



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, MAY 14, 2024, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

Immediately following the Personnel Committee Meeting.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJlRFpOUHVubTdXOHZYZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 881 4252 4379

Passcode: 846368

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

B. Roll Call.

C. Approval of the Agenda.

1. Approval of the Finance Committee agenda for the Tuesday, May 14, 2024 meeting.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the April 30, 2024, meeting.

E. Regular Business.

1. Consideration with possible action to approve a contingency transfer of funds resolution for \$20,966.20 to Fire contractual services for emergency water remediation at Fire Station 5 for unexpected and unbudgeted expenses.
2. Consideration with possible action to approve the contingency transfer of funds resolution for \$50,000 to Fire Capital building repairs for Fire Station 1's water damage deductible.
3. Consideration with possible action on a request by the Department of Public Works for a

budget amendment, transferring \$70,000 from Salaries to Materials and Supplies to fund necessary office space renovation for the third floor of City Hall.

4. Consideration with possible action to approve the Green Bay Press Gazette as the Official Newspaper of the City of Green Bay from June 1, 2024, through May 31, 2025. Funding Source is the annual operating budget.

F. Informational.

1. The annual Assessors summary that was shared at the Board of Review and provided by the Assessor.
2. 2024 Contingency Account: \$240,350.00.
3. The next Finance Committee meeting will be held on June 4, 2024, at 4:30 p.m.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Finance 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.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.1

Consideration with possible action to approve a contingency transfer of funds resolution for \$20,966.20 to Fire contractual services for emergency water remediation at Fire Station 5 for unexpected and unbudgeted expenses.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. ST 1 & ST 5 CONTINGENCY FUND REQUEST
2. SERVPRO INVOICE ST 5
3. SERVPRO INVOICE ST 5 ATTACHMENT
4. Resolution-Contingency for Fire Station 5 - \$20,966.20 water main break emergency



Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Finance Committee

From: Matthew W. Knott, Fire Chief

Date: May 2, 2024

Re: Contingency Fund Request

On April 9, 2024 there was extensive damage at Fire Station 1 located at 501 S. Washington St., which resulted from a urinal flush valve that did not turn off overnight and resulted in a significant lengthy overflow. The building was evaluated by engineering and deemed to be Category 3 water damage. The extensive cleanup and restoration process required is ongoing and will include asbestos abatement, lead paint abatement, and significant building repairs related to water and sewage damage.

On April 19, 2024 there was a water main break on Finger Rd. in front of Fire Station 5 located at 2310 Finger Rd, which resulted in a significant amount of water flowing into the Fire Station. ServPro of Brown County was contacted for water remediation at Station 5 and the cost for that service was \$20,966.20.

I am requesting that the \$50,000 insurance deductible for water damage restoration at Fire Station 1, 501 S. Washington St. and the \$20,996.20 invoice from ServPro for water remediation resulting from an unexpected water main break outside of Fire Station 5, 2310 Finger Rd. be allocated from the City's contingency fund. These are unexpected and unbudgeted expenses.



SERVPRO OF BROWN COUNTY

1066 American Dr
Neenah, WI 54956
+1 9208321110
office@servproappleton.com



INVOICE

BILL TO

Green Bay Fire
Department
2310 Finger Rd
Green Bay, WI 54301

SHIP TO

Green Bay Fire
Department
2310 Finger Rd
Green Bay, WI 54301

INVOICE # 2374

DATE 04/25/2024

DUE DATE 05/25/2024

DATE	DESCRIPTION	AMOUNT
	Water Remed	Water Restoration
		20,966.20
Contact SERVPRO OF BROWN COUNTY to pay. Please Remit To: SERVPRO 1066 American Drive Neenah, WI 54956		
SUBTOTAL		20,966.20
TAX		0.00
TOTAL		20,966.20
BALANCE DUE		\$20,966.20



SERVPRO Brown County

SERVPRO Brown County
516 N 8th Street Suite A
De Pere WI 54115
(920) 434-8224
office@servproappleton.com
Tax ID: 46-4221268

Client: Green Bay Fire Department 4/19
Property: 2310 Finger Rd
Green Bay , WI 54301

Operator: NICOLEM

Type of Estimate:

Date Entered: 4/24/2024

Date Assigned:

Price List: WIGR8X_APR24

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2024-04-24-1357

SERVPRO OF EAST & WEST BROWN COUNTY IS A FULL-SERVICE FIRE, WATER RESTORATION COMPANY.
OUR OBJECTIVE IS TO GET YOU BACK TO NORMAL AS SOON AS POSSIBLE, WHILE BEING FAIR TO ALL
PARTIES INVOLVED.

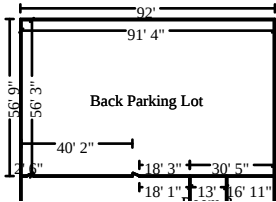


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2024-04-24-1357

Main Level



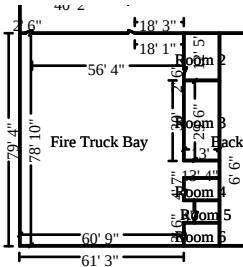
Back Parking Lot

Height: 8'

2,328.00 SF Walls	5,137.50 SF Ceiling
7,465.50 SF Walls & Ceiling	5,137.50 SF Floor
570.83 SY Flooring	290.17 LF Floor Perimeter
295.17 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into FIRE_TRUCK_B
Door	2' 6" X 6' 8"	Opens into FIRE_TRUCK_B

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Water extraction from hard surface floor - Cat 2 water	5,137.50 SF	0.00	0.44	0.00	2,260.50
2. Clean with pressure/chemical spray - Very heavy	5,137.50 SF	0.00	0.88	0.00	4,521.00
Totals: Back Parking Lot				0.00	6,781.50



Fire Truck Bay

Height: 8'

2,409.80 SF Walls	4,902.96 SF Ceiling
7,312.76 SF Walls & Ceiling	4,902.96 SF Floor
544.77 SY Flooring	298.72 LF Floor Perimeter
313.72 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"	Opens into ROOM_6
Door	2' 6" X 6' 8"	Opens into ROOM_5
Door	2' 6" X 6' 8"	Opens into ROOM_4
Door	2' 6" X 6' 8"	Opens into ROOM_2
Door	2' 6" X 6' 8"	Opens into BACK_PARKING
Door	2' 6" X 6' 8"	Opens into BACK_PARKING

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
3. Water extraction from hard surface floor - Cat 2 water	4,902.96 SF	0.00	0.44	0.00	2,157.30
4. Clean with pressure/chemical spray - Very heavy	4,902.96 SF	0.00	0.88	0.00	4,314.60
5. Clean floor - Heavy	4,902.96 SF	0.00	0.67	0.00	3,284.98

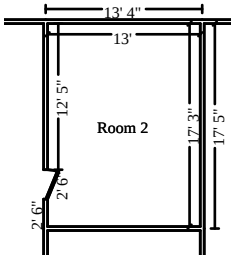


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CONTINUED - Fire Truck Bay

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Fire Truck Bay				0.00	9,756.88

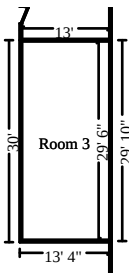


Room 2 Height: 8'

466.90 SF Walls	223.78 SF Ceiling
690.68 SF Walls & Ceiling	223.78 SF Floor
24.86 SY Flooring	57.95 LF Floor Perimeter
60.45 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
6. Water extraction from hard surface floor - Cat 2 water	223.78 SF	0.00	0.44	0.00	98.46
7. Clean with pressure/chemical spray - Very heavy	223.78 SF	0.00	0.88	0.00	196.93
8. Clean floor - Heavy	223.78 SF	0.00	0.67	0.00	149.93
Totals: Room 2				0.00	445.32

Door	2' 6" X 6' 8"	Opens into FIRE_TRUCK_B
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Room 3 Height: 8'

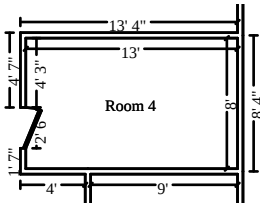
679.56 SF Walls	382.70 SF Ceiling
1,062.26 SF Walls & Ceiling	382.70 SF Floor
42.52 SY Flooring	84.95 LF Floor Perimeter
84.95 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
9. Water extraction from hard surface floor - Cat 2 water	382.70 SF	0.00	0.44	0.00	168.39
10. Clean with pressure/chemical spray - Very heavy	382.70 SF	0.00	0.88	0.00	336.78
11. Clean floor - Heavy	382.70 SF	0.00	0.67	0.00	256.41
Totals: Room 3				0.00	761.58



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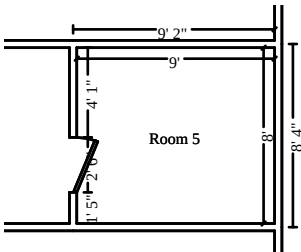


Room 4

Height: 8'

318.90 SF Walls	103.78 SF Ceiling
422.68 SF Walls & Ceiling	103.78 SF Floor
11.53 SY Flooring	39.45 LF Floor Perimeter
41.95 LF Ceil. Perimeter	

Door		2' 6" X 6' 8"		Opens into FIRE_TRUCK_B		
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL	
12. Water extraction from hard surface floor - Cat 2 water	103.78 SF	0.00	0.44	0.00	45.66	
13. Clean with pressure/chemical spray - Very heavy	103.78 SF	0.00	0.88	0.00	91.33	
14. Clean floor - Heavy	103.78 SF	0.00	0.67	0.00	69.53	
Totals: Room 4				0.00	206.52	



Room 5

Height: 8'

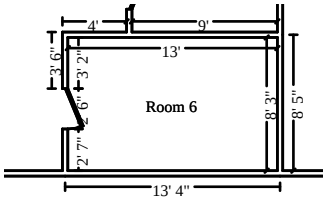
255.33 SF Walls	72.00 SF Ceiling
327.33 SF Walls & Ceiling	72.00 SF Floor
8.00 SY Flooring	31.50 LF Floor Perimeter
34.00 LF Ceil. Perimeter	

Door		2' 6" X 6' 8"		Opens into FIRE_TRUCK_B		
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL	
15. Water extraction from hard surface floor - Cat 2 water	72.00 SF	0.00	0.44	0.00	31.68	
16. Clean with pressure/chemical spray - Very heavy	72.00 SF	0.00	0.88	0.00	63.36	
17. Clean floor - Heavy	72.00 SF	0.00	0.67	0.00	48.24	
Totals: Room 5				0.00	143.28	



SERVPRO Brown County

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Room 6 Height: 8'

322.90 SF Walls	107.03 SF Ceiling
429.92 SF Walls & Ceiling	107.03 SF Floor
11.89 SY Flooring	39.95 LF Floor Perimeter
42.45 LF Ceil. Perimeter	

Door	2' 6" X 6' 8"		Opens into FIRE_TRUCK_B		
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
18. Water extraction from hard surface floor - Cat 2 water	107.03 SF	0.00	0.44	0.00	47.09
19. Clean with pressure/chemical spray - Very heavy	107.03 SF	0.00	0.88	0.00	94.19
20. Clean floor - Heavy	107.03 SF	0.00	0.67	0.00	71.71
Totals: Room 6				0.00	212.99



Back Bay Height: 8'

1,532.44 SF Walls	1,335.74 SF Ceiling
2,868.18 SF Walls & Ceiling	1,335.74 SF Floor
148.42 SY Flooring	191.55 LF Floor Perimeter
191.55 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
21. Water extraction from hard surface floor - Cat 2 water	1,335.74 SF	0.00	0.44	0.00	587.73
22. Clean with pressure/chemical spray - Very heavy	1,335.74 SF	0.00	0.88	0.00	1,175.45
23. Clean floor - Heavy	1,335.74 SF	0.00	0.67	0.00	894.95
Totals: Back Bay				0.00	2,658.13
Total: Main Level				0.00	20,966.20
Line Item Totals: 2024-04-24-1357				0.00	20,966.20



SERVPRO Brown County

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Tax ID: 46-4221268

Grand Total Areas:

8,313.82	SF Walls	12,265.49	SF Ceiling	20,579.31	SF Walls and Ceiling
12,265.49	SF Floor	1,362.83	SY Flooring	1,034.23	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	1,064.23	LF Ceil. Perimeter
12,265.49	Floor Area	12,519.67	Total Area	8,313.82	Interior Wall Area
4,105.50	Exterior Wall Area	456.17	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



SERVPRO Brown County

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De Pere WI 54115
(920) 434-8224
office@servproappleton.com
Tax ID: 46-4221268

Summary for Dwelling

Line Item Total	20,966.20
Replacement Cost Value	\$20,966.20
Net Claim	\$20,966.20

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

May 14, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of May 7, 2024, the following 2024 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	\$20,966.20
To:	1014150-53001 Contractual Services	\$20,966.20

This budget amendment to cover the cost of emergency water remediation at Station 5 due to a water main break on Finger Road on April 19, 2024 for unexpected and unbudgeted expenses.

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to approve the contingency transfer of funds resolution for \$50,000 to Fire Capital building repairs for Fire Station I's water damage deductible.

BACKGROUND

On April 10, 2024, extensive damage occurred at Fire Station I, at 501 S. Washington.

Per correspondence with City's property insurance carrier, FM Global, subject to the terms and conditions stated in the policy, coverage is provided for the escaped liquids that caused damage to real and personal property at the above captioned location as a result of the referenced loss. Business interruption that was a direct result of the escaped liquid damage at the above location due to the referenced loss is also covered, subject to the terms and conditions of the policy. The covered loss is subject to a USD \$50,000 water damage deductible.

Briefly, on April 10, 2024, a flush valve stayed open during the night and reportedly there was a clog in the line. Water overflowed from the 2nd floor men's restroom and flooded into the bathroom, kitchen/dining area, classroom/training area, hallway and offices. Water then seeped down into the 1st floor women's bathroom and locker room. Interior improvements affected include drywall, flooring, and carpet tiles. It was determined the water is considered CAT 3 and the tile under the carpet tested positive for asbestos and will need to be abated.

The request is for the \$50,000 transfer of contingency to cover the building claim deductible.

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. ST I & ST 5 CONTINGENCY FUND REQUEST
2. Resolution-Contingency for Fire Station I - \$50,000 deductible



Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Finance Committee

From: Matthew W. Knott, Fire Chief

Date: May 2, 2024

Re: Contingency Fund Request

On April 9, 2024 there was extensive damage at Fire Station 1 located at 501 S. Washington St., which resulted from a urinal flush valve that did not turn off overnight and resulted in a significant lengthy overflow. The building was evaluated by engineering and deemed to be Category 3 water damage. The extensive cleanup and restoration process required is ongoing and will include asbestos abatement, lead paint abatement, and significant building repairs related to water and sewage damage.

On April 19, 2024 there was a water main break on Finger Rd. in front of Fire Station 5 located at 2310 Finger Rd, which resulted in a significant amount of water flowing into the Fire Station. ServPro of Brown County was contacted for water remediation at Station 5 and the cost for that service was \$20,966.20.

I am requesting that the \$50,000 insurance deductible for water damage restoration at Fire Station 1, 501 S. Washington St. and the \$20,996.20 invoice from ServPro for water remediation resulting from an unexpected water main break outside of Fire Station 5, 2310 Finger Rd. be allocated from the City's contingency fund. These are unexpected and unbudgeted expenses.



**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

May 14, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of May 7, 2024, the following 2024 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	\$50,000.00
To:	4174110 55201 Fire Capital – Building repairs	\$50,000.00

This budget amendment to cover the insurance deductible of \$50,000 for extensive water damage restoration at Fire Station 1, 501 S. Washington St. for unexpected and unbudgeted expenses.

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on a request by the Department of Public Works for a budget amendment, transferring \$70,000 from Salaries to Materials and Supplies to fund necessary office space renovation for the third floor of City Hall.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Memo_Budget_Amendment_office_remodel_05-10-24SGrenier
2. Resolution-Budget amendment - DPW \$70,000 from salaries to material supplies



Inter-Office Memo

Date: May 10, 2024
To: Finance Committee
From: Steve Grenier, Director of Public Works 
Re: 3rd Floor Office Remodel – Budget Amendment

With the addition of staff authorized under our 2024 budget, the Department of Public Works has determined that we are short on office space locations for each staff member. DPW has been looking at options to reconfigure office space on the east side of the third floor to provide the necessary desk locations for the additional staff. DPW proposes a budget amendment shifting \$70,000 from Salaries to Materials and Supplies to fund the necessary improvements.

Since adoption of the 2024 budget, the following positions are currently unfilled:

Civil Engineer I (50)	\$18.00/hr
Engineering Aide (33), 3 each	\$25.90/hr
Project Coordinator	\$25.15/hr
Civil Engineer I (100)	\$34.97/hr
Engineering Technician (100)	\$34.24/hr
Traffic Engineer	<u>\$36.00/hr</u>
Total hourly wage	\$174.26/hr
Total hours to date	693 hours
Total Salaries not expended	\$120,762

The amount of current salary savings to the levy will be enough to offset the cost of construction for the 3rd floor office remodel.

**RESOLUTION AUTHORIZING
BUDGET TRANSFER OF FUNDS**

May 14, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of May 7, 2024, the following 2024 budget transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101500 50001 DPW Salaries & benefits	\$70,000.00
To:	101500 54001 DPW Engineering–Material & Supplies	\$70,000.00

This budget amendment to cover a necessary office space renovation for third floor at City Hall.

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action to approve the Green Bay Press Gazette as the Official Newspaper of the City of Green Bay from June 1, 2024, through May 31, 2025. Funding Source is the annual operating budget.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request Official Newspaper City of Green Bay 2024



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

Phone 920.448.3047
Fax 920.448.3050

5/8/2024

Finance Committee 5/14/2024.

Consideration and possible action to approve The Green Bay Press Gazette as the Official Newspaper of the City of Green Bay from June 1, 2024 through May 31, 2025.

This was competitively bid (see bid summary)

Funding Source: Annual Operating Budget

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

Issue Date: April 2, 2024

DUE DATE: April 23, 2024 at 2pm

The City of Green Bay is requesting bids for Newspaper Legal Notices and from this will select the Official City Newspaper. The purpose in providing this bid worksheet is to obtain bids that accurately reflect legal notice printing costs to the City as well as service levels.

Vendor to complete their bid on this worksheet. Bids are to be in writing, sealed and due in the City of Green Bay Purchasing Office by 2pm on the date indicated above. At that hour, the Clerk will, in the presence of the Mayor or Alderperson, open the bids and enter them in a record kept for that purpose.

It is anticipated that one vendor will be selected to furnish all requirements. The City reserves the right to reject any or all proposals or to waive any technicality and accept any proposal that is deemed to be in the best interests of the City of Green Bay. The City further reserves the right to terminate the purchase at any time with written notice.

A. Line Length: 9.18 C. Name of Type: Arial

B. Type Size: 6 pt D. Font Base Rate: .6594

C. State percentage of Font Base Rate that will be charged for 1, 2 and 3 column ads:

1st: .7826 ; 2nd: 1.6506 ; 3rd: 2.5186

D. Indicate Line Rates:

	1st Insertion	Subsequent Insertion	Column Width (pica)
1 Column	.5168	.4084	9.18
2 Columns	1.0867	.8585	19.36
3 Columns	1.4902	1.6559	29.54

E. Vendor to note the intended number of newspapers to be circulated with these notices and the geographic area. 13,272

**NOTE COMPLY
OR EXCEPTION:**

F. Vendor to provide copy of most recent Wisc. Newspaper Legal Notice Rate certification comply

G. Minimum Requirement: The City of Green Bay requires that its notices be printed in all newspapers distributed within the corporate limits of the City. comply

H. Vendor to invoice the City of Green Bay in the same manner & unit of measure as was quoted; the line rate. comply

I. Vendor is required to print Legal Notices on Fridays. The City will typically provide information to Vendor by noon each Wednesday. comply

J. Awarded vendor and any and all persons, firms, corporations or entities (sub-contractors) hired by awarded vendor must comply with the City of Green Bay's Anti-Litter Ordinance, Green Bay Municipal Code § 8.12. Violation of this term shall constitute a material breach. comply

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

J Indicate Affidavit Cost: \$ 1.00

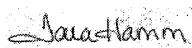
K Indicate any additional Charges that the City may incur:

N/A

L Payment Terms: 30 days net

Green Bay Press Gazette

Vendor



Authorized Signature

435 E Walnut St.

Address

Tara Hamm, Director

Type/Print Name & Title

Green Bay, WI 54301

City/State/ZIP

4/3/2024

Date

thamm@gannett.com

E-Mail Address

866-431-8665/877-934-0443

Phone/Fax

Please return sealed quote to:

City of Green Bay Purchasing Office
Sealed IFB #2024-17
100 N. Jefferson St. Room 101
Green Bay, WI 54301

04.18.24

Press Times

HYPER LOCAL

Locally owned and locally written since 1970
310 W. Walnut St. 4th Floor. Green Bay, WI, 54303 920-799-4687

The Press Times hereby submits the enclosed bid to publish the Green Bay's council proceedings and legal notices for the coming year.

In-column Legal Notice fees:

Fees for publishing Legal Notices in the classifieds section are calculated on a per line basis. The Press Times utilizes a 1.5 inch column width and six columns per page. As of April 20, 2012, all Wisconsin Newspapers were required to use Arial font. Using a eight point typeface, 10.2 lines per inch, and our bid is as follows:

Classifieds 6 Column Per Line Charge-Arial 8-point Font

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$0.6991	\$0.4961
2	\$1.4928	\$1.1910
3	\$2.2957	\$1.7953
4	\$3.0994	\$2.3903
5	\$3.8923	\$3.0946
6	\$4.6959	\$3.6996

Affidavit charge \$1.00 per affidavit

Please consider:

The Press Times classified section uses a six column format which is significantly wider than many competing newspapers. The width difference should be taken into consideration when comparing rate quotes since the billable lines per page in The Press Times may be a fraction of many competitors.

If you have any questions on the above, please contact me at your convenience.

Sincerely,
Mike Hollihan
General Manager
Press Times

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

Issue Date: April 2, 2024

DUE DATE: April 23, 2024 at 2pm

The City of Green Bay is requesting bids for Newspaper Legal Notices and from this will select the Official City Newspaper. The purpose in providing this bid worksheet is to obtain bids that accurately reflect legal notice printing costs to the City as well as service levels.

Vendor to complete their bid on this worksheet. Bids are to be in writing, sealed and due in the City of Green Bay Purchasing Office by 2pm on the date indicated above. At that hour, the Clerk will, in the presence of the Mayor or Alderperson, open the bids and enter them in a record kept for that purpose.

It is anticipated that one vendor will be selected to furnish all requirements. The City reserves the right to reject any or all proposals or to waive any technicality and accept any proposal that is deemed to be in the best interests of the City of Green Bay. The City further reserves the right to terminate the purchase at any time with written notice.

A. Line Length: 9.00 Picas C. Name of Type: ARIAL

B. Type Size: 8 point D. Font Base Rate: 0.6991

C. State percentage of Font Base Rate that will be charged for 1, 2 and 3 column ads:

1st: 0.6991 ; 2nd: 1.4928 ; 3rd: 2.2957

Indicate Line Rates:	1st Insertion	Subsequent Insertion	Column Width (pica)
1 Column	<u>0.6991</u>	<u>0.4961</u>	<u>9.00</u>
2 Columns	<u>1.4928</u>	<u>1.1910</u>	<u>18.92</u>
3 Columns	<u>2.2957</u>	<u>1.7953</u>	<u>28.83</u>

E. Vendor to note the intended number of newspapers to be circulated with these notices and the geographic area. 8000 (weekly) Brown County

NOTE COMPLY
OR EXCEPTION:

F. Vendor to provide copy of most recent Wisc. Newspaper Legal Notice Rate certification

comply

G. Minimum Requirement: The City of Green Bay requires that its notices be printed in all newspapers distributed within the corporate limits of the City.

comply

H. Vendor to invoice the City of Green Bay in the same manner & unit of measure as was quoted; the line rate.

comply

I. Vendor is required to print Legal Notices on Fridays. The City will typically provide information to Vendor by noon each Wednesday.

Deadline 10am
Wednesday for Friday

J. Awarded vendor and any and all persons, firms, corporations or entities (sub-contractors) hired by awarded vendor must comply with the City of Green Bay's Anti-Litter Ordinance, Green Bay Municipal Code § 8.12. Violation of this term shall constitute a material breach.

comply

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

J Indicate Affidavit Cost: \$ 1.00

K Indicate any additional Charges that the City may incur:

Display Rates at BW \$12.90 Color \$15.90
Inserts \$58 per 1000

L Payment Terms: 30 days

Press Times
Vendor

Casie L Mah
Authorized Signature

310 W. Walnut 4th Floor
Address

Casie L Mallien Office manager
Type/Print Name & Title

Green Bay, WI 54303
City/State/ZIP

4.15.24
Date

cmallien@mmctocal.com
E-Mail Address

920-799-4687
Phone/Fax

Please return sealed quote to:

City of Green Bay Purchasing Office
Sealed IFB #2024-17
100 N. Jefferson St. Room 101
Green Bay, WI 54301

Memo



Purchasing Division
100 North Jefferson Street, Room 101
Green Bay, WI 54301-5026
920-448-3047
Fax 920-448-3050
PurchasingAg@greenbaywi.gov

To: Press Times

From: Kristal Tyczkowski

Date: 4/2/2024

Re: Legal Ad Request

Charge to Purchasing Dept Account #17306

The City of Green Bay would like to have the Notice below printed in the Legal Section Friday, April 5, 2024. Level 2.

NOTE: An affidavit is required.

If you have any questions, please contact me at 448-3047 or reply to this e-mail. Thank you!

NOTICE

The "Official City of Green Bay Newspaper Bid" IFB #2024-17 is available by e-mailing PurchasingAg@greenbaywi.gov. Sealed bids will be opened Tuesday, April 23, 2024, at 2pm.

AFFIDAVIT OF PUBLICATION

Advertiser Name and Address

City of Green Bay Purchasing Department
100 N. Jefferson St Room 101
Green Bay WI 54301

STATE OF WISCONSIN}
COUNTY OF BROWN}

Dave Wood, being duly sworn, says:

That he is the Publisher of the Press Times, a weekly newspaper of general circulation, printed and published in Howard, Brown County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

April 5 + 12 2024

That said newspaper was regularly issued and circulated on those dates.

Dave Wood

Publisher

Subscribed to and sworn to me this 12th day of April, 2024.

Casie L Mallen

Casie L Mallen, Brown County, Wisconsin

My commission expires: March 29, 2026

Publication Cost: \$15.36

An affidavit cost of \$1 is included in the Publication Fees listed above.

Ad No: 372639 372641

Customer No: 118865

Legals

7700

Green Bay

WNAXLP

NOTICE

The "Official City of Green Bay Newspaper Bid" IFB #2024-17 is available by e-mailing PurchasingAg@greenbaywi.gov. Sealed bids will be opened Tuesday, April 23, 2024, at 2pm. Publish 04.05.24 & 04.12.24 WNAXLP



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

May 14, 2024

PREPARED BY

AGENDA ITEM # F.I

The annual Assessors summary that was shared at the Board of Review and provided by the Assessor.

BACKGROUND

The Board of Review (BOR) conducted and concluded on 5/1/2024.

Previous revaluation: 1/1/2022

Next revaluation: 1/1/2027

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Annual Assessor Summary

Annual Assessor Summary

Net New Construction

There were 3,319 permits issued in 2023.

Residential Net New Construction	\$33,955,700	(Last year \$32,011,100)
Commercial Net New Construction	\$50,155,100	(Last year \$26,556,900)

Significant new construction:

1. Legacy Hotel, Complete	+\$11,760,300
2. The Fort Apartments, Partial	+\$11,730,600
3. Horizon Square Medical Office, Complete	+\$7,796,700
4. Huron Grove Apartments, Partial	+\$3,336,900
5. Circle K, Complete	+\$1,586,700

Act 12 Changes

- Just over \$22 million in value for buildings on leased land were shifted from the personal property roll to the real estate roll.
- Only a few landowners recorded BFI documents to create a separate parcel for the building(s) on leased land.

2023 Sales Data

- There were 2,724 parcels reviewed for sales occurring in 2023
- 739 valid residential sales indicating an assessment to sale aggregate ratio of 80.84% (8.9% market increase from last year)
- 87 valid commercial sales indicating an assessment to sale aggregate ratio of 72.12% (13.1% market increase from last year)
 - Stratified commercial sales indicated an assessment ratio of 77.74%

Residential Sales Trending

The Assessor's office reviews sale data every year to monitor our assessment accuracy. Over the last 5 years we have also monitored the **average sale price of a single-family** home as it is very useful to see how the market is changing.

2019	\$173,124	(+7.5)
2020	\$192,322	(+11%)
2021	\$215,772	(+12%)
2022	\$234,033	(+8%)
2023	\$261,920	(+12%)