND ISSUE:	\$3,360,000

TOTAL SANITARY SEWERS	\$6,982,000
Fees & Contingencies	650,000
Subtotal:	7,632,000
2021 Funds Carried Over	3,652,000
Sanitary Sewer District Budget	2,000,000
2022 BOND ISSUE:	\$1,980,000

PARKING RAMP REPAIRS	\$550,000
Fees & Contingencies	100,000
Parking Ramp Emergency Repairs	50,000
Subtotal:	700,000
2021 Funds Carried Over	0
2022 BOND ISSUE:	\$700,000

DPW GARAGE REPAIRS & EQUIPMENT	
*WSG GYM WALL REPAIR	20,000
*WSG PARAPET CAP REPLACEMENT	20,000
WSG RE-ROOFING	1,355,000
*ESG WINDOWS	45,000
*WSG REPAIR/REPLACE BLDG H	300,000
Subtotal:	1,740,000
2021 Funds Carried Over	480,000
2022 BOND ISSUE:	\$1,260,000

PUBLIC WORKS BOND ISSUE SUMMARY	
PAVEMENTS	\$6,835,000
DPW GARAGE REPAIRS & EQUIPMENT	\$1,260,000
STORM SEWERS	\$3,360,000
SANITARY SEWERS	\$1,980,000
PARKING RAMP REPAIRS	\$700,000

TOTAL DPW BONDING REQUEST: \$14,135,000

PARKING DIVISION SUPPORTED BORROWING: \$700,000

TIF SUPPORTED BORROWING: \$0

**STORMWATER UTILITY
SUPPORTED BORROWING: \$3,360,000**

**SANITARY SEWER DISTRICT
SUPPORTED BORROWING: \$1,980,000**

LEVY SUPPORTED BORROWING: \$8,095,000

TOTAL: \$14,135,000

PREVIOUS DEPARTMENT OF PUBLIC WORKS BOND ISSUES

YEAR	AMOUNT*
2021	\$9,588,000
2020	\$6,572,000
2019	\$12,763,220
2018	\$8,480,000
2017	\$12,475,000
2016	\$9,700,000
2015	\$7,120,000
2014	\$4,191,500
2013	\$4,861,000
2012	\$4,080,000
2011	\$4,400,000
2010	\$3,300,000
2009	\$6,060,000
2008	\$4,080,000
2007	\$3,425,000
2006	\$3,915,000
2005	\$8,000,000
2004	\$5,075,000
2003	\$6,385,000
2002	\$5,130,000
2001	\$5,190,000
2000	\$3,555,000
1999	\$4,215,000
1998	\$7,030,000
1997	\$5,580,000
1996	\$4,810,000
1995	\$4,345,000
1994	\$5,600,000
1993	\$5,850,000
1992	\$4,830,000
1991	\$4,090,000
1990	\$4,505,000
1989	\$2,970,000
1988	\$2,935,000
1987	\$3,950,000
1986	\$4,600,000
1985	\$4,760,000

*Note: Does not include
TIF supported borrowing



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY**AGENDA ITEM # R.10**

To use the remaining funds received from the Cooperative Governance Agreement, \$157,192, towards 2022 capital purchases or bond reduction.
(In response to a request by Ald. Brunette to the Finance Committee which states: "To use all unbudgeted and unspent 2021 revenue from the Cooperative Governance Agreement with the Oneida Nation on items found in the 2022 Capital Improvement Plan as opposed to the suggested rebranding initiative. The rebranding initiative should then be considered during the 2023 city budget process if it is worth pursuing")

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- I. 2022-02-01 District 12 to Finance.

From: noreply@civicplus.com
To: [Celestine Jeffreys](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Tuesday, February 1, 2022 6:44:50 PM

Alders' Petitions and Communications

Name	Jesse Brunette
Committee Name	Finance Committee
Text of Communication	To use all unbudgeted and unspent 2021 revenue from the Cooperative Governance Agreement with the Oneida Nation on items found in the 2022 Capital Improvement Plan as opposed to the suggested rebranding initiative. The rebranding initiative should then be considered during the 2023 city budget process if it is worth pursuing.

Email not displaying correctly? [View it in your browser.](#)



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # R.11

To approve the report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. CONFIDENTIAL - Claims Committee Rpt January 2022 revised



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

AGENDA ITEM # S.I

To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Park Maintenance Worker - Park, Recreation & Forestry
- b. Engineering Technician - Public Works
- c. Engineering Aide - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 2.8.2022
- 2. Park Maintenance Worker - B. Buntrock 01.28.22
- 3. Engineering Tech - Plamann
- 4. Engineering Aide - Conger 2.22

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: February 8, 2022

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2022 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Park Maintenance Worker – Replacement position due to the retirement of Brian Buntrock effective January 28, 2022. Salary range: \$20.56 - \$24.20 per hour.
- Engineering Technician – Replacement position due to the retirement of Paul Plamann effective January 4, 2022. Salary range: \$27.18 - \$31.97 per hour.
- Engineering Aide – Replacement position due to the resignation of Taylor Conger effective February 11, 2022. Salary range: \$18.92 - \$24.20 per hour.

**Position Fill Request
Justification Report
January 24, 2022**

Position Title: Park Maintenance Worker

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will be vacant as a result of the retirement of Brian Buntrock effective at the end of the work day on 01/28/2022.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is budgeted. The wage range is \$20.56 - \$24.20 per hour (Pay Grade F).

- 3. Please list the functions and any special information regarding this position.**

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

- 6. If duties of position are presently being done, how are they done?**

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

- 7. What service would be reduced or eliminated if this position is not filled?**

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

8. What are the alternative methods and costs of accomplishing the work?

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

**Position Fill Request
Justification Report
February 02, 2022**

Position Title: **Engineering Tech**

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This is a replacement for Paul Plamann who retired on January 4, 2022.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes. Wage range: \$27.18 – \$31.97/hour.

- 3. Please list the functions and any special information regarding this position.**

Engineering Technicians perform field surveys for design and construction of public works construction projects. They also perform design of basic engineering details on public works construction projects, prepare and administer public works contracts of moderate difficulty, prepare necessary reports and maintains records related to survey of public works construction projects and the storm water facility maintenance program. The Technician position may assist in preparation of special assessment rolls for public works projects, review site plans, administer sewer service charge billings, and other work related to the storm water management program, erosion control program, and other duties as assigned.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Engineering staff, including Engineering Technicians, provide services that are often funded in part by grants, state aid and developer/project agreements.

- 5. Please explain why current staff is unable to absorb duties of this position.**

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the new stormwater permit has imposed additional duties that will be shared by Techs.

The remaining Technician positions have responsibilities to execute the concrete repair and sidewalk program, as well as perform the necessary survey work for all other Public Works projects and would not be able to absorb the duties of this position.

6. If duties of position are presently being done, how are they done?

Remaining staff are attempting to continue doing the primary duties and tasks in as efficient manner as possible.

7. What service would be reduced or eliminated if this position is not filled?

The annual Capital Improvement Program for the City of Green Bay would not be able to be delivered if this position were not filled. This position completes surveys for design of capital projects, construction staking to ensure projects are properly constructed, and record surveys to document where and how infrastructure has been installed within the City.

8. What are the alternative methods and costs of accomplishing the work?

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
February 02, 2022**

Position Title: Engineering Aide

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This is a replacement position for Taylor Conger who is resigning on February 11, 2022.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes. Wage range: \$18.92 - \$24.20/hour.

- 3. Please list the functions and any special information regarding this position.**

- Inspects routine public works construction projects for compliance with the plans and specifications for the project.
- Performs sanitary sewer and storm sewer CCTV review, makes preliminary determination as to defects and possible repairs necessary.
- Performs CAD and manual drafting assignments and other office work as directed.
- Prepares necessary reports and maintains records related to inspection of public works construction projects.
- Performs concrete field testing and coordinates and schedules testing of materials with material testing consultant
- Operates surveying, concrete testing, and other equipment as necessary.
- Assists Engineering Technicians on engineering surveys by serving as an instrument person, and rod person, and by performing other manual tasks such as driving stakes, clearing brush from survey lines, and searching for survey monuments as directed.
- Works with other City Departments to coordinate and assist with various Public Works projects/programs

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

The position does not generate revenue.

- 5. Please explain why current staff is unable to absorb duties of this position.**

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the number of infrastructure projects has continued to increase over the last few years.

6. If duties of position are presently being done, how are they done?

The duties are presently being done by the incumbent until his resignation date.

7. What service would be reduced or eliminated if this position is not filled?

If the position would be eliminated, construction inspection of critical City infrastructure would be reduced, potentially resulting in added future maintenance issues and costs. Other staff that are already very busy, would need to assist, reducing construction inspection on other infrastructure projects. Additionally, construction plan drafting needs would also be impacted.

8. What are the alternative methods and costs of accomplishing the work?

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

9. Are there union issues?

None.

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.2

To approve the request to reclassify a vacant Wildlife Sanctuary Park Maintenance Worker position to a Custodian I position and approval to fill the position and all subsequent vacancies.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Park Maintenance Worker Reclass 02-2022
2. Bldg Custodian I - WLS



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Consideration with possible action to reclassify and fill a vacant Wildlife Sanctuary Park Maintenance Worker (\$20.56/hour - \$24.20/hour) to a Custodian I (\$16.50/hour - \$19.42/hour) and request to fill any subsequent vacancy resulting from an internal transfer

Date: February 8, 2022

RECOMMENDATION

- I. Human Resources and the Park, Recreation and Forestry Department are requesting that the Park Maintenance Worker (PMW) – Pay Grade F assigned to perform maintenance work at the Wildlife Sanctuary be reclassified to a Custodian I – Pay Grade C of the City's salary plan. The PMW job duties have changed significantly over the last several years as a result of changing maintenance needs. Specifically, Park Rangers perform the majority of the outdoor grounds work and with the recent addition of the banquet facility, the work being performed by the current PMW is predominately custodial work.

BACKGROUND

- II. On February 18, 2022 the current PMW that is assigned full time to the Wildlife Sanctuary is retiring. The Wildlife Sanctuary Superintendent has been observing the work performed by this position during the last year and has requested a review of the position.

This maintenance worker has worked at the Wildlife Sanctuary for 24 years, and over time, his responsibilities have evolved to be more focused on custodial functions as opposed to external grounds maintenance. The Sanctuary PMW works four 10-hour days (Friday, Saturday, Sunday, Monday) from 12:30 p.m.-10:30 p.m. to perform building cleaning/maintenance work during non-peak hours and to close up and lock the facilities. Another PMW is assigned to the WLS from 2:30 p.m. – 10:30 p.m. on Tuesdays, Wednesdays and Thursdays and works in the other park facilities on Mondays and Fridays.

The PMW assigned to the Sanctuary is primarily responsible for cleaning and maintaining the Sanctuary buildings including the new banquet facility, parking areas and walkways. This position inspects the security of the park and secures the buildings and grounds nightly. This

maintenance worker is expected to clean windows; clean and move office equipment and furniture, set up the banquet facility and clean up the facility following events. Other custodial duties include washing windows; cleaning restrooms; vacuuming and shampooing carpets and floor maintenance including stripping, waxing and polishing floors. In addition, this position will perform winter maintenance including shoveling snow from walks and drives.

There are currently 22 PMW's in the Parks Department with responsibility for performing various maintenance functions at various City park facilities. They work a rotating schedule, which includes weekends, to provide maintenance coverage to the park facilities between the hours of 6:30 a.m. – 10:30 p.m. 7 days per week.

The PMW job duties are more diverse than the Custodian position and include mowing, watering, fertilizing, pesticide application, grading, seeding; assembling playground equipment fences, hockey rinks, bandstands and stages; cleaning and providing supplies for park shelters and bathroom facilities; collecting garbage from all park areas; planting and pruning trees, shrubs; performing winter maintenance including flooding ice rinks, plowing and shoveling snow from walks, drives and rinks; opening and closing park facilities; assembling, repairing, and painting benches, tables and other park equipment and maintaining ball diamonds and fields. These positions also require a CDL license to operate larger vehicles and equipment. The Sanctuary PMW is not required to operate large vehicles and equipment and therefore does not need a CDL.

The duties of the Sanctuary PMW are identical to the job duties of the City's Custodian I position (job description attached), and therefore, it is recommended that the Sanctuary PMW be reclassified to a Custodian I.

RECLASSIFICATION FISCAL IMPACT

III. This reclassification results in a cost savings of \$9,474 from March 2022 through December 2022.

Park Maintenance Worker			Custodian I	
Salary (Step 7)	\$50,336		Salary (Step 7)	\$40,393
FICA	\$3,851		FICA	\$3,090
WRS (General)	\$3,272		WRS (General)	\$2,626
Worker's Comp	\$106		Worker's Comp	\$85
Health Insurance	\$16,860		Health Insurance	\$16,860
Dental Insurance	\$1,402		Dental Insurance	\$1,402
Life Insurance	\$112		Life Insurance	\$112
Total Compensation	\$63,280		Total Compensation	\$53,806
			2022 Fiscal Impact:	(\$9,474)

CC: Dan Ditscheit, Park, Recreation and Forestry Director
Steve Lakatos, WLS Director

JOB DESCRIPTION

City of Green Bay

Position Title:	Building Custodian I
Department:	Parks, Recreation and Forestry/Maintenance
Reports To:	Wildlife Sanctuary Superintendent
Position Status:	Non-Exempt
Salary Range:	
Job Summary:	Under general direction, performs work of moderate difficulty in custodial care and maintenance of public buildings. Performs related work as required.
Essential Functions:	- Performs cleaning and maintenance of parking areas, walkways, stairways, elevators, windows, floors, walls, restrooms, conference rooms, offices and lounge areas. Changes light bulbs and ballasts. Dusts woodwork, furniture, windowsills and other fixtures. Cleans and moves office equipment and furniture - Washes walls, windows and woodwork. Vacuums and shampoos carpets. Sweeps, mops, strips, waxes and polishes floors. Locks and unlocks buildings. Secures the wildlife sanctuary grounds nightly. Sands, strips and stains woodwork and paints as needed. Responsible for maintaining reports as needed. - May assist supervisor with monitoring and controlling supplies. Assists with pickup and disposal of trash. Assists with snow and ice removal and maintains grass and landscaped areas including weed control, lawn mowing, raking, trimming and general cleaning of walkways and parking lots. - Performs other duties as assigned.
Knowledge, Skills And Abilities	- Good knowledge of cleaning methods, materials and equipment. Knowledge of safety measures involved in handling and use of hazardous materials used by the department and occupational and safety precautions. Knowledge of basic arithmetic calculations. - Skill and ability to operate a variety of specialized and general machinery and equipment including sweepers, buffers, mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc. Skill and ability to follow written and oral directions. - Ability to communicate effectively both orally and in writing. Ability to read, interpret and apply operating, use and safety instructions provided by manufacturers for equipment, tools and supplies. Ability to complete/maintain simple reports. Ability to establish and maintain effective working relationships with staff and the public. Ability to deal with the public in an effective and courteous manner. Ability to work the required hours of the position. - May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	- High school diploma or equivalent. - One year experience in cleaning and maintaining large buildings and grounds. - Experience with cleaning machinery and equipment including sweepers, buffers,

	mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc., preferred. 4. Must have valid driver's license and good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ○ Lifting and carrying up to 50-75 pounds. ○ Frequent lifting, pushing, pulling, and carrying. ○ Ability to reach, seize, hold, grasp, climb, stoop, kneel, crouch and crawl. ○ Ability to work in varied environmental conditions.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.	
_____ Employee Name (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.3

To approve the request to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the position and all subsequent vacancies.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Records Clerk memo 2.4.22



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Jennifer Smits, Human Resources Generalist

Re: Request to Reclassify a Vacant Word Processor to a Records Clerk

Date: February 8, 2022

RECOMMENDATION

- I. Human Resources and the Police Department is requesting that a vacant Word Processor (Pay Grade C, \$16.50/hour - \$19.42/hour) be reclassified to Records Clerk (Pay Grade D, \$17.83/hour - \$20.97/hour).

BACKGROUND

- II. Word Processors are primarily responsible for transcribing Police Officers' details from recorded media, and assist with other Records Division duties as needed. Records Clerks also transcribe Police Officers' details, in addition to validating and preparing a variety of police reports. As a result of a recent retirement, there is an opportunity to reclassify a vacant Word Processor to a Records Clerk to allow for more cross-training and efficiencies.

The City has three Word Processor positions in the Records Division. The intent is to reclass each Word Process position into a Records Clerk through attrition as employees retire or the position becomes vacant. The long-term goal is to have all of the positions be Records Clerks, so they are able to perform the same job responsibilities to give the division more flexibility in completing tasks. If a need does arise to reclass all the positions before the Word Processor positions become vacant, the Police Department will provide a justification and cost analysis for the Committee to review.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$3,381.

Category	Word Processor (Grade C, Step 4)	Records Clerk (Grade D, Step 4)
Salary	\$37,378	\$40,331
FICA	\$2,859	\$3,085
WRS	\$2,430	\$2,622

Worker's Comp	\$78	\$85
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$48	\$52
TOTAL COMPENSATION	\$61,392	\$64,773

CC: Police Chief Chris Davis





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.4

To approve the request to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Locate Technician Memo to Personnel
2. Request to Fill - LTE Locate Technician
3. Locate Technician Job Description



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Adam Reidinger
Human Resources Generalist

Re: Request to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.

Date: February 8, 2022

RECOMMENDATION

- I. The Department of Public Works is requesting that a Locate Technician position (Grade E, \$18.92/hour - \$22.26/hour) be added to their table of organization. The position is new and is being requested due to an upcoming construction project that will result in a large increase in requests for locate services. The department has assessed their needs and it has been determined that adding a limited-term Locate Technician position for the duration of the project, which is expected to last three (3) years, is required to perform work dedicated to the project in which TDS Metrocom will be installing fiber optic cable throughout the City and is expected to begin in March 2022. This position and the job duties were reviewed by the City's consultant for placement in the salary plan.

BACKGROUND

- II. Currently requests for locate services in the City are being completed by the Public Works Sewer Section and Green Bay Water Utility. The size of the project being completed by TDS Metrocom will result in increased requests for locating services. A dedicated Locate Technician is being requested to allow other staff to continue performing all regular duties in a timely and efficient manner. TDS Metrocom is expected to install an estimated 500 miles of underground fiber optic cable in the City. Broken down this equates to 80,000 lineal feet per month or somewhere between 3,000 to 4,000 feet per day. Based on these numbers, the department is concerned that existing Utility Locators will be significantly overwhelmed and will not be able to keep up with the needs of TDS and all other construction projects while still completing other assigned duties.

FISCAL IMPACT

- III. This new position will be eligible for benefits and the cost of this position will be \$58,297 for March-December of 2022. The department intends to charge permitting fees in an amount to cover the

costs of the position. It is anticipated that this new position will have no impact on the utility budgets during the LTE period.

Category	LTE Locate Technician, Grade E (\$20.58/hour)
Salary	\$35,672
FICA	\$2,729
WRS	\$2,408
Worker's Comp	\$75
Health Insurance	\$16,860
Dental Insurance	\$1,402
Life Insurance	\$112
TOTAL COMPENSATION	\$59,258

# OF MONTHS	10
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- c: Steve Grenier, Public Works Director
James Brunette, Assistant Public Works Director
Matthew Heckenlaible, Utility Manager
David Wiesman, Public Works Superintendent
Brian Powell, Water Utility Operations Manager

**Position Fill Request
Justification Report
February 1, 2022**

Position Title: Full-Time, limited-term Locate Technician – DPW Operations/Sewer Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

This is a new, limited-term position being requested due to an upcoming project in which TDS Metrocom will be installing an estimated 500 miles of underground fiber optic cable within Green Bay over the next 3 years. The project is anticipated to begin as early as March 2022 and the contractor will be calling in Utility (Digger's Hotline) locate requests to have all utilities mark their infrastructure in the field. This will include sewers (sanitary/storm) and water mains and water services. With this being a large-scale project, a dedicated Locate Technician is being requested to ensure requests for locate services are being performed efficiently.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

As this is a new position, it was not included in the budget for 2022 or beyond. The recommended wage range received from the City's consultant who reviewed the job description is Pay Grade E, which is \$18.92 to \$22.26 per hour (\$39,354 to \$46,301 per year). This new position is currently estimated to be needed for three (3) years with the potential to become a permanent position in the future. The department intends to charge permitting fees in an amount to cover the costs of the position. It is expected that the new position will have no impact on the utility budgets during the LTE period.

- 3. Please list the functions and any special information regarding this position.**

The department anticipates the Locate Technician will perform duties including, but not limited to, accurately locating and marking utilities, coordinating locates relative to private fiber optic utility contractor(s), preparing written documents verifying marked utilities, maintaining information records of locating work completed and preparing necessary memos, organizing daily locate assignments, and conducting research/analysis regarding excavation locations.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not directly generate revenue for the City. However, the use of in-house labor and equipment reduces the need to contract out for those services.

5. Please explain why current staff is unable to absorb duties of this position.

The magnitude of the project being completed by TDS Metrocom will demand increased requests for locating services. A dedicated Locate Technician is needed to allow other staff to continue performing their regular duties in a timely and efficient manner. TDS Metrocom is anticipated to install an estimated 80,000 lineal feet per month or somewhere between 3,000 to 4,000 feet per day. Existing Utility Locators will be significantly overwhelmed and will not be able to keep up with the needs of TDS and all other construction projects.

6. If duties of position are presently being done, how are they done?

Increased locate service requests are anticipated to begin as soon as March 2022.

7. What service would be reduced or eliminated if this position is not filled?

Failing to add and fill this position will result in current Utility staff being significantly overwhelmed and unable to keep up with the needs of the project and other construction projects throughout the City.

8. What are the alternative methods and costs of accomplishing the work?

The Public Works Sewer Section and Green Bay Water Utility currently perform locating work, but would not be able to keep up with other required tasks if there is not an employee dedicated to the fiber optic project. Other assigned duties and tasks would not be completed in a timely or efficient manner.

Utilizing contracted locating services was investigated, but based on historic experience they were not reliable and are currently experiencing staffing shortages. In addition to being short-staffed, TDS Metrocom is not only installing fiber optic cable in Green Bay, but also in many other surrounding municipalities. Given the additional demand that is being placed on private locating services, the department is not confident that sufficient resources exist within this service area for private locating firms to be able to provide the volume needed by Green Bay.

9. Are there union issues?

No

10. Other supporting comments.

None



JOB DESCRIPTION

City of Green Bay

Position Title:	Locate Technician/Locator
Department:	Public Works
Reports To:	Public Works Superintendent
Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, performs work of moderate difficulty locating and marking Green Bay Water Utility waterworks, City of Green Bay sanitary and storm sewer infrastructure, and electrical utilities.
Essential Functions:	▪ Accurately locates and marks for Green Bay Water Utility and City facilities agencies and businesses using utility maps, engineering drawings, GIS information and various pipe and electronic locating equipment. ▪ Coordinates locates relative to Private Fiber Optic Utility Contractor with the Green Bay Water Utility Lead Locator. ▪ Prepares written documents verifying marked utilities. ▪ Operates various electronic devices designed to assist in locating of subsurface utilities including GIS and GPS equipment. ▪ Maintains information records of locating work completed and prepares various reports, forms and memos to document work completed, updates and corrections. ▪ Uses GIS maps and records and updates mapping systems to make necessary corrections. ▪ Organizes daily locate assignments. ▪ Conducts research or analysis regarding excavation locations. Investigates and prepares detailed written documentation on excavations that result in damage to underground utilities. ▪ Other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable skill in the use of electronic and mechanical locating equipment. ▪ Good knowledge of methods, techniques, equipment, and materials used in construction and maintenance of underground utilities. ▪ Good knowledge of occupational hazards and safe work practices. ▪ Good record-keeping skills. ▪ Ability to proficiently use a computer and required software. ▪ Ability to understand and follow oral and written instructions. ▪ Ability to effectively communicate verbally and in writing. ▪ Ability to establish and maintain effective working relationships with staff and the public.

	▪ Ability to work in varied environmental conditions. ▪ Ability to work the required hours of the position, including availability to work extended hours as needed.
Minimum Education and Experience	▪ High school diploma or equivalent. ▪ Valid driver's license and a good driving record. ▪ One to two years' of locator, construction or other related work experience . A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 50 pounds. ○ Lifting and carrying up to 100 pounds with assistance. ○ Frequent standing, walking, sitting, and bending. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift. ○ Ability to work outdoors for extended periods of time in various weather conditions and terrain. ○ Ability to pass a pre-employment physical.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (Print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.5

To approve the request to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Cover Memo - Chapter 20 - Inclement-Emergency Weather Employee Absences
2. Proposed Draft - Chapter 20 - Weather Emergency - Employee Absence
3. Current Policy to be repealed - Chapter 20 - Weather Emergency - Employee Absence



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Consideration with Possible Action to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy

Date: February 4, 2022

Attached is a copy of the current Weather Emergency policy and the revised policy for your review and consideration.

The new policy is a complete rewrite of the existing policy, and it provides the following:

- Defines more clearly the employees that are covered by the policy
 - Non-Emergency/Non-Essential services
 - Generally, administrative/support, clerical personnel in all departments
 - Department Heads responsible for essential services have the ability to designate other positions as essential if necessary
- Incorporates remote work provisions
- Details manner in which absences are handled in the event that severe weather requires the closure of buildings or curtailment of non-emergency services

Thank you for your consideration.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Inclement/Emergency Weather Employee Absences	Policy Reference Chapter 20
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

20.1 **POLICY.** This policy applies to City employees that perform non-emergency/non-essential services. Generally, this includes administrative/support, clerical personnel in all departments. Essential operations include but are not limited to the protection of the public and property or emergency/critical services (Police, Fire, Public Works, Transit, Water Utility).

Department Heads who are responsible for essential services shall designate essential operations and positions. In unique emergency situations, other positions and departments may also be considered essential. Employees holding positions so designated will be expected to report to work. Failure to comply with the policy will subject the employee to disciplinary action up to and including discharge.

It is the policy of the City of Green Bay that City operations and buildings are open and available to the public to the fullest extent possible. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers and citizens during severe weather or emergency situations. As a result, City operations/facilities will rarely close.

20.2 **ABSENCES DUE TO INCLEMENT WEATHER.** In cases of inclement weather, employees are expected to make every reasonable effort to report to work, while making a good faith determination about their safety when attempting to travel to work. Weather conditions may prevent employees from getting to work or cause them to arrive late. It is the responsibility of the employee to contact his/her supervisor before the start of the shift if he/she is unable to report to work or report on time.

20.3 **REMOTE WORK.** If an employee is able to work remotely and has an approved remote work agreement, the supervisor may allow the employee to work remotely so long as adequate staffing is maintained and operations are not negatively impacted if City facilities remain open to the public. In the event that inclement weather disrupts the employee's ability to perform the work remotely, the supervisor should be contacted to discuss the circumstances.

Employees that are unable to report to work or who leave work early and are not able to work remotely when City services are open and available to the public, must use vacation, personal, compensatory or unpaid leave time to account for the missed time. Sick leave will not be permitted to be used for this purpose. Work time missed due to inclement weather will be without regular pay. When feasible, employees may be permitted by the supervisor to make up lost time during the work week.

- 20.4 CLOSURE OF NON-EMERGENCY SERVICES DUE TO WEATHER. In the event that severe weather requires the closure of buildings or curtailment of non-emergency services, the Mayor or Chief of Operations will notify the Department Heads. If this determination is made prior to the commencement of the workday, the City will communicate a public statement to that effect with a press release and through the use of social media. Other methods of communicating with employees may be used by departments if available and practical to do so (i.e., ReadyOp, text messages, etc.).

When closure notification is provided prior to the commencement of the workday, employees with an approved telework agreement may work remotely with supervisor approval. If remote work is not an option, non-exempt (hourly) employees may use vacation, personal or compensatory time in lieu of time not worked. In accordance with the Fair Labor Standards Act (FLSA), exempt (salaried) employees that are unable to work remotely, will receive compensation for the day. Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices are closed early due to extreme weather, non-exempt employees will be paid for the hours worked, and may use vacation, personal or compensatory time in lieu of time not worked. Remote work is also an option for those employees able to do so with supervisor approval. Salaried (exempt) employees unable to work remotely will receive compensation for the workday in accordance with FLSA standards. Department Heads may allow employees to flex their hours during the current work week to make up for any of the hours lost due to the office closure, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices/departments are closed, employees will not be allowed to continue to work and remain in the building after the office has closed without department head approval.

If offices/departments are closed on an employee's last scheduled workday prior to a holiday or first scheduled workday after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees that are on a scheduled absence from work due to vacation, illness, injury or leave of absence, shall not be affected by the provisions of this policy and will not be permitted to convert any hours to pay because they were not scheduled to work.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Weather Emergency Employee Absence	Policy Reference Chapter 20
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

20.1 POLICY. It is the policy of the City of Green Bay that the City Operations and Buildings do not close because of snow and normal weather emergencies. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers and citizens during such periods through service of both an emergency and non-emergency nature. Therefore, all employees' regular work goes on and they are expected to be at their duty stations except as provided for herein. Failure to comply with the policy will lead to disciplinary action up to and including discharge.

20.2 WEATHER EMERGENCY. A snow emergency is a formal designation made in practice by the City's Public Work's Director, through formal public announcement which triggers no parking in the snow routes. This generally means the snowfall has or is anticipated to exceed certain minimums requiring special action to facilitate traffic movements and clearance of these routes. However, transportation over the roadways is still fairly feasible.

For purposes of this policy, a weather emergency is activated when an announcement is made that City Bus service is being terminated due to the snow. These announcements are generally made at least 2-hours before the buses stop running and indicate road conditions are becoming sufficiently bad that traffic flow is impeded.

20.3 EMPLOYEES LEAVING WORK STATIONS. Once a weather emergency or other emergency has been formally declared, each employee in non-protective service who is deemed to not be essential to emergency response, while expected to work if practical, may evaluate their individual circumstances. Through this process, the employee shall make a decision to stay at work or use leave time to go home early or stay, following proper notification to their supervisor.

Any employee who leaves work as outlined above because they feel that their personal safety or that of a family member requires it, must use a personal day, vacation or unpaid leave for any time missed by going home. Sick leave will not be permitted to be used for this purpose. An employee already scheduled to be on vacation or who had called in sick, must use the vacation or sick day and will not be permitted to convert any hours to paid because they were not scheduled to work.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.6

To approve Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Temporary Emergency Medical Leave Memo
2. COVID-19 Temporary Emergency Medical Leave - 1-20-2022 - DRAFT



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave

Date: February 8, 2022

I. CHAPTER 23.2 COVID-19 PAID SICK LEAVE

Due to the recent surge in COVID-19 cases, the City is proposing a Temporary Emergency Medical Paid Sick Leave to be used for time off due to COVID-19. Many employees have experienced time off due to COVID-19 since January 1, 2022; a total of at least 88 employees. The paid medical leave will help ease the burden on our employees who have faced the unexpected time off related to COVID—especially those who are unable to remote work and new hires who have earned minimal sick leave.

This policy is for all general employees and police and fire union employees. The amount of leave available is capped at 40 hours for full time employees or pro-rated hours for one week of work for part time and variable schedule employees. The 40 hours is in addition to an employee's current sick leave accrual bank. The 40 hours of additional sick leave cannot be carried over into 2023.

To qualify for the leave, the employee must be unable to work or telecommute because: (1) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, (2) the employee is required to quarantine due to exposure to COVID-19, (3) the employee is required to isolate due to a positive COVID-19 test result, (4) the employee is caring for a member of his/her household who is infected with COVID-19 or (5) the employee has to stay home with a child due to a school or daycare closing related to COVID-19.

The City does not have any funds allocated to pay these costs other than the salary line item for each position that has been approved in the 2022 City budget. In addition, for an employee who is eligible for an escrow account when the employee retires, providing this type of paid sick leave can increase the cost for the City to fund this escrow in the future as the employee does not have to use one's own sick leave for this leave.

Further, this benefit does not necessarily increase costs for overtime or have the potential of decreasing service or response time. Even without this benefit, an employee—who is unable to work remotely—is unable to return to work with a COVID-19 diagnosis, which may still lead to overtime costs or disruption of service. The only difference without the benefit is the employee would be using one's own on sick leave instead of the paid sick leave that is created by this policy.

This proposed benefit is set to expire on December 31, 2022. It can be repealed, amended, or extended at any time with Common Council approval. The intent of the benefit is not to supplant or replace any future federal, state, or local law that may be passed in the future. If any future legislation is passed, the Common Council reserves the right to amend or repeal this policy.

II. COVID-19 Employee Data

In 2020 the City had 384 employees use time off due to COVID related reasons for a total cost of \$608,690.60. In 2021 when the federal law and City policy expired the City had a total of 151 employees use time off due to COVID related reasons. That number is most likely low because the City was not tracking COVID leave because employees were using sick leave without providing documentation on whether it was COVID related or not.

In 2022, there have been at least 88 employees out due to COVID-19 exposure, infection, or school or daycare closing due to COVID-19. The estimated total cost for this leave is \$81,184.08.

The guidelines in 2020 were for longer periods of isolation and quarantine than the current guidelines are, so it can be expected that even though the number of employees will be between 2020 and 2021's number, the time off and away from work in total should be less. The 2022 total estimate of employees off due to COVID reasons is 250 with a total estimated cost of lost time to be \$345,954.89.

The City has hired 110 employees since 2021 and those have less sick leave earned and banked than more tenured employees.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Temporary Emergency Medical Paid Sick Leave	Policy Reference Chapter 33
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

23.2.1 PURPOSE. The City of Green Bay intends to create a Temporary Emergency Medical Paid Sick Leave benefit (separate from employees' current sick leave accrual bank) for employees who are affected by COVID-19 and meet the qualifications listed in this policy. This policy is not intended to supplant or supersede any federal, state, or local COVID-19 related law(s) that may be passed in the future. If any such law is passed on a later date, then the City reserves the right to amend this policy to coincide with the new legislation.

23.2.2 Temporary Emergency Medical Paid Sick Leave. Provides paid sick leave in addition to the employee's current sick leave accrual.

- a. Employee eligibility. All employees actively employed by the City, including members of the bargaining units except for those in Transit bargaining units, shall be eligible for this leave effective January 1, 2022.
- b. Qualifications. The employee must be unable to work or telecommute because:
 - 1) The employee is experiencing symptoms of COVID-19 virus and is seeking a medical diagnosis; or
 - 2) The employee has to quarantine from exposure to COVID-19 or has to isolate from a positive COVID-19 test result; or
 - 3) The employee is caring for a member of his/her household who is infected with COVID-19; or
 - 4) The employee has to stay home with a child due to a school or daycare closing related to COVID-19.
- c. Pay During Leave. The amount of Temporary Emergency Medical Paid Sick Leave available to employees is limited as follows:

- 1) Full-time non-public safety employees, depending upon the work schedule, will be eligible for 40 hours or 37.5 hours of paid sick leave.
 - 2) The number of hours of sick leave that Regular, Part-time employees will be eligible for will be pro-rated based upon their regular hours of work in one week, in an amount not to exceed 40 hours.
 - 3) Employees who work a variable work schedule will be eligible for one week of sick leave, to be calculated based on their average weekly hours of work over the preceding six-month period, in an amount not to exceed 40 hours.
- e. Paid Sick Leave does not count towards overtime. In accordance with City of Green Bay Personnel Policy 9.2.6, Temporary Emergency Medical Paid Sick Leave will not be considered actual hours worked for the purpose of determining eligibility for OT.
- f. Benefits during Leave. Benefits for an employee using COVID-19 Paid Sick Leave will continue as if the employee is actively working.
- g. Procedures for Requesting Leave and Certification. The employee will be required to give notice to his/her supervisor the desire to use the available Temporary Emergency Medical Paid Sick Leave. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives the Temporary Emergency Medical Paid Sick Leave.

Employees shall provide the appropriate documentation that supports one of the qualifying reasons for this leave outlined in the policy within 45 days of each use of this leave. Any retroactive use of this leave should be submitted no later than March 31, 2022. If an employee does not submit the proper documentation within these time frames, then the City will recover the time from the employee's sick leave, vacation, or personal leave banks. Examples of acceptable documentation may include medical documentation, a positive test result, letter or email from a school or daycare.

Work time missed due to a qualified Temporary Emergency Paid Sick Leave absence, should be recorded on the timecard using the COVID-19 sick leave code.

- g. Return to Work. Employees may return to work based on either a healthcare provider's recommendation or after completing the isolation or quarantine time periods described in the City's COVID-19 guidelines. If an employee exceeds the amount of Temporary Emergency Medical Paid Sick Leave he or she is eligible for, then the employee will need to use his or her own sick, personal, vacation, or comp time for the time away from work.

- h. Enforcement. Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with the Human Resources Department regarding any questions or concerns.

An employee may not carry over any unused Temporary Emergency Medical Paid Sick Leave. Further, upon an employee's separation from employment, any unused Temporary Emergency Medical Sick Paid Leave is forfeited. The Common Council may amend or remove this benefit at any time. Temporary Emergency Medical Paid Sick Leave is set to expire on December 31, 2022.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 16, 2022

PREPARED BY

AGENDA ITEM # S.7

To approve the request to over hire six firefighter positions due to upcoming retirements.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Fire Over Hire 2022



Proudly Serving the communities of Allouez, Bellevue, and Green Bay

Green Bay Metro Fire Department

David Litton
Fire Chief

MEMORANDUM

To: Alder Barb Dorf, Chairperson
Personnel Committee

From: David Litton, Fire Chief

Date: February 8, 2022

Re: Fire Personnel Over Hire

The Fire Department currently has 11 open positions in the fire department that will be filled by the Police and Fire Commission with a start date of March 14, 2022. Additionally, we have 2 Captains and 1 Engineer retiring at the end of March and 3 Captains retiring the first week of July which creates 6 more vacancies. I'm requesting that the department be allowed to over hire for these 6 other retirements to begin on March 14, 2022, as well. March 14 is the beginning of our 10-week recruit academy for new personnel. As a reminder, we only hire once a year because of the requirements both from a personnel standpoint and the amount of time needed to instruct the academy.

Having run the analysis of the costs involved, over hiring the 6 personnel will have a net savings of \$1,560 which is negligible. The more important issue is that it will reduce the strain on existing personnel to fill the overtime slots.

Overtime Cost to fill 6 vacant positions (452 shifts x 24 hours x \$52.50)	\$569,520
Cost to over hire 6 recruits (42 weeks) \$92,879 x 6 x 79%	\$440,246
Cost for 3 Captains (14 weeks) 137,937 x 27%	\$111,729
Cost for 2 Captains (2 weeks) 137,937 x 4%	\$ 11,035
Cost for 1 Engineer (2 weeks) 123,722 x 4%	<u>\$ 4,949</u>
Total	\$567,959

Net Savings \$1,560

Cc: Joe Faulds, Diana Ellenbecker



Report to the
**Economic Development Authority
of the City of Green Bay**

MEETING DATE

February 16, 2022

PREPARED BY

Neil Stechschulte, Director

AGENDA ITEM # T.1

To approve a one-year planning option to On Broadway, Inc. for parcels 4-83, 4-82, 4-81, and 4-80 as presented.

BACKGROUND

On Broadway is currently working on plans for a significant redevelopment in the area of the 200 block of N. Broadway. The Redevelopment Authority (RDA) and the City of Green Bay own several parcels in this area that could potentially be a part of the planned redevelopment project.

The proposed redevelopment concept being considered includes both public and private development components and is thought to potentially have a substantial positive economic impact on the Broadway District and Downtown as a whole. This is estimated to be in the range of \$10-20 million dollars.

The parcels in question are currently used as parking for surrounding businesses and residential uses. Any development proposal brought forward would need to address the replacement of these parking areas.

The duration of the proposed option is one year to allow adequate time to address this issue as well as evaluate the feasibility of any other infrastructure improvements that may be needed to facilitate the redevelopment of this area. If determined to be viable prior to the end of the planning option, a formal development agreement, subject to the review of the RDA and Common Council, will be required as a part of any proposed transfer of property.

The attached planning option has been reviewed by the City Attorney.

RECOMMENDATION

Approval of a one-year planning option to On Broadway, Inc. for parcels 4-83, 4-82, 4-81, and 4-80 as presented.

FISCAL IMPACT

No immediate fiscal impact. Any transfer of these properties would need to be evaluated for fiscal impact prior to transfer of ownership.

ATTACHMENTS

- I. OBI Planning Option for EDA-City Properties on Chestnut Ave EDA Draft-law02.03.22

PLANNING OPTION AGREEMENT BETWEEN
THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY
AND ON BROADWAY, INC.
FOR PARCELS 4-83, 4-82, 4-81, 4-80

THIS AGREEMENT is made by and between the City of Green Bay (hereinafter called "CITY"), and On Broadway, Inc. (hereinafter called "DEVELOPER") on February 16, 2022;

WHEREAS, the Properties at 228 N. Chestnut Ave., 224 N. Chestnut Ave., 218 N. Chestnut Ave., and 0 N. Chestnut Ave., legally described in Exhibit "A" (hereinafter called the "CITY Site"), were acquired by the CITY for the purpose of blight mitigation and for inducing private enterprise to construct new development, and adding to the tax base of the City of Green Bay; and

WHEREAS, the DEVELOPER is planning for the redevelopment of the Old Fort Square site and is requesting permission to plan for the redevelopment of adjacent properties (hereinafter the "Project") on the CITY Site; and

NOW, THEREFORE, in consideration of the promises and obligations herein set forth, it is mutually agreed between the CITY and DEVELOPER as follows:

EXECUTION OF AGREEMENT. The DEVELOPER shall, upon execution of the Agreement, tender to the CITY the sum of \$5 (Five dollars and 00/100 cents) for the granting of planning rights as set forth herein and effective as of the date first written above to March 1, 2023. The sum tendered to the CITY shall be deposited into a CITY bank account. DEVELOPER may request a reasonable extension of this planning option prior to its expiration. However, any extension must be reviewed by the CITY, and approved at their sole discretion.

DUE DILIGENCE. The CITY, during the period of the Agreement, or any extension thereof, shall provide that the CITY Site shall not be conveyed to any other legal entity. The CITY agrees to grant to the DEVELOPER exclusive rights for the purpose of performing due diligence which shall include securing financing, obtaining contractors, finalizing design plans and acquiring any other necessary research for the Project during the applicable planning period set out above.

DEVELOPMENT AGREEMENT. That in the event the CITY and the DEVELOPER enter into a development agreement for the site, all fees paid to the CITY by the DEVELOPER, as set out herein, shall be credited to the DEVELOPER.

OBLIGATIONS. That the CITY shall coordinate public agency participation in planning, obtaining data from public records as may be available, and reviewing and commenting on aspects of the proposed development in a timely manner. DEVELOPER shall commence inspections of the CITY Site as DEVELOPER deems necessary and shall perform its due diligence in order to confirm the feasibility of the CITY Site for DEVELOPER's intended use.

OWNERSHIP. That throughout the period of the planning option, the CITY shall maintain complete ownership of the property.

CURRENT USE. The CITY and DEVELOPER hereby acknowledge the certain portions of the CITY Site are currently used for parking purposes. CITY shall retain the right to continue said use of the CITY Site throughout the period of the planning option and or during any extensions thereof.

MISCELLANEOUS PROVISIONS.

- A. DEVELOPER agrees not to discriminate on the basis of actual or perceived sex, race, religion, creed, color, national origin, ancestry, age, disability, lawful source of income, marital status, familial status, sexual orientation, gender identity, gender expression, gender non-conformity, transgender status, past or present military service, or status as a victim of domestic abuse, sexual assault, or stalking in the sale or occupancy of the property or any improvements located thereon, in violation of any applicable law or regulation; provided, however, that a violation of said covenant will not result (and any subsequent lease or deed shall so provide) in a reversion or forfeiture of title, but will entitle the CITY to such injunctive relief or other remedies as may be available at law.
- B. The time for performance of any term, covenant, condition, or agreement of this Agreement shall be extended by any period of unavoidable delays. In this Agreement, "unavoidable delays" means beyond the reasonable control of the party obligated to perform the applicable term, covenant, condition, or agreement under this Agreement and shall include, without limiting the generality of the foregoing, delays, attributable to acts of God, any other party in this Agreement, strikes, labor disputes, governmental restrictions, court injunctions, riot, civil commotion, acts of public enemy and casualty.
- C. The CITY and DEVELOPER shall have the right to institute such actions or proceedings as they may deem desirable for effectuating the purpose of this Agreement; provided that any delay in instituting or prosecuting any such actions or proceedings or otherwise asserting such rights, shall not operate as a waiver of such rights to, or deprive it of or limit such rights in any way. It is the intent of this provision that a party should not be constrained, so as to avoid the risk of being deprived of or limited in the exercise of any remedy because of concepts of waiver, laches, or otherwise, to exercise such remedy at a time when it may still hope otherwise to resolve the problems involved. No waiver in fact made with respect to any specific default, shall be considered or treated as a waiver of any rights with respect to other defaults or with respect to the particular default except to the extent specifically waived in writing.
- D. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin governing agreements made and fully performed in Wisconsin. If any provision of this Agreement or the application thereof, to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement sets forth the entire

understanding between the CITY and DEVELOPER with respect to its subject matter, there being no terms, conditions, warranties, or representatives with respect to its subject matter other than that contained herein. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective successors and assigns.

- E. ASSIGNMENT. DEVELOPER may not assign this Agreement or sell to a third party without the prior consent of the CITY. In the event that DEVELOPER violates this section, DEVELOPER shall pay to the CITY \$10,000 as damages for their action.
- F. AMENDMENTS TO AGREEMENT. This Agreement may not be changed orally, but only by agreement in writing and signed by the parties hereto.
- G. THIRD PARTIES. Except as expressly provided otherwise in this Agreement, the provisions of this Agreement are for the exclusive benefit of the parties hereto and not or the benefit of any other persons, as third-party beneficiaries or otherwise, and this Agreement shall not be deemed to have conferred any rights, expressed or implied, upon any other person.
- H. NO PARTNERSHIP CREATED. This Agreement specifically does not create any partnership or joint venture between the parties hereto, or render any party liable for any of the debts or obligations of any other party.
- I. ENVIRONMENTAL ASSESSMENT. The CITY and City of Green Bay will disclose to DEVELOPER any reports, analysis, studies, or other documents that would identify any known contaminants on the premises. Under the supervision, direction and approval of the City, the DEVELOPER may inspect the premises and to perform any tests or analysis desired by DEVELOPER as to the condition of the premises.
- J. FORMALITIES AND AUTHORITY. The parties hereto represent and warrant that they are validly existing and lawful entities with the power and authorization to execute and perform this Agreement. The headings set forth in this Agreement are for convenience and reference only, and in no way define or limit the scope of content of this Agreement or in any way affect its provisions.
- K. NOTICES AND DEMANDS. A notice, demand, or other communications under this Agreement shall be sufficiently given or delivered if it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or delivered personally:

To Developer:

Brian H. Johnson, Executive Director
On Broadway, Inc.
340 N Broadway, Ste 165
Green Bay, WI 54303
Main: (920) 437-2531
Email: brian@onbroadway.org

To CITY:

Neil Stechschulte, Development Director
Community & Economic Development Department
City of Green Bay, Wisconsin, USA
100 N. Jefferson St.
Green Bay, WI 54301
Phone: (920) 448-3395
Email: neil.stechschulte@greenbaywi.gov

or to such other address, within the United States, with respect to a party as that party may from time to time designate in writing and forward to the other as provided in this Section. A copy of any notice, demand, or other communication under this Agreement given by a party under this Agreement to any other party under this Section shall be given to each other party to this Agreement.

NONMERGER AND SURVIVAL. Any provision in this Agreement which has not been fully performed prior to transfer of possession shall not be deemed to have terminated, but shall, unless expressly waived in writing, survive such transfer of possession and be in force and effect until performed.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and effective as of the date first written above.

City of Green Bay

Eric Genrich, Mayor

Date

Celestine Jeffreys, Clerk

On Broadway, Inc.

Brian Johnson, Executive Director

Date

EXHIBIT A – Legal Description by Parcel

Parcel 4-83 – 7,463 SQ FT

DOUSMANS ADD LOT 72 ALSO TH E SOUTHERLY 9 FT OF LOTS 73 & 74

Parcel 4-82 – 6,379 SQ FT

DOUSMANS ADD LOT 71

Parcel 4-81 - 6,379 SQ FT

DOUSMANS ADD LOT 70

Parcel 4-80 – 12,096 SQ FT

DOUSMANS ADD LOT 69 & THE NLY 44 FT OF LOTS 67 & 68 & THAT PRT OF E1/2 OF VAC RD ADJ & DESC
IN 1501269

Detail Summary of Projects Issued

1/1/2022 to 1/31/2022

Proj #	Address	Owner	Applicant	Fees Paid	Estimated \$	Status
107219	3688 CHURCH RD..22-2109	TJDM LLC		\$1,195.76	\$250,000.00	Pending
	[1-101 - Residential - New - Single Family House] NEW SINGLE FAMILY HOUSE WITH ATTACHED GARAGE EC Approved 1/5/21					
107220	3523 BAY HARBOR DR..22-2042	TJDM LLC		\$1,291.90	\$230,000.00	Pending
	[1-101 - Residential - New - Single Family House] NEW SINGLE FAMILY HOUSE WITH ATTACHED GARAGE EC Approved 1/5/21					
107312	3555 GLEN OAKS PS..22-2007	TJDM LLC		\$1,377.90	\$325,000.00	Pending
	[1-101 - Residential - New - Single Family House] NEW SINGLE FAMILY HOUSE WITH ATTACHED GARAGE EC RETURNED 1/19					
107313	3563 GLEN OAKS PS..22-2008	TJDM LLC		\$1,359.46	\$345,000.00	Pending
	[1-101 - Residential - New - Single Family House] NEW SINGLE FAMILY HOUSE WITH ATTACHED GARAGE EC RETURNED 1/19					
106851	645 S QUINCY ST..14-552	SHANE BASSETT		\$205.00	\$20,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] BATHROOM REMODEL					
107081	828 N JACKSON ST..7-23	PHILLIP J SCHMITT		\$205.00	\$10,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] REMODEL					
107087	1324 CHERRY ST..14-149	VANDEHEY VENTURES LLC		\$205.00	\$10,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] SERVICE REPAIR - FIRE RESTORATION - RE-ENERGIZE EXISTING SERVICE					
107203	1103 S ONEIDA ST..1-1882	STAGE INVESTMENTS LLC		\$125.00	\$10,950.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] KITCHEN REMODEL					
107241	1320 GAIL DR..21-6410-54	CAROL L & JOHN C LAUX		\$205.00	\$21,495.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] KITCHEN/ DINING REMODEL					
107242	2757 NICOLET DR..22-1219	SCOTT & ARLENE LINDSLEY		\$255.00	\$25,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] REMODEL 1ST FLOOR BATH, RE-WORK DRAIN & WATER LOWER BATH, RE-WORK LAUNDRY SINK & AUTOMATIC WASHER HOOKUP, RE-WORK KITCHEN DRAIN IN BASEMENT, NEW WATER HEATER. P					
107251	1158 10th AV..1-217	DEBORAH A & DANIEL J LANGREN		\$230.00	\$16,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] BASEMENT FINISH - BEDROOM AND BATHROOM					
107278	206 HUDSON ST..3-1007-B	ANTONIO MORA, ETAL		\$155.00	\$900.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] HANG DRYWALL AND PLASTER					
107281	105 S ASHLAND AV..3-73	CRISTOBAL & MARIA H VILLA HERNANDEZ		\$100.00	\$12,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] BLDG REPAIRS					
107309	3100 N GOTHIC CIR..6H-4071	DEBRA K & JASON R SALZWEDEL		\$150.00	\$29,000.00	Pending
	[2-434 - Residential - Alteration - 1 -2 Family House] BATHROOM REMODEL					
107324	1335 N IRWIN AV..20-206-4	MICHAEL T & JENNIFER C MEYER		\$50.00	\$4,150.00	Closed
	[2-434 - Residential - Alteration - 1 -2 Family House] FOUNDATION REPAIR					

107333	2518 REMINGTON RD..21-8045	KAYLA M & BRANDON J BOLLECH	\$255.00	\$30,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] BASEMENT FINISH					
107580	998 LANGLADE AV..1-377	PACKERLAND CAPITAL PROPERTIES LLC	\$100.00	\$10,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] INTERIOR REPAIR / REMODEL					
107586	1353 VANDERBRAAK ST..21-1679	REBECCA MOTT, ETAL	\$560.00	\$10,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] Joist repair, sill repair, electrical, plumbing, dishwasher, porch addition, shed relocation, fence repair. Building Permit to address numerous issues: see Complaint #118034					
107591	410 E LE CAPITAINE CIR..21-4422	SHAUN T & SARAH R YONTS	\$150.00	\$20,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] BATHROOM REMODEL					
106943	1632 LOUISE ST..21-1334-18	RODRIGO & MARIA G MENDEZ	\$100.00	\$300.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] Deck front of house Variance req 11/18/21					
107160	1501 ELM ST..19-607	ANTONIO & MARIA VARGAS	\$150.00	\$15,000.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] CONCRETE PATIO					
107320	1263 PERROT ST..20-535-8	NICOLE & JONAH LENSS	\$50.00	\$1,000.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] New Front Steps					
107346	2570 N TRILLIUM CIR..6H-2550	DOUGLAS & MARY B DAUL	\$50.00	\$5,000.00	Pending
[7-1 - Deck, Porch, Patio, Ramp (Residential)] Patio/Gazedo					
107282	1904 DECKNER AV..21-2289	SCOTT B MARTEL	\$50.00	\$25,000.00	Pending
[9-649 - Demolition - Interior (Residential)] DEMO ONLY					
107567	409 S BAIRD ST..17-866	ROSE & SONS LLC	\$50.00	\$350.00	Pending
[9-645 - Raze - Building or Structure (Residential)] RAZE DETACHED GARAGE - NO ELEC OR PLUMBING					
105136	3526 BLACKWOLF RUN..22-1855	JENNIFER L & GREG A BASTIEN	\$100.00	\$1.00	Pending
[11-1 - Fence (Residential)] PATIO/GAZEBO/FENCE *DOUBLE FEE					
107245	1705 BIRCHWOOD DR..6-1660-21	ELLEN J CARNS	\$50.00	\$9,900.00	Closed
[11-1 - Foundation Repair (Residential)] FOUNDATION REPAIR					
107248	1216 APHRODITE RD..21-6232	BETH A & LOUIS G DELFRATE	\$50.00	\$3,620.00	Pending
[11-1 - Garage/Carport/Shed (residential)] SHED 10X12					
107269	914 S CLAY ST..17-53	PATRICK R MURPHY, ETAL	\$50.00	\$5,400.00	Pending
[11-1 - Fence (Residential)] FENCE 4' chain link					
107280	2985 SUSSEX RD..22-2024	JANELLE L & DOUGLAS R BINSFELD	\$50.00	\$15,000.00	Pending
[11-1 - Fence (Residential)] 6' VINYL FENCE					
107561	1313 DELRAY DR..6H-1831	GROVER F NELSON, ETAL	\$50.00	\$1,200.00	Pending
[11-1 - Fence (Residential)] 6' VINYL FENCE					
107576	120 N DANZ AV..21-1257	JOSE J VALDIVIA GODINEZ, ETAL	\$150.00	\$5,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)] MOVE AND EXPAND GARAGE					
107597	1437 CEDAR ST..8-108	JANET E & KENNETH A LEMENS	\$140.00	\$15,000.00	Pending
[11-1 - Garage/Carport/Shed (residential)] Repair Garage - Fire Damage					
105709	1583 MAIN ST..19-311	EFS LLC	\$1,851.62	\$14,500.00	Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] Working without permit? New plans submitted 12/17/2021 - PVC

106782 115 PINE ST, SUITE 300 ..12-373 FE WATERMARK LLC \$1,765.25 \$193,497.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] PHASE 2 - ALTERATIONS

107084 1265 LOMBARDI AV..1-1841-A GREEN BAY CITY OF LAMBEAU FIELD \$8,805.71 \$10,626,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] Reconfiguration of 4 spaces: Level 1: 101 & 138 and Level 1M: 101 & production data center

107124 835 S VAN BUREN ST..16-293 SAINT VINCENT HOSPITAL ETAL \$581.00 \$260,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] REVISE ROOM FINISHES AND MEP NEEDS FOR NEW PET/CT SCAN MACHINE TO BE INSTALLED.

107152 529 N MONROE AV..11-105 529 N MONROE AVE BUILDING LLC ETAL \$360.00 \$49,437.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] ACCOUNTING DOOR RELOCATIONS

107230 744 S WEBSTER AV..14-825 BELLIN MEMORIAL HOSPITAL \$6,898.50 \$1,800,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] 3RD FLR MATERNITY RENOVATIONS

107231 1919 S BROADWAY..1-1407 GEORGIA PACIFIC CONSUMER PRODUCTS LP \$140.00 \$5,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] BLDG 123 - MOVING MODULE

107262 128 N BROADWAY..4-154 LORENZEN HOLDINGS LLC \$2,268.18 \$50,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] 3RD FLR ALTERATIONS
*WAITING FOR HVAC PERMIT APP, PAYMENT PROCESSED, PERMIT NOT SENT

107325 120 S HENRY ST..21-2294 OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH \$140.00 \$23,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] BELL TOWER REPAIR

107349 300 N BROADWAY..5-1737 GREEN BAY BROADWAY DEVELOPMENT LLC \$360.00 \$30,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] OFFICE DIVISION

107562 1660 EAST SHORE DR..21-429-16 GREEN BAY CITY OF BAY BEACH WILDLIFE CTR \$0.00 \$35,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] FRONT DESK REMODEL

107571 2390 E MASON ST..21-126-17 WOOF GREEN BAY EAST LLC \$770.00 \$200,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] SEPHORA REMODEL

107573 433 N IRWIN AV..8-321 SANEHA REAL ESTATE INC \$70.00 \$2,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] WALL REPAIR - CAR HIT OUTSIDE WALL

107587 701 BAY BEACH RD..20-689-C MCDONALD LUMBER CO INC \$170.00 \$35,000.00 Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] CONVEYOR PIT

107143 421 ERIE RD..21-16-1-16 OAK PARK PROPERTIES OF GREEN BAY LLC ETAL \$240.00 \$216,000.00 Pending

[32-323 - Commercial - New - Hospital, Institutional (hospitals, convalescent homes, clinics, orphanages, rest homes, sanitariums)] See permit 104691 for approved site plan.

103507 1520 SOUTH POINT RD..6H-1186 GREEN BAY CITY OF HE NIS RA PARK/WATER TOWER \$280.00 \$61,715.50 Closed

[34-1 - Parking Lot - New & Reconstruction (Commerical)] EC APPROVED 4/5/21

107176 1735 EDISON ST..21-1344-8 GODDARD INVESTMENTS LLC \$70.00 \$2,000.00 Pending

[34-649 - Raze- Building or Structure (Commercial)] RAZE

107297 1200 LORE LN..3-801-A AUTUMN PROPERTY RENTALS LLC \$70.00 \$9,000.00 Pending

[34-1 - Roofing (Commercial)] ROOF REPAIR DUE TO WIND DAMAGE

107308 2612 UNIVERSITY AV..21-2465 DENNISON INVESTMENTS LLC \$190.00 \$2,500.00 Pending

[34-1 - Z - Misc Project Not Listed (Commercial)] FIRE DAMAGE REPAIR Case # 118875

107314 2515 W MASON ST..6H-1112-D LEGACY MINDED REAL ESTATE LLC \$70.00 \$20,000.00 Pending

[34-649 - Demolition - Interior (Commercial)] DEMO ONLY

107563 310 PINE ST..12-147 A & E INVESTMENT CORP \$70.00 \$40,000.00 Pending

[34-1 - Window, Door - Replacement (Commercial)] REPLACE 11 SECOND FLOOR WINDOWS

107572 201 N WASHINGTON ST..12-23 GOELZ JEFFREY J LIVING TRUST \$70.00 \$150.00 Pending

[34-649 - Demolition - Interior (Commercial)] INTERIOR DEMO

105943 2015 VINE ST..21-1361-3 RANKIN GB HOLDINGS LLC \$70.00 \$600.00 Pending

[40-1 - Electrical Service - Repair (Residential)] PANEL REPLACEMENT

107223 1053 MORAIN WAY..6-2787 GLORIA P & GERALD C BIGELOW \$50.00 \$300.00 Closed

[40-1 - Electrical Service - Repair (Residential)] SERVICE REPAIR

107225 1451 E MASON ST..17-835 LAURA BARTH \$50.00 \$4,500.00 Closed

[40-1 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] SERVICE UPGRADE - 60 TO 200 AMPS

107243 1018 SHAWANO AV..3-1102-A RESURRECTION UNITED EVANGELICAL LUTHERAN CHURCH \$50.00 \$3,000.00 Closed

[40-1 - Electrical Service - Repair (Residential)] SERVICE REPAIR

107253 1136 MARQUETTE AV..1-1485 GRETCHEN A & JACOB J ROUSE \$50.00 \$2,465.00 Pending

[40-1 - Electrical Service - Change (Residential)] SERVICE UPGRADE FROM 60 AMP TO 100 AMP

107254 829 GROSS CT..2-1270 DELWIN PROPERTIES \$50.00 \$2,500.00 Closed

[40-1 - Electrical Service - Change (Residential)] SERVICE CHANGE 60 TO 200 AMP

107266 3120 STURGEON BAY RD..21-253-1 GREEN BAY CITY OF WATER DEPT RESERVOIR \$70.00 \$1.00 Closed

[40-1 - Electrical Service - Change (Commercial)] SERVICE UPDATE

107285 813 ROY AV..18-1407 JACOB N SYLVESTER \$50.00 \$750.00 Closed

[40-1 - Electrical Service - Change (Residential)] METER BASE CHANGE

107288 1139 E WALNUT ST..14-193 DF REAL ESTATES LLC \$50.00 \$1,000.00 Pending

[40-1 - Electrical Service - Repair (Residential)] ELEC SERVICE PARASCOPE REPAIR FROM STORM DAMAGE

107289 1217-1219 12th AV..1-669 ERIC R SCHMOLL \$50.00 \$800.00 Closed

[40-1 - Electrical Service - Repair (Residential)] ELECTRICAL SERVICE PARASCOPE REPAIR FROM STORM DAMAGE

107304 1835 S RIDGE RD..1-1423 KUEHN RIDGE HOLDINGS LLC \$70.00 \$300.00 Closed

[40-1 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)] REPOWER UP EXISTING SERVICES AND ADD 2 RECEPTACLES FOR LIGHTING

107326 1432 SPENCE ST..1-1986 PATRICK T & LISA M HOAGLAND \$50.00 \$900.00 Pending

[40-1 - Electrical Service - Repair (Residential)] SERVICE REPAIR

107344 1017 GRIGNON ST..17-21 CODY & ANNA FERNLUND \$50.00 \$2,000.00 Closed

[40-1 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] SERVICE ALTERATION - UPGRADE 100 TO 200 AMP

107550 839 S RIDGE RD..2-58-A-1 ERIN & ADAM MADER \$50.00 \$5,500.00 Pending

[40-1 - Electrical Service - Change (Residential)] SERVICE UPGRADE - PANEL TO BE RELOCATED PER THE NEC ADN UPGRADED TO 200 AMPS FROM 60 AMPS

107565 1299 WOLVERINE CT..21-7371 VANCE L & LORI R TOIVONEN \$50.00 \$10,952.00 Pending

[40-1 - New Electrical System (Residential)] GENERAC GENERATOR INSTALLATION - 24KW

107569 2588 VICKI LN..21-3948 STEVEN M & VIRGINIA L REINKE \$50.00 \$9,000.00 Pending

[40-1 - New Electrical System (Residential)] GENERATOR INSTALL

107577 1243 UNIVERSITY AV..8-218 KYLE GOFFARD RENTALS LLC \$50.00 \$2,300.00 Pending

[40-1 - Electrical Service - Change (Residential)] REPLACE METER STACK

107581 604 11th AV..2-511 LAWRENCE G WYDEVEN \$50.00 \$2,500.00 Pending

[40-1 - Electrical Service - Change (Residential)] REPLACE METERBASE

107133 901 UNIVERSITY AV..7-585 GREEN BAY CITY OF \$770.00 \$798,444.00 Pending

[50-1 - Repair/Alter Existing HVAC System (Commercial)] 9 units to be replaced

107244 509 N FISK ST..6-71-D RAYMOND E & KATRINA L SHIELDS \$50.00 \$2,115.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107246 1325 ARGONNE DR..6-1853 GUADALUPE & GERONIMO CORTEZ \$50.00 \$5,958.00 Pending

[50-1 - Heating Unit Only (Residential)] FURNACE

107247 1426-1428 BEECH TREE DR..6H-1714 JORGE SUAREZMARTINEZ, ETAL \$50.00 \$7,000.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107249 1022 BELLEVUE ST..21-416-1 MELANIE M NELL \$50.00 \$9,492.00 Closed

[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE & AIR CONDITIONER

107250 2626 KATHY DR..22-157 KAREN KAY & JOHN W HUNK \$50.00 \$11,522.00 Closed

[50-1 - Heating Unit Only (Residential)] BOILER

107252 974 ELMORE ST..5-1291 JAMES M PHILLIPS \$50.00 \$5,825.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107255 555 E CONSERVANCY CT..21-7955 SALVADOR CORTES ROBLES \$50.00 \$4,500.00 Pending

[50-1 - Heating Unit Only (Residential)] BOILER

107257 437 ALPINE DR..21-4391 SONJA E STENLI \$50.00 \$4,400.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107258 2220 MARYLAND AV..21-2884 ERIC R VANDERLOOP \$50.00 \$12,450.00 Closed

[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE AND AIR CONDITIONER

107259 1226 TARA MARIE LN..6H-4249 BARBARA J DIX \$50.00 \$4,700.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107264 1060 W MASON ST..2-43-1 LFI RE GREEN BAY WI LLC \$70.00 \$4,655.00 Closed

[50-1 - Heating Unit Only (Commercial)] SPACE HEATER

107268 2548 TROJAN DR..6H-2066 BARBARA A SHEGONEE \$50.00 \$5,529.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107271 1735 EASTMAN AV..21-1190-2 BRANDON J WALSH \$50.00 \$3,761.00 Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107273	1267 ROSCOE ST..1-430-C [50-1 - Heating Unit Only (Residential)] FURNACE	DANIEL J PIRLOT, ETAL	\$50.00	\$3,520.00	Closed
107274	421 GRAY ST..5-1361-A [50-1 - Heating Unit Only (Residential)] FURNACE	DAN A KOOPMAN	\$50.00	\$4,615.00	Closed
107275	565 SUNRISE CIR..21-2912 [50-1 - Heating Unit Only (Residential)] BOILER	GREGGORY R & AMANDA M HAIGH	\$50.00	\$7,234.00	Pending
107276	803 ETHEL AV..18-883 [50-1 - Heating Unit Only (Residential)] FURNACE	MATTHEW ROCHELLE	\$50.00	\$4,096.00	Closed
107277	1326 LAWE ST..17-489 [50-1 - Heating Unit Only (Residential)] FURNACE	TYLER & BRITTANY MAROTZ	\$50.00	\$5,858.00	Closed
107287	2669 FINGER RD..21-107-1 [50-1 - Heating Unit Only (Residential)] FURNACE	JAMES R & CHRISTINE LEE ROBARGE	\$50.00	\$1,850.00	Closed
107291	740 ABRAMS ST..21-1342 [50-1 - Heating Unit Only (Commercial)] BOILER - APTS 1-12	WATERMOLEN JM PROPERTIES LLC	\$70.00	\$17,903.00	Closed
107292	740 ABRAMS ST..21-1342 [50-1 - Heating Unit Only (Commercial)] BOILER - APTS 14-25	WATERMOLEN JM PROPERTIES LLC	\$70.00	\$19,492.00	Pending
107294	568 N DANZ AV..21-2274-1 [50-1 - Heating Unit Only (Commercial)] BOILER	NICOLE A WATERMOLEN	\$70.00	\$19,924.00	Closed
107295	578 N DANZ AV..21-2274-1 [50-1 - Heating Unit Only (Commercial)] BOILER	NICOLE A WATERMOLEN	\$70.00	\$22,436.00	Closed
107299	1057 AMBERLY TR ..21-4925 [50-1 - Heating and Air Conditioning Units (Residential)] FURNACE & AIR CONDITIONER	ERIC C MAHLIK	\$50.00	\$8,220.00	Pending
107305	2613 GREENBRIER RD..21-7100 [50-1 - Heating Unit Only (Residential)] FURNACE	THERESA M SHAW	\$50.00	\$6,229.00	Pending
107317	505 LA PLANT ST..21-2144-3 [50-1 - Heating Unit Only (Residential)] FURNACE	ZOILA E & VICTOR M FIGUEROA	\$50.00	\$4,400.00	Closed
107328	1640 NANCY AV..6-1234 [50-1 - Heating Unit Only (Residential)] FURNACE	MICHELLE SIEBERT	\$50.00	\$6,217.00	Pending
107331	1434 RUSSELL ST..6-539 [50-1 - Heating Unit Only (Residential)] FURNACE	HAINES JOHN & DELORES IRRECVOABLE TRUST	\$50.00	\$5,958.00	Closed
107334	200 PACKERLAND DR..6H-1736 [50-1 - Heating Unit Only (Commercial)] BOILER	RENN PACKERLAND PROPERTIES LLC	\$70.00	\$10,976.00	Pending
107337	800-802 EDGEWOOD DR..21-4849 [50-1 - Heating Unit Only (Residential)] FURNACE	JESSICA & JOHN SWEENEY	\$50.00	\$1,850.00	Pending
107339	1773 BURNS AV..6-1930 [50-1 - Heating Unit Only (Residential)] FURNACE	DIANE L & PATRICK P CLANCEY	\$50.00	\$8,700.00	Pending
107340	1427 ARGONNE DR..6-299-A-6	VICKI L BOYER	\$50.00	\$15,800.00	Closed

[50-1 - Heating Unit Only (Residential)] FURNACE

107341	417 FAIRVIEW CT..5-1591	STEVEN D BRICKER	\$50.00	\$3,900.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107342	610 ROLLING GREEN DR..6H-2667	BERNARD D & CATHERINE FAITH	\$50.00	\$9,500.00	Pending
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[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE AND AIR CONDITIONER

107345	1700 SYMPHONY HEIGHTS..21-7317	SARAH E & DAVID M KRIENKE	\$50.00	\$6,696.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107548	1221 TARA MARIE LN..6H-4246	JOHNEY R ZADURSKI	\$50.00	\$3,749.00	Closed
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[50-1 - Heating Unit Only (Residential)] FURNACE

107551	2452 MANITOWOC RD..21-4015	DANIEL MOSQUEDA, ETAL	\$50.00	\$4,000.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107552	2769 YORKTOWN DR..6H-3522	MELISSA J & DONALD J HEARN	\$50.00	\$3,500.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107553	1220 MOJAVE TR..6H-4227	PATRICK J & BETH A HENNES	\$50.00	\$6,249.00	Closed
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[50-1 - Heating Unit Only (Residential)] FURNACE

107554	886 HOWARD ST..3-436	AMANDA RASMUSSEN	\$50.00	\$4,300.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107555	131 GARFIELD ST..3-200	ALICIA M ALLCOX	\$50.00	\$5,237.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107556	1226 LOCH DR..6-634	JANET M KAZIK	\$50.00	\$14,236.00	Pending
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[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE AND AIR CONDITIONER

107557	1209 MARQUETTE AV..1-1523	ANDY R CLARK, ETAL	\$50.00	\$6,510.00	Closed
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[50-1 - Heating Unit Only (Residential)] FURNACE

107558	1325 SAND HILL DR..6H-2837	PETER G & AMY J D MASIAS	\$50.00	\$11,370.00	Pending
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[50-1 - Heating Unit Only (Residential)] BOILER

107559	579 EDGEWOOD DR..21-505	DEBRA J & MATTHEW J FINENDALE	\$50.00	\$14,233.00	Pending
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[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE AND AIR CONDITIONER

107560	2611 PECAN ST..21-5169	MARY A & BRETT M DUFFNEY	\$50.00	\$10,937.00	Pending
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[50-1 - Heating and Air Conditioning Units (Residential)] FURNACE AND AIR CONDITIONER

107568	1125 E MASON ST..14-1087	SATYA SAI RAM LLC	\$70.00	\$20,000.00	Pending
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[50-1 - Heating Unit Only (Commercial)] COMMERCIAL BOILER

107575	114 N ASHLAND AV..4-237	RICHARD E SHELL	\$50.00	\$6,332.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107596	303 13th AV..3-848	MARIA L & BERNABE NUNEZ GUZMAN	\$50.00	\$2,000.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107603	2063 PACKERLAND DR..6H-2706	2063 65 PACKERLAND DRIVE LLC	\$50.00	\$2,775.00	Pending
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[50-1 - Heating Unit Only (Residential)] FURNACE

107610	805 TOMMARK ST..2-1415	LINDA M NOONAN	\$50.00	\$6,400.00	Pending
[50-1 - Heating Unit Only (Residential)] BOILER					
106761	1247 VELD AV..18-168	ALDOS PIZZA OF GREEN BAY LLC	\$155.00	\$1,000.00	Pending
[60-1 - Misc Plumbing (treatment systems, grease traps, backflow valve)(Commercial)] GREASE TRAP REPLACEMENT					
107261	1601 ARABIAN DR..6H-3250	CATHERINE & MICHAEL J SCHULZ	\$50.00	\$1,481.00	Closed
[60-1 - New Plumbing System (Residential)] INSTALL SUMP PUMP					
107286	1129 COLONIAL AV..1-1788	KATHLEEN M PALMER	\$50.00	\$1,724.00	Closed
[60-1 - Water Heater (Residential)] WATER HEATER					
107300	1840 WESTERN AV..6-127-A	MARCELLA D GORY	\$50.00	\$6,700.00	Pending
[60-1 - Misc Plumbing (treatment systems, grease traps, backflow valve)(Residential)] SUMP PUMP INSTALL					
107301	1355 WESTERN AV..3-1204-A	CRYSTAL L BACKHAUS	\$50.00	\$6,458.00	Pending
[60-1 - Misc Plumbing (treatment systems, grease traps, backflow valve)(Residential)] INSTALL SUMP PUMP SYSTEM					
107302	721 ETHEL AV..18-885	PATRICIA A JAGODINSKY	\$50.00	\$6,300.00	Pending
[60-1 - Misc Plumbing (treatment systems, grease traps, backflow valve)(Residential)] INSTALL SUMP PUMP PIT AND PUMP					
107303	928 N CHESTNUT AV..18-512	HOLLY R & BRAD M KITTOCK	\$50.00	\$6,000.00	Pending
[60-1 - Misc Plumbing (treatment systems, grease traps, backflow valve)(Residential)] INSTALL SUMP PUMP PIT AND PUMP					
107306	413 WESLEY AV..21-1176-D-112	KARYL NICHOLSON	\$50.00	\$4,000.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] BATHROOM REMODEL - REPLACE TOILET, TUB/SHOWER AND VANITY					
107307	1035 REED ST..3-1112	FREDERICA J KRAUTKRAMER	\$50.00	\$6,500.00	Pending
[60-1 - New Plumbing System (Residential)] INSTALL SUMP PUMP					
107321	1108 RALEIGH ST..1-2246	COLLEEN A SEDLACEK	\$50.00	\$1,200.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION					
107322	1815-1817 PACKERLAND DR..6H-2205	GERTRUDE G HUNT	\$50.00	\$1,200.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION					
107338	706 S NORWOOD AV..2-403	AMANDA KLAUS	\$30.00	\$1,724.00	Pending
[60-1 - Water Heater (Residential)] WATER HEATER					
107549	2141 CRESTWOOD SPRINGS DR..6H-3288	MICHAEL J SMITH, ETAL	\$30.00	\$1,739.98	Pending
[60-1 - Storm Sewers - Connection/Repair (Redisential)] STORM SEWER LATERAL CONNECTION					
107564	1120 SHEA AV..18-88	CARRIE L LAVERDIERE	\$50.00	\$8,848.00	Closed
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION					
107566	1409 N BAY HIGHLANDS DR..21-5497	MARILYN E & DAVID E KOWALSKI	\$50.00	\$1,200.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER REPLACEMENT					
107588	1131 MORaine WAY..6-2786-3	STERNs ENTERPRISES 6 LLCETAL	\$70.00	\$1,440.00	Pending
[60-1 - Water Heater (Commercial)] 3 WATER HEATER REPLACEMENTS					
107589	1475 E MASON ST..17-944	CHRISTOPHER D DUDDEK	\$50.00	\$9,647.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION INCLUDING MIXING VALVE AND TRAP					
107590	2209 STARLITE LN..21-2144-M-26	CHENG & HOUA LEE VANG	\$50.00	\$11,906.00	Closed

[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION INCLUDING MIXING VALVE AND TRAP

107592	1530 BIEMERET ST..6-1063	BEVERLY J & GERALD J KASTER	\$50.00	\$1,200.00	Pending
[60-1 - Repair/Alter Existing Plumbing System (Residential)] TUB TO SHOWER CONVERSION					
106358	225 S MONROE AV..14-439	MONROE CENTRAL LLC	\$163.09	\$5,995.00	Pending
[70-1 - Signs - Permanent] New Wall Sign					
106760	345 S MONROE AV..14-419	MAY JOHN C & JULIE A REVOCABLE TRUST	\$86.29	\$6,000.00	Pending
[70-1 - Signs - Permanent]					
106980	2350 E MASON ST..21-126-7	GB EAST TOWN LLC	\$177.72	\$15,000.00	Pending
[70-1 - Signs - Permanent] (2) Wall Signs					
107229	2545 LARSEN RD..6H-1740-1	NORTHEAST WISCONSIN TECHNICAL COLLEGE	\$133.09	\$7,000.00	Pending
[70-1 - Signs - Permanent]					
107240	1583 MAIN ST..19-311	EFS LLC	\$91.25	\$4,500.00	Abandoned
[70-1 - Signs - Permanent] Replacement Sign					
107256	1933 COFRIN DR..21-1183-8	CHARLES R & BERNADETTE BURG	\$92.00	\$1,500.00	Pending
[70-1 - Signs - Permanent] New 10 ft wide X 6 ft tall with 4 ft sign panel (40 sq ft), single-sided monument sign in front yard. Parallel to the right-of-way . Non-illuminated.					
107260	1673 MAIN ST..21-2549	FTC INVESTMENTS LLC	\$168.39	\$22,139.00	Pending
[70-1 - Signs - Permanent]					
107293	2235 MAIN ST..21-127-4	SILK PURSE PROPERTIES GREEN BAY LLC	\$126.26	\$3,500.00	Pending
[70-1 - Signs - Permanent] NEW WALL SIGN					
107323	1047 9th ST..1-20-D	ERIK A & LAURA G SCHULTZ	\$30.00	\$1.00	Pending
[70-1 - Signs - Permanent] Temporary Banner					
107332	1505 GATEWOOD ST..1-1396-G	GREEN BAY CITY OF	\$102.84	\$4,000.00	Pending
[70-1 - Signs - Permanent] NEW WALL SIGN					
107343	2253 MAIN ST..21-127-5	BROWN COUNTY	\$95.00	\$1,000.00	Pending
[70-1 - Signs - Permanent] NEW WALL SIGN					
Totals: 155 projects			\$41,226.21	\$16,553,889.48	

Summary of Projects Issued

1/1/2022 to 1/31/2022

Class of Work	Proj	Site	Plan	Bldg	Elec	HVAC	Plbg	EC	Fees Paid	Estimated Cost
1 Residential - New - Single Family House	4	4	8	4	4	4	4	4	\$5,225.02	\$1,150,000.00
2 Residential - Alteration - 1 -2 Family House	15	1	10	15	13	5	9	0	\$2,950.00	\$229,495.00
7 Deck, Porch, Patio, Ramp (Residential)	4	1	2	4	0	0	0	0	\$350.00	\$21,300.00
9 Demolition - Interior (Residential)	1	0	0	1	0	0	0	0	\$50.00	\$25,000.00
9 Raze - Building or Structure (Residential)	1	0	0	1	0	0	0	0	\$50.00	\$350.00
11 Fence (Residential)	4	0	0	4	0	0	0	0	\$250.00	\$21,601.00
11 Foundation Repair (Residential)	1	0	0	1	0	0	0	0	\$50.00	\$9,900.00
11 Garage/Carport/Shed (residential)	3	1	1	3	2	0	0	0	\$340.00	\$23,620.00
31 Commercial - Alteration - Non-Residence, Non-Housekeeping	14	1	13	14	12	8	4	0	\$24,180.26	\$13,323,434.00
32 Commercial - New - Hospital, Institutional (hospitals, convalescent homes, clinics, orphanages, rest homes, sanitariums)	1	0	0	1	1	0	0	0	\$240.00	\$216,000.00
34 Demolition - Interior (Commercial)	2	0	0	2	0	0	0	0	\$140.00	\$20,150.00
34 Parking Lot - New & Reconstruction (Commercial)	1	1	2	1	0	0	0	1	\$280.00	\$61,715.50
34 Raze- Building or Structure (Commercial)	1	0	0	1	0	0	0	0	\$70.00	\$2,000.00
34 Roofing (Commercial)	1	0	0	1	0	0	0	0	\$70.00	\$9,000.00
34 Window, Door - Replacement (Commercial)	1	0	0	1	0	0	0	0	\$70.00	\$40,000.00
34 Z - Misc Project Not Listed (Commercial)	1	0	0	1	1	0	0	0	\$190.00	\$2,500.00
40 Electrical Service - Change (Commercial)	1	0	0	0	1	0	0	0	\$70.00	\$1.00
40 Electrical Service - Change (Residential)	6	0	0	0	6	0	0	0	\$300.00	\$16,015.00
40 Electrical Service - Repair (Residential)	6	0	0	0	6	0	0	0	\$320.00	\$6,600.00
40 Electrical Wiring (Misc., Alteration, Repair) (Commercial)	1	0	0	0	1	0	0	0	\$70.00	\$300.00
40 Electrical Wiring (Misc., Alteration, Repair) (Residential)	2	0	0	0	2	0	0	0	\$100.00	\$6,500.00
40 New Electrical System (Residential)	2	0	0	0	2	0	0	0	\$100.00	\$19,952.00
50 Heating and Air Conditioning Units (Residential)	7	0	0	0	0	7	0	0	\$350.00	\$79,068.00
50 Heating Unit Only (Commercial)	7	0	0	0	0	7	0	0	\$490.00	\$115,386.00
50 Heating Unit Only (Residential)	37	0	0	0	0	37	0	0	\$1,850.00	\$204,655.00
50 Repair/Alter Existing HVAC System (Commercial)	1	0	0	0	1	1	0	0	\$770.00	\$798,444.00
60 Misc Plumbing (treament systems, grease traps, backflow valve)(Commercial)	1	0	1	0	0	0	1	0	\$155.00	\$1,000.00
60 Misc Plumbing (treament systems, grease traps, backflow valve)(Residential)	4	0	0	0	0	0	4	0	\$200.00	\$25,458.00
60 New Plumbing System (Residential)	2	0	0	0	0	0	2	0	\$100.00	\$7,981.00
60 Repair/Alter Existing Plumbing System (Residential)	8	0	0	0	0	0	8	0	\$400.00	\$39,201.00
60 Storm Sewers - Connection/Repair (Redisential)	1	0	0	0	0	0	1	0	\$30.00	\$1,739.98
60 Water Heater (Commercial)	1	0	0	0	0	0	1	0	\$70.00	\$1,440.00
60 Water Heater (Residential)	2	0	0	0	0	0	2	0	\$80.00	\$3,448.00
70 Signs - Permanent	11	10	0	11	1	0	0	0	\$1,265.93	\$70,635.00
Totals:	155	19	37	66	53	69	36	5	\$41,226.21	\$16,553,889.48



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Brown		County Code Number 05		Report for Month/Year January, 2022	
Municipal Name Green Bay Municipal Court		Municipal Code Number 231		Telephone Number 920-448-3131	
I. MUNICIPAL COURT OFFICIAL	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State	
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)	\$ 67,745.25	\$ 67,745.25			
Adjustment (if applicable)	\$.00	\$.00			
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	\$ 20,679.35	\$ 17,963.11		\$ 2,716.24	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
3. Penalty Surcharges (s. 757.05, Stats.)	\$ 16,561.12			\$ 16,561.12	
Adjustment (if applicable)	\$.00			\$.00	
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	\$ 5,378.23		\$ 5,378.23		
Adjustment (if applicable)	\$.00		\$.00		
5. Driver Improvement Surcharges (s. 346.655, Stats.)	\$ 8,601.50		\$ 4,421.50	\$ 4,180.00	
Adjustment (if applicable)	\$.00		\$.00	\$.00	
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	\$ 7,016.13			\$ 7,016.13	
Adjustment (if applicable)	\$.00			\$.00	
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))	\$.00	\$.00		\$.00	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)	\$ 300.00		\$ 300.00		
Adjustment (if applicable)	\$.00		\$.00		
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
11. Safe Ride Program (s. 85.55, Stats.)	\$ 1,000.00			\$ 1,000.00	
Adjustment (if applicable)	\$.00			\$.00	
12. Totals	\$ 127,281.58	\$ 85,708.36	\$ 10,099.73	Pay This Amount \$ 31,473.49	

Continue onto the next page.



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

STATE CONTROLLER'S OFFICE-CMO
101 E. WILSON STREET, 5th FL
PO BOX 7932
MADISON, WI 53707-7932
(608) 261-7749

II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures, court costs and surcharges collected during the month designated.

Name: NEEL BASTEN Signature: *Neil Basten* Date: 2-1-2022

III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying, a copy of this report will be returned to the signer of this report as a receipt, and the stated amount will be remitted to the Department of Administration with this report.

Treasurer: *Paul R. Mark* Date: 2/1/22

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone #	Email Address
<u>Neil Basten</u>	<u>920-448-3131</u>	<u>neilba@greenbaywi.gov</u>

**PRELIMINARY RESOLUTION DECLARING INTENT
TO EXERCISE SPECIAL ASSESSMENT POWERS
UNDER SECTION 66.0703, WISCONSIN STATUTES
February 16, 2022**

ASPHALT PAVEMENT

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

1. The Common Council hereby declares its intention to exercise its police powers under Section 66.0703, Wisconsin Statutes, and levy special assessments upon property fronting or abutting the streets hereinafter enumerated for the installation of ASPHALT PAVEMENT on said streets:

FINGER ROAD – Superior Road to Challenger Drive

2. Said public improvement shall include the grading of these streets to the grade established therefore by City ordinance as recorded in the Office of the City Clerk, installation of gravel base and ASPHALT pavement with curb and gutter on both sides of the street in accordance with the City of Green Bay Standard Specifications and Construction Standards for Public Works Construction.
3. The total amount assessed against all parcels in the project shall not exceed the total cost of the improvement.
4. The assessments against any parcel may be paid in cash within thirty (30) days of the date of billing, or in five (5) annual installments with interest thereon at three and seventy-five hundredths percent (3.75%) per annum.
5. The improvements contemplated in this resolution shall constitute an exercise of the police powers of the Common Council under Section 66.0703(5)(d), Wisconsin Statutes.
6. The Director of Public Works is directed to prepare a report in accordance with Section 66.0703(5), Wisconsin Statutes.
7. Upon receiving the report, the City Clerk shall give to the property owners notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes, to be held before the Improvement & Service Committee in the City Hall at such times as set by the City Clerk.

Adopted _____, 2022

Approved _____, 2022

Mayor

ATTEST:

City Clerk

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1616 WEST MASON STREET
(ZP 22-01)**

February 16, 2022

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That, pursuant to Zoning Petition 22-01 and the recommendation of the Plan Commission on February 7, 2022, the City of Green Bay does authorize a Conditional Use Permit (CUP) for a drive-through restaurant in a General Commercial (C1) district on the following described property located at 1616 West Mason Street, submitted by Jon LeRoy, Mau & Associates, on behalf of Neufeld Enterprises ii, LLC, property owner.

310,013 SQ FT LOT 1 OF 59 CSM 23 BNG PRT OF LOT 13 OF CLA
TANK'S SUBD OF PC 2-9 WSFR

Tax Parcel No. 6-149

Said conditional-use permit shall be granted subject to:

- a. A recorded ingress/egress easement for access to South Military Avenue is required for this Conditional Use Permit to be valid.
- b. Compliance with all other regulations of the Green Bay Municipal Code.

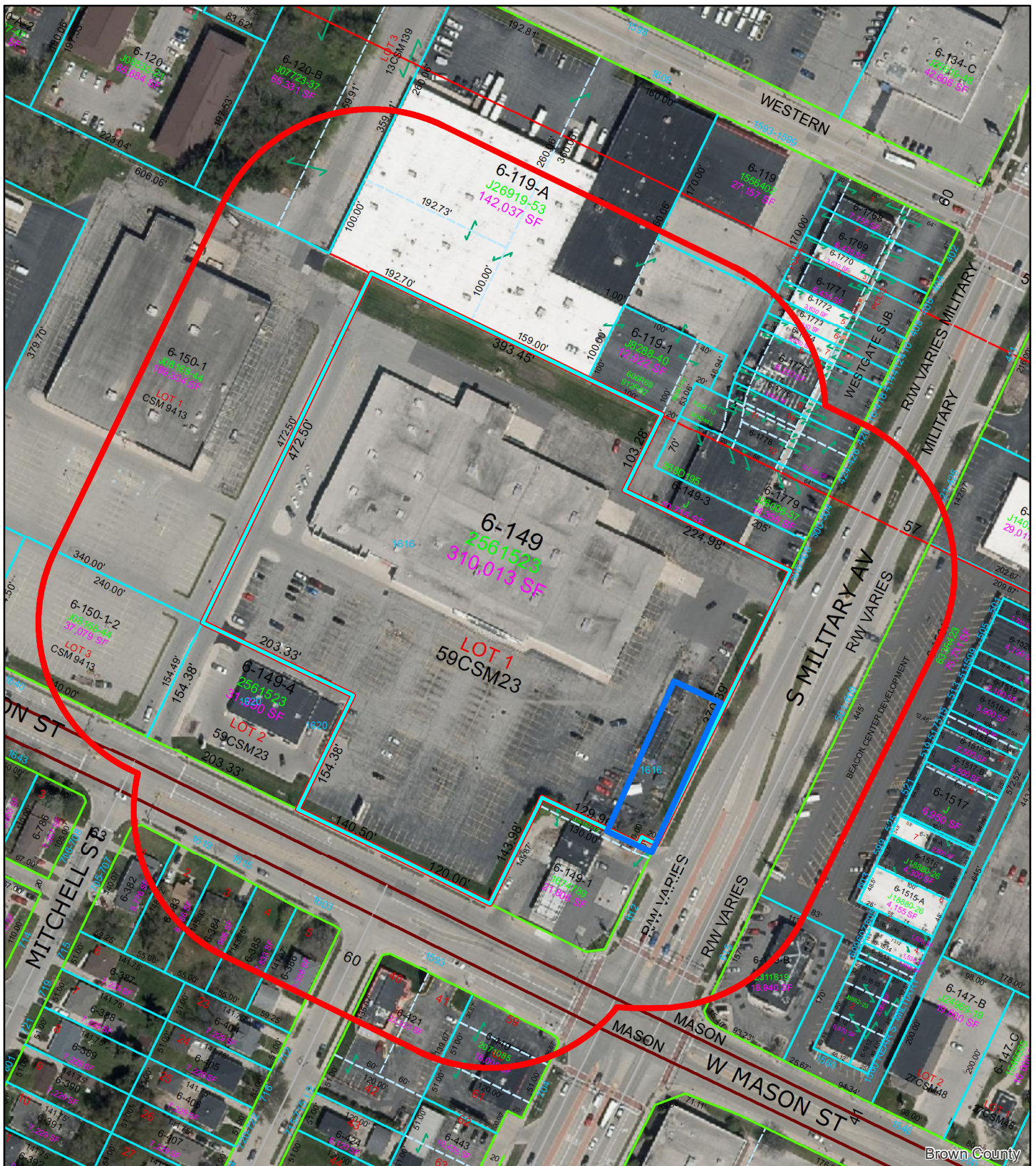
Adopted _____

Approved _____

Mayor

Clerk

sjh
Attachment – Map



(ZP 22-01) Conditional Use Permit 1616 West Mason Street

0 45 90 180 Feet N



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. E.R. 26 Jan 2022 X:\Planning\Basemaps\template_8.5x11.mxd

 Proposed Lot for Caribou Coffee

 1616 West Mason Street
 200-ft. Notification Area

FINAL PAYMENTS RESOLUTION
February 16, 2022

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That the City Clerk be and is hereby instructed to draw FINAL ORDERS in favor of the following contractors for their projects in the amounts listed as follows:

1. RESURFACING 1-21 PART B
MCC, INC.

TOTAL AMOUNT EARNED:	\$ 1,353,720.11
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 1,353,720.11</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 877,401.27</u>
AMOUNT DUE THIS PAYMENT:	\$ 476,318.84

ACCOUNT NUMBERS

401500E-55303-65061: \$467,103.98

403500-55303-65061: \$1,194.60

501-12201-65061: \$8,020.26

PO #2100073

2. PAVEMENT REPAIR 2021
FISCHER ULMAN CONSTRUCTION INC.

TOTAL AMOUNT EARNED:	\$ 1,128,403.95
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 1,128,403.95</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 1,098,930.60</u>
AMOUNT DUE THIS PAYMENT:	\$ 29,473.35

ACCOUNT NUMBER

401500E-55301-61261: \$29,473.35

PO #2100055

3. SEWERS 2-20 PART A
PETERS CONCRETE COMPANY

TOTAL AMOUNT EARNED:	\$ 1,114,422.68
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 1,114,422.68</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 1,039,805.06</u>
AMOUNT DUE THIS PAYMENT:	\$ 74,617.62

ACCOUNT NUMBERS

501-12201-63030: \$9,743.00

403500-55355-63030: \$87.50

412500E-55355-63030: \$64,787.12

PO #2000070

**4. SEWERS 9-20 MUSEUM PLACE STORM LIFT STATION
ADVANCE CONSTRUCTION, INC.**

TOTAL AMOUNT EARNED:	\$ 325,600.32
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 325,600.32
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 293,595.10</u>
AMOUNT DUE THIS PAYMENT:	<u>\$ 32,005.22</u>

ACCOUNT NUMBER
412500E-55355-63070: \$32,005.22
PO #2100004

**5. SOUTH BAY SHORE DIKE REINFORCEMENT – SEGMENTS 20-22
VINTON CONSTRUCTION COMPANY**

TOTAL AMOUNT EARNED:	\$ 324,384.91
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 324,384.91
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 313,296.07</u>
AMOUNT DUE THIS PAYMENT:	<u>\$ 11,088.84</u>

ACCOUNT NUMBER
412500E-55320-66011: \$11,088.84
PO #2100072

**6. SEWERS 5-21 EAST SHORE DRIVE LIFT STATION
AUGUST WINTER AND SONS INC.**

TOTAL AMOUNT EARNED:	\$ 253,270.00
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 253,270.00
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 0.00</u>
AMOUNT DUE THIS PAYMENT:	<u>\$ 253,270.00</u>

ACCOUNT NUMBER
403500-55358-68071: \$253,270.00
PO #2100108

Adopted _____, 2022

Approved _____, 2022

Mayor

ATTEST:

City Clerk

EJNS

RESOLUTION RELATING TO WORLD MIGRATORY BIRD DAY

February 16, 2021

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS migratory birds and their habitats are declining throughout America, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993, World Migratory Bird Day (“WMBD”), formerly International Migratory Bird Day, has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in communities throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern United States; and

WHEREAS WMBD is officially celebrated on the second Saturday in May, as migratory birds journey to nesting sites, and on the second Saturday in October, as they return to wintering areas; and

WHEREAS observance of WMBD is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants and in accordance with federal, state, and local public health directives; and

WHEREAS WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action;

NOW, THEREFORE, BE IT RESOLVED that May 14, 2022, and October 8, 2022, shall each be known as World Migratory Bird Day in the City of Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that the Common Council of the City of Green Bay urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Adopted _____

Approved _____

Mayor

Clerk

ljm

GENERAL ORDINANCE NO. 05-22

**AN ORDINANCE
CREATING SECTION 28-4(k)(1),
GREEN BAY MUNICIPAL CODE, RELATING TO
HOURS FOR KEN EUERS NATURAL AREA**

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

SECTION 1. Section 28-4(k)(1), Green Bay Municipal Code, is hereby created to read:

(1) *Hours for Ken Euers Natural Area.* This section shall apply to Ken Euers Natural Area as follows:

- a. From May 1 to October 31, Ken Euers Natural Area shall be closed between the hours of 8:00 p.m. and 6:00 a.m.
- b. From November 1 to April 30, Ken Euers Natural Area shall be closed between the hours of 5:00 p.m. and 6:00 a.m.

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 _____, 2022.

APPROVED:

Mayor

ATTEST:

Clerk

ljm

2/16/2022