



AGENDA OF THE COMMON COUNCIL

TUESDAY, OCTOBER 1, 2024, 6:00 PM

In person at City Hall, Room 203 - Council Chambers.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/89274696903>

Or call in by phone: +1 312 626 6799

Meeting ID: 892 7469 6903

Passcode: 209710

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) and submit by 4:30 PM on Council meeting day. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Pledge of Allegiance.

D. Invocation.

E. Approval of Minutes.

- I. September 17, 2024.

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Appointments.

- I. **Appointments:**

Water Commission

Lynn Gerlach, 483 St. Bernard Dr., Green Bay, WI 54302
Term to expire: October 1, 2031

J. Public Hearings.

1. Public Hearing on a request to adopt an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay to property located at the 1100 Block of Hobart Drive (Parcel 6H-1110-19) and 1116 Hobart Drive (Parcel 6H-1110-1) from Commercial to Medium/High Density Residential (CPA 24-03).

K. Ordinances - Second Reading for Adoption.

1. Miscellaneous Ordinance No. 04-24
An ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay related to property located at the 1100 Block of Hobart Drive (Parcel 6H-1110-19) and 1116 Hobart Drive (Parcel 6H-1110-1) from Commercial and Light Industrial to Medium/High Density Residential (CPA 24-03).
2. Zoning Ordinance No. 17-24
An ordinance rezoning property located at the 1100 Block of Hobart Drive (Parcel 6H-1110-19) and 1116 Hobart Drive (Parcel 6H-1110-1) from General Commercial to Varied Density Residential Zoning. (ZP 24-26)
3. Zoning Ordinance No. 19-24
An ordinance rezoning properties located at 1512 and 1522 N Baird Street and 1520, 1524, and 1538 Weise Street from General Industrial (GI) to Low-Density Residential (RI) (ZP 24-27).
4. Zoning Ordinance No. 18-24
An ordinance rezoning properties located at 3315 and 3319 Finger Road from General Commercial (CI) to Neighborhood Commercial (NC) (ZP 24-28).
5. Miscellaneous Ordinance No. 05-24
An ordinance adopting an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay related to property located at the 3315 and 3319 Finger Road from Parks to Medium Intensity Retail, Office and Housing (CPA 24-04).
6. General Ordinance No. 23-24, an ordinance creating Section 28-8 of the Green Bay Municipal Code, relating to selling fermented malt beverages in public parks.
7. General Ordinance No. 25-24
An ordinance amending Section 40-34, Green Bay Municipal Code, relating to parking regulations.

L. Report of the Improvement & Services Committee (September 25, 2024).

1. To approve the report for the 2025 Department of Public Works equipment acquisition plan and forward it to the Finance Committee to be included in the Capital Improvement Plan.
2. To approve the request by Department of Public Works to award the following contracts at a staff level and report the awards at the next Improvement & Services Committee meeting:

A. PARKS X-24 PERKINS PARK BALLFIELD LIGHTING
B. PARKS X-24 BIRDS OF PREY ELECTRICAL RENOVATIONS

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

A. Granting of Licenses

I. Sidewalk Builder

- a. Jim Fischer, Inc.
- b. Bay Side Concrete Construction

M. Report of the Protection & Policy Committee (September 23, 2024).

1. To approve a 2024-25 massage establishment license at 1004 Brett Favre Pass.
2. To approve a 2024-25 massage establishment license at 1011 W Spence.
3. To amend the address to add Suite 2 and approve a 2024-25 massage establishment license at 1136 W Mason.
4. To refer to staff to draft an ordinance establishing a quarterly special meeting of the alders for the purpose of public comment sessions with a request to include security presence and no other staff, and limit comments to three minutes.
5. Informational Only: Liquor Violation Report.
6. Informational Only: The Clerk's Office Licensing Report.

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

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

O. Report of the Plan Commission (September 23, 2024).

1. To approve the request to rezone parcels 6H-1247-2, 6H-1247-3, 6H-4447, 6H-4448, 6H-4449 which are generally located at the eastern terminus of Lafayette Street and the southern terminus of Eric Street from RR Rural Residential to R1 Low-Density Residential. (ZP 24-31 Public Hearing held September 23, 2024).
2. To approve the request to rezone 2491 University Avenue from C-1, General Commercial, to C-2, Highway Commercial. (ZP 24-30 Public Hearing held September 23, 2024).

P. Report of the Finance Committee. (September 24, 2024)

1. To approve the Microsoft annual renewal from CDW.gov for a total of \$364,578.41 funded by the general fund operating budget.
2. To approve the purchase and installation of Verkada Security System for the Police department evidence building for up to \$100,000, funded by 2023 borrowed dollars.
3. To approve the revised Grant Administration Policy.

4. To approve the Claims Committee reports.

The Common Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Common Council 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.

5. Ad Hoc Committee (August 20, 2024): To receive and place on file the approval purchase of parcels 11-210 (435 E Walnut), 11-206 (512 Cherry Street), 11-222 (503 E Walnut Street), and 13-128 (212 S Madison Street), for \$3.6 million, comprised of \$600,000 Whitney TID 20, \$300,000 unspent bonding, \$2.7m general fund balance, and options to purchase for \$1, subject to obtaining approved development agreements, for parcels 15-169 (501 S Washington Street), 3-876-1 (885 Shawano Avenue), and 6-475 (1634 6th Street) (option approved by RDA on August 13, 2024).

Q. Report of the Park Committee (September 25, 2024).

1. To approve accepting a \$2.4 million grant from the U.S. Environmental Protection Agency for the construction of Phase I shoreline improvements (Wildlife Viewing Platform and Shoreline Walk) at Bay Beach Amusement Park.

R. Report of the Personnel Committee (September 24, 2024).

1. To approve the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
- a. Truck Driver
 - b. Sewer Maintenance Worker
 - c. Mechanic
 - d. Construction Manager

S. Report of the Public Arts Commission (September 25, 2024).

1. To approve the City of Green Bay Poet Laureate RFP with amendments as discussed.

T. Report of the Traffic, Bicycle, and Pedestrian Commission (September 16, 2024).

- 1. To receive and place on file the report by the Police Department on the monthly Traffic Enforcement Unit Traffic Safety Plan.
- 2. To refer to staff the request by Ald. Stevens to amend the existing policy to include traffic calming measures with all new and reconstructed streets.
- 3. To refer to staff the request by Ald. Stevens to amend the existing policy to allow traffic calming measures on collector streets within the City.

U. Report of the Sustainability Commission (September 18, 2024).

- 1. To elect Christa Kananen as Chair effective immediately.
- 2. To approve the addition of a Youth Engagement Work Group to the amended Sustainability Commission 2024-25 Work Plan.
- 3. Work Group Reports and member announcements

V. Resolutions.

1. Resolution drawing final orders to contractors for October 1, 2024.

W. Ordinances - First Reading.

1. Zoning Ordinance No. 20-24
An ordinance rezoning property located at 2491 University Avenue from General Commercial District to Highway Commercial District (ZP 24-30).
2. Zoning Ordinance No. 21-24
An ordinance rezoning property located at parcels 6H-1247-2, 6H-1247-3, 6H-4447, 6H-4448, 6H-4449 which are generally located at the eastern terminus of Lafayette Street and the southern terminus of Eric Street from Rural Residential to Low Density Residential District Zoning. (ZP 24-31)
3. General Ordinance No. 26-24
Relating to the Solid Waste Collection Regulations.

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.



Report to the
Common Council
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # J.1

Public Hearing on a request to adopt an amendment to the Smart Growth 2022 Comprehensive Plan of the City of Green Bay to property located at the 1100 Block of Hobart Drive (Parcel 6H-1110-19) and 1116 Hobart Drive (Parcel 6H-1110-1) from Commercial to Medium/High Density Residential (CPA 24-03).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Draft M.O 04-24

MISCELLANEOUS ORDINANCE NO. 04-24

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE SMART GROWTH
2022 COMPREHENSIVE PLAN OF THE CITY OF GREEN BAY RELATED
TO PROPERTY LOCATED AT THE 1100 BLOCK OF HOBART DRIVE
(PARCEL 6H-1110-19) AND 1116 HOBART DRIVE (PARCEL 6H-1110-1)
FROM COMMERCIAL AND LIGHT INDUSTRIAL TO MEDIUM/HIGH DENSITY
RESIDENTIAL
(CPA 24-03)**

WHEREAS, pursuant to Wis. Stats. §§ 62.23(2) and (3), the City of Green Bay is authorized to prepare, adopt, and amend a comprehensive plan, as defined in Wis. Stats. § 66.1001(4)(a); and

WHEREAS the Common Council has adopted the Smart Growth 2022 Comprehensive Plan for the purpose of guiding future land-use decision making, but recognizes that from time-to-time amendments may be necessary to reflect changes in the land use and planning needs of the community; and

WHEREAS the Common Council of the City of Green Bay has adopted written procedures (known as the Public Participation Plan for Periodic Comprehensive Plan Amendments) designed to foster public participation in every stage of the preparation of periodic comprehensive plan amendments required by Wis. Stats. § 66.1001(4)(a); and

WHEREAS the City of Green Bay has held at least one public hearing on this ordinance in compliance with the requirements of Wis. Stats. § 66.1001(4)(d), and it is the Common Council's belief that this comprehensive plan amendment is necessary and consistent with the overall goals, policies, and other related elements of the plan;

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

SECTION 1. Comprehensive Plan Amendment CPA 23-04 is hereby adopted pursuant to Wis. Stats. § 66.1001(4)(c) on the following described properties. A copy of the comprehensive plan amendment is attached to this ordinance.

Parcel I: The most Westerly Two Hundred Forty-seven (247) feet of the South Seventy-five (75) feet of the North Four Hundred Five (405) feet of that part of Government Lot Fifteen (15), in Section 29, T24-R20E, lying South of the Center line of Highway 54 as now laid out, in the City of Green Bay, WSFR, Brown County, Wisconsin, except that part described in Volume 1123 Records Page 286.

And

Parcel II: The Southerly One Hundred Thirty (130) feet of the Northerly Three Hundred Thirty (330) feet of the Westerly Two Hundred Forty-seven (247) feet of Lot Fifteen (15), in Section Twenty-nine (29), T24-20 E, lying South of the Center line of Highway 54 as now laid out, in the City of Green Bay, WSFR, Brown County, Wisconsin, except that part described in Volume 1123 Records Page 286.

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

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

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

jl:

Attachments – Location Map

**Comprehensive Plan Amendment
(Commercial to Medium/High Density Residential)
and Rezone (C1 to R3) Request
1116 Hobart Drive
Parcels (6H-1110-1 and 6H-1110-19)**

MISCELLANEOUS ORDINANCE NO. 04-24

**AN ORDINANCE ADOPTING AN AMENDMENT TO THE SMART GROWTH
2022 COMPREHENSIVE PLAN OF THE CITY OF GREEN BAY RELATED
TO PROPERTY LOCATED AT THE 1100 BLOCK OF HOBART DRIVE
(PARCEL 6H-1110-19) AND 1116 HOBART DRIVE (PARCEL 6H-1110-1)
FROM COMMERCIAL AND LIGHT INDUSTRIAL TO MEDIUM/HIGH DENSITY
RESIDENTIAL
(CPA 24-03)**

WHEREAS, pursuant to Wis. Stats. §§ 62.23(2) and (3), the City of Green Bay is authorized to prepare, adopt, and amend a comprehensive plan, as defined in Wis. Stats. § 66.1001(4)(a); and

WHEREAS the Common Council has adopted the Smart Growth 2022 Comprehensive Plan for the purpose of guiding future land-use decision making, but recognizes that from time-to-time amendments may be necessary to reflect changes in the land use and planning needs of the community; and

WHEREAS the Common Council of the City of Green Bay has adopted written procedures (known as the Public Participation Plan for Periodic Comprehensive Plan Amendments) designed to foster public participation in every stage of the preparation of periodic comprehensive plan amendments required by Wis. Stats. § 66.1001(4)(a); and

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Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

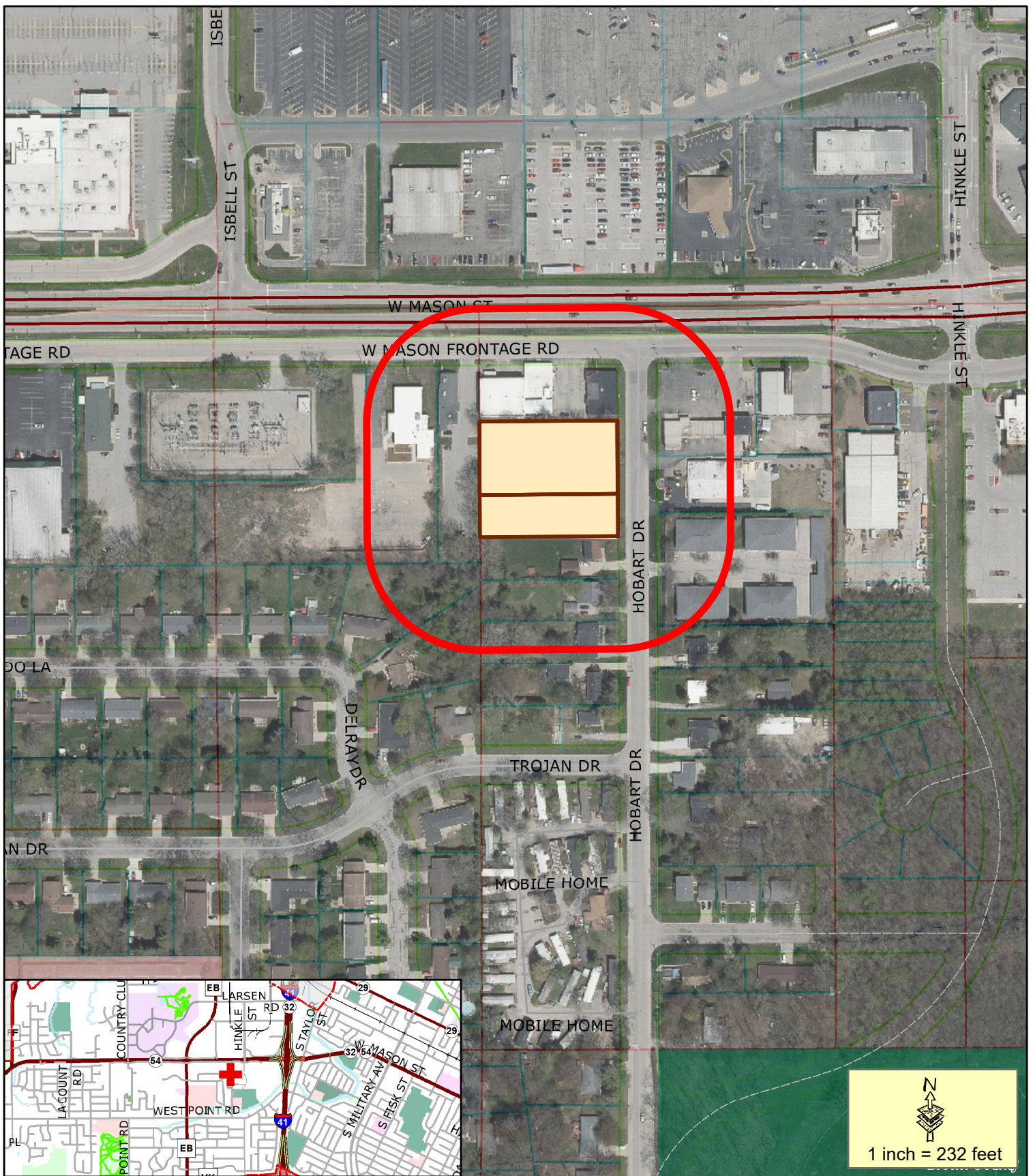
Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

jl:

Attachments – Location Map



Proposed CPA and Rezone Parcels

200' Property Owner Notice

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

**Comprehensive Plan Amendment
(Commercial to Medium/High Density Residential)
and Rezone (C1 to R3) Request
1116 Hobart Drive
Parcels (6H-1110-1 and 6H-1110-19)**

ZONING ORDINANCE NO. 17-24

**AN ORDINANCE REZONING PROPERTY LOCATED AT
1100 BLOCK OF HOBART DRIVE (PARCEL 6H-1110-19) AND 1116 HOBART
DRIVE (PARCEL 6H-1110-1) FROM GENERAL COMMERCIAL TO VARIED
DENSITY RESIDENTIAL
(ZP 24-26)**

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described property, known as tax parcels 6H-1110-19 and 6H-1110-1 which is located at the 1100 block of Hobart Drive and 1116 Hobart Drive from (C1) General Commercial District to Varied Density Residential (R3) District.:

Parcel I: The most Westerly Two Hundred Forty-seven (247) feet of the South Seventy-five (75) feet of the North Four Hundred Five (405) feet of that part of Government Lot Fifteen (15), in Section 29, T24-R20E, lying South of the Center line of Highway 54 as now laid out, in the City of Green Bay, WSFR, Brown County, Wisconsin, expect that part described in Volume 1123 Records Page 286.

Parcel II: The Southerly One Hundred Thirty (130) feet of the Northerly Three Hundred Thirty (330) feet of the Westerly Two Hundred Forty-seven (247) feet of Lot Fifteen (15), in Section Twenty-nine (29), T24-20 E, lying South of the Center line of Highway 54 as now laid out, in the City of Green Bay, WSFR, Brown County, Wisconsin, expect that part described in Volume 1123 Records Page 286.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

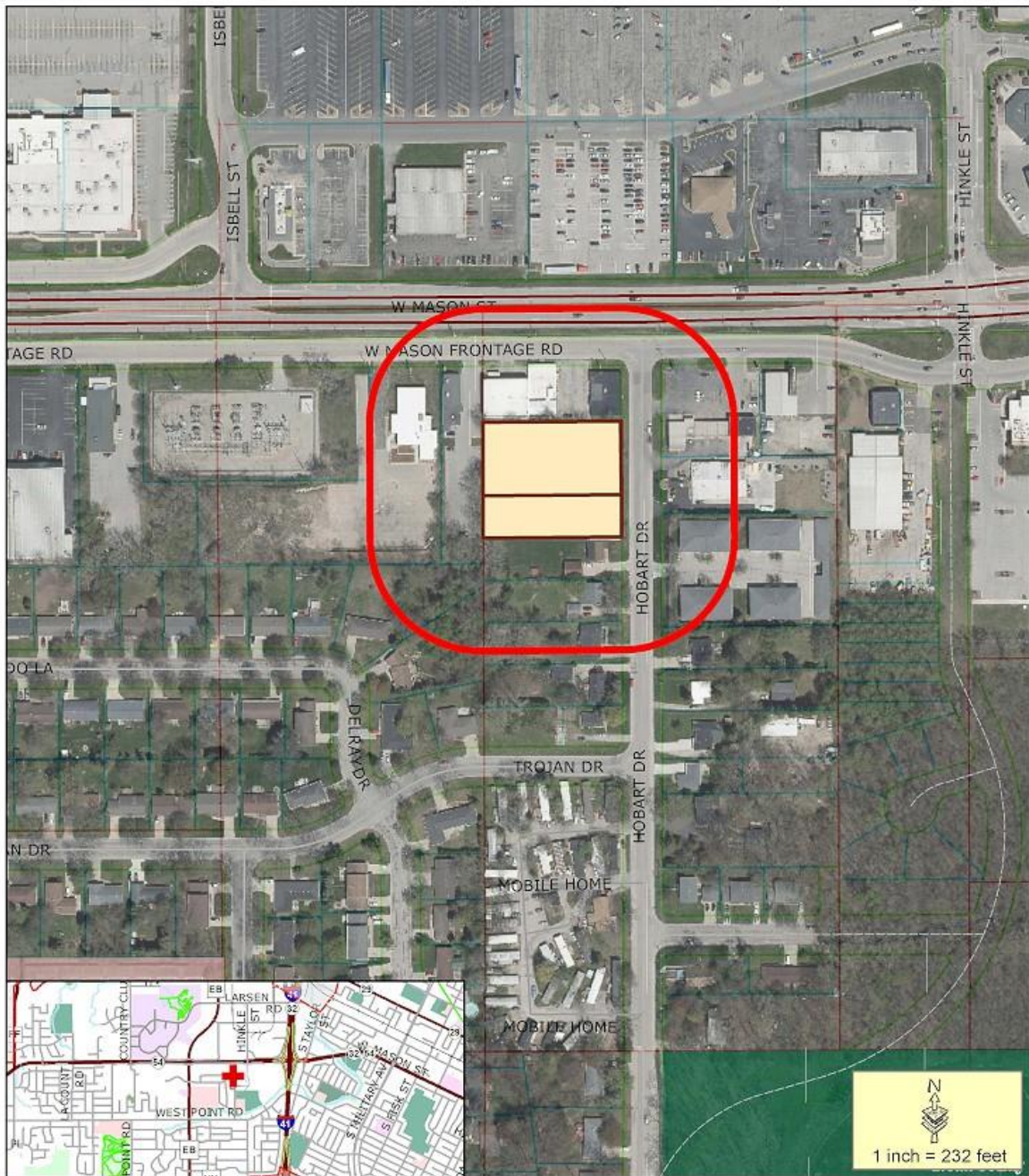
Celestine Jeffreys, City Clerk

jel

ZONING ORDINANCE NO. 08-24

PAGE 2

Attachment – Map



- Proposed CPA and Rezone Parcels
- 200' Property Owner Notice

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Map prepared by J.L.

**Comprehensive Plan Amendment
(Commercial to Medium/High Density Residential)
and Rezone (C1 to R3) Request
1116 Hobart Drive
Parcels (6H-1110-1 and 6H-1110-19)**

ZONING ORDINANCE NO. 19-24

AN ORDINANCE REZONING PROPERTIES LOCATED AT 1512 AND 1522 N BAIRD STREET AND 1520, 1524, AND 1538 WEISE STREET FROM GENERAL INDUSTRIAL (GI) TO LOW-DENSITY RESIDENTIAL (R1) (ZP 24-27)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described properties from General Industrial (GI) to Low-Density Residential (R1):

PARCEL 21-619

LOTS 31, 32, AND 33, BLOCK "A", ACCORDING TO THE RECORDED PLAT OF EASTMAN'S SECOND ADDTION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

PARCEL 21-622

LOT 34, BLOCK "A", ACCORDING TO THE RECORDED PLAT OF EASTMAN'S SECOND ADDTION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

PARCEL 21-623

LOT 35 AND THE EAST HALF OF LOT 36, BLOCK "A", ACCORDING TO THE RECORDED PLAT OF EASTMAN'S SECOND ADDTION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

PARCEL 21-624

THAT PART OF THE WEST HALF OF LOT 36 AND ALL THAT PART OF LOTS 37 AND 38, BLOCK "A", EASTMAN'S SECOND ADDITION, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, LYING SOUTHERLY OF A LINE DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CONER OF SAID LOT 38, THENCE SOUTHWESTERLY ALONG THE WESTERLY LINE OF SAID LOT 38, 59 FEET OT THE POINT OF BEGINNING, THENCE SOUTHEASTERLY TO A POINT ON THE EAST LINE OF TH WEST HALF OF SAID LOTS 36, 71 FEET SOUTH OF THE NORTHEAST CORNER THEREOF

PARCEL 21-625

THAT PART OF LOTS 36, 37, AND 38, BLOCK 'A', EASTMAN'S SECOND ADDITION ACCORDING TO THE RECORDED PLAT THEREOF, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 38 AS THE POINT OF BEGINNING; RUNNING THENCE EASTERLY ON THE NORTH LINE OF SAID LOTS 36, 37 AND 38 TO THE WEST LINEOF THE EAST HALF OF SAID LOT 36, A DISTANCES OF APPROXIMATELY 100 FEET; THENCE RUNNING SOUTHERLY ON THE WEST LINE OF THE EAST HALF OF SAID LOT 36, A DISTANCE OF 71 FEET, RUNNING THENCE NORTHWESTRLY TO A POINT ON THE WEST LINE OF SAID LOT 38, WHICH IS 58 FEET SOUTHWESTERLY FROM THE POINT OF

ZONING ORDINANCE NO. 19-24

PAGE 2

BEGINNING OF THIS DESCRIPTION; RUNNING THENCE NORTHEASTERLY ON THE WEST LINE OF SAID LOT 38 A DISTANCE OF 58 FEET TO THE POINT OF BEGINNING, EXCEPT PART CONVEYED IN JACKET 13263, IMAGE 6 FOR ROADWAY PURPOSES.

PARCELS TOTAL 1.418 ACRES, MORE OR LESS

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

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

APPROVED:

Eric Genrich, Mayor

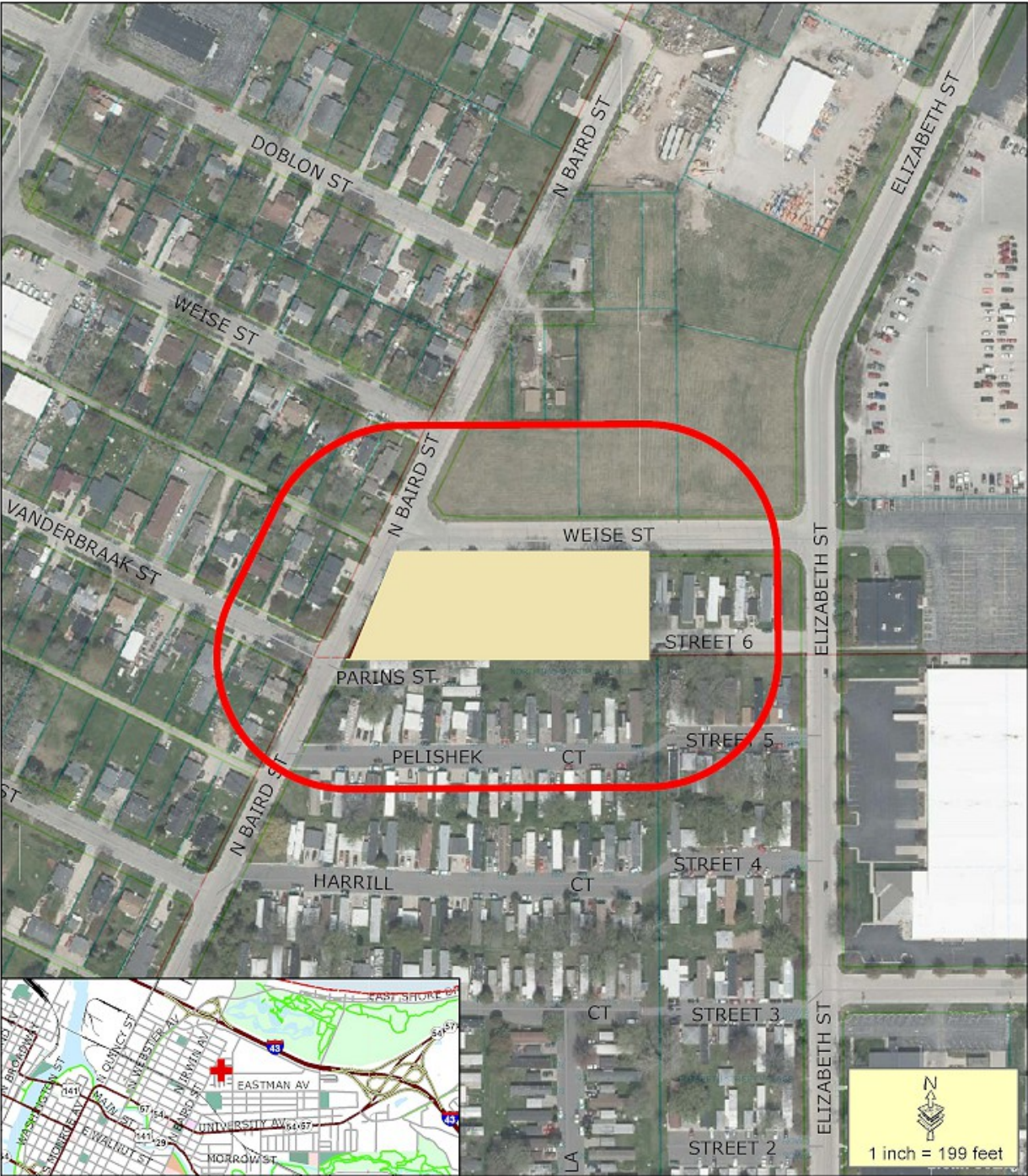
ATTEST:

Celestine Jeffreys, Clerk

db:

Attachment – Location Map

Exhibit - Location Map



Proposed Rezone Parcels

200' Property Owner Notice

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Map prepared by J.L.

Rezone (GI to R1) Request
1512 N Baird Street, 1522 N Baird Street,
1520 Weise Street, 1524 Weise Street,
and 1538 Weise Street



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # L.I

To approve the report for the 2025 Department of Public Works equipment acquisition plan and forward it to the Finance Committee to be included in the Capital Improvement Plan.

BACKGROUND

DPW develops its vehicle plan each year in association with development of the forthcoming year budget preparation program. The 2025 program was developed similarly to past year programs.

RECOMMENDATION

To approve the report for the 2025 Department of Public Works equipment acquisition plan.

FISCAL IMPACT

ATTACHMENTS

- I. 2025 DPW Equipment Replacement Plan 9-10-24

City of Green Bay - DPW
2025 CAPITAL BUDGET Equipment Expenditures
(Updated: September 10, 2024)

Operations Division - CAPITAL Equipment Account (BOND ISSUE) (427503E 55140)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Sanitation	Tandem dump truck, plow & wing	(43) Tandem dump truck, plow & wing	19	\$315,000	\$315,000
2	Street	Compact sidewalk tractor	(750) Compact sidewalk tractor	18	\$58,000	\$373,000
3	Street	Tandem dump truck, plow & wing	(40) Tandem dump truck, plow & wing	18	\$305,000	\$678,000
4	Street	Compact sidewalk tractor	(759) Compact sidewalk tractor	18	\$58,000	\$736,000
5	Street	Tandem dump truck, plow & wing	(45) Tandem dump truck, plow & wing	18	\$305,000	\$1,041,000
6	Sanitation	Refuse truck, automated side loader	(136) Refuse truck, automated	17	\$345,000	\$1,386,000
7	Sanitation	Refuse truck, automated side loader	(134) Refuse truck, automated	17	\$345,000	\$1,731,000
8	Street	Asphalt hot box trailer (4-ton)	(628) Asphalt hot box trailer	15	\$75,000	\$1,806,000
----- Equipment below this line ARE NOT included in 2025 budget issue (they are informational only) -----						
9	Motor Equipment	1/2 ton 4x4 8 foot bed pickup	(207) Lease buyout		\$18,000	\$1,824,000
10	Street	Tandem dump truck, plow & wing	(22) Tandem axle dump truck, plow & wing		\$305,000	\$2,129,000
11	Street	Sidewalk tractor with attachments	(751) Sidewalk tractor with attachments		\$90,000	\$2,219,000
12	Motor Equipment	Service truck with crane	(192) Service truck with crane		\$200,000	\$2,419,000
13	Street	Loader-mounted snow blower	(493) Loader-mounted snow blower		\$240,000	\$2,659,000
14	Street	3 in 1 salt/spreader combination unit	(S24) 3 in 1 salt/spreader combination unit		\$92,000	\$2,751,000
15	Street	3 in 1 salt/spreader combination unit	(S25) 3 in 1 salt/spreader combination unit		\$92,000	\$2,843,000
16	Street	6x6 motor grader w/wing (used)	(852) 6x4 motor grader with wing		\$325,000	\$3,168,000
17	Electrical	F550 aerial bucket truck	(172) Aerial bucket truck		\$215,000	\$3,383,000
18	Street	3/4 ton 4x4 pickup with plow	New to fleet		\$58,000	\$3,441,000
19	Street	Trailer mounted mastic machine	New to fleet		\$110,000	\$3,551,000
20	Street	Stump grinder attachment for skid steer	New to fleet		\$11,000	\$3,562,000
21	Street	Tink clam bucket (x2)	New to fleet		\$44,000	\$3,606,000
22	Sanitation	Rear loader refuse body	New to fleet		\$125,000	\$3,731,000
23	Sanitation	Rear loader refuse body	New to fleet		\$125,000	\$3,856,000
DPW Lease Vehicle Payments (427503 55121 83096)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
N/A	All DPW Divisons	N/A	N/A	-	\$223,000	\$223,000
Sanitary Sewage District - CAPITAL Equipment Account (replacement) (428520 55140)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Sanitary Sewer	Sewer video (CCTV) inspection truck	(250) keeping old unit for spare	-	\$500,000	\$500,000
Sanitary Sewage District - CAPITAL Equipment Account (new) (428520 55150)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Sanitary Sewer	Roll-off dewatering box	New to fleet	-	\$32,000	\$32,000
2	Sanitary Sewer	Backup generator/trailer	New to fleet	-	\$45,000	\$77,000
3	Sanitary Sewer	Sewer video camera cable reel	New to fleet	-	\$11,000	\$88,000
Storm Water Utility - CAPITAL Equipment Account (new) (429525 55150)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Storm Water	Camera cable reel	New to fleet	-	\$11,000	\$11,000
2	Storm Water	Paver drain cleaning attachment	New to fleet	-	\$10,000	\$21,000
Parking Division (BOND ISSUE) (430505 55140)						
<u>Rank</u>	<u>Section</u>	<u>New Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Parking	Elevator equipment upgrade (Pine Street Ramp)	Obsolete elevator equipment	-	\$200,000	\$200,000
Parking Division - CAPITAL Equipment/Vehicle Account (431505 55140)						
<u>Rank</u>	<u>Section</u>	<u>Replacement Unit</u>	<u>Retired Unit</u>	<u>Score</u>	<u>Cost</u>	<u>Running Total</u>
1	Parking	1-ton dump truck	(175) 1-ton dump truck	15	\$65,000	\$65,000

2025 OPERATING BUDGET Equipment Expenditures (NOT BONDED)

Operations Division - Equipment Replacement Account

(101503 55140)

Rank	Section	Replacement Unit	Retired Unit	Score	Cost	Running Total
1	Sanitation	Rain gear	old rain gear	-	\$1,800	\$1,800
2	Street	Power trimmer (x4)	old trimmers	-	\$700	\$2,500
3	Street	Chain saw (x2)	old chain saws	-	\$800	\$3,300
4	Street	Power blower/handheld (x3)	old blowers	-	\$750	\$4,050
5	Street	Backpack blower	old blower	-	\$450	\$4,500

Operations Division - New Equipment Account

(101503 55150)

Rank	Section	New Unit	Retired Unit	Score	Cost	Running Total
1	Operations	GPS/AVL device (x12)	New to fleet	N/A	\$3,700	\$3,700
2	Street	Tablet computer (x6)	New to fleet	N/A	\$3,000	\$6,700
3	Street	Laptop computer	New to fleet	N/A	\$1,500	\$8,200
4	Sanitation	Pressure washer	New to fleet	N/A	\$1,900	\$10,100
5	Motor Equipment	Plasma cutting table	New to fleet	N/A	\$12,000	\$22,100
6	Street	Roll-up construction signs (x8)	New to fleet	N/A	\$3,100	\$25,200
7	Street	Snow command computer monitor	New to fleet	N/A	\$1,000	\$26,200
8	Street	Power pruner	New to fleet	N/A	\$600	\$26,800
9	Street	Power unit for attachments (x2)	New to fleet	N/A	\$450	\$27,250
10	Street	Power wire brush attachment	New to fleet	N/A	\$350	\$27,600
11	Street	Power sweeper attachment (x2)	New to fleet	N/A	\$800	\$28,400

Traffic Division - New Equipment Account

(101504 55150)

Rank	Section	New Unit	Retired Unit	Score	Cost	Running Total
1	Traffic Engineer	Traffic data collection/analysis device	New to fleet	N/A	\$6,000	\$6,000

Parking Division - New Equipment Account

(202505 55150)

Rank	Section	New Unit	Retired Unit	Score	Cost	Running Total
1	Parking	License plate recognition (LPR) vehicle system	New to fleet	N/A	\$46,000	\$46,000



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # L.2

To approve the request by Department of Public Works to award the following contracts at a staff level and report the awards at the next Improvement & Services Committee meeting:

- A. PARKS X-24 PERKINS PARK BALLFIELD LIGHTING
- B. PARKS X-24 BIRDS OF PREY ELECTRICAL RENOVATIONS

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # L.3

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

A. Granting of Licenses

I. Sidewalk Builder

- a. Jim Fischer, Inc.
- b. Bay Side Concrete Construction

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.1

To approve a 2024-25 massage establishment license at 1004 Brett Favre Pass.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Abby Reinhard Driver's License
2. Anna Endter
3. Background Check Approval
4. Floor Plan
5. Heather Northway Driver's License
6. Inspection Approval
7. Insurance
8. Marina Hartjes
9. Massage Establishment License Completed Application
10. Sarah Hogeback
11. Signature

Chanelle Williams

From: Erin Young
Sent: Friday, September 6, 2024 3:19 PM
To: Chanelle Williams
Subject: FW: Massage License Application 1004 Brett Favre Pass

1004 brett favre pass is good to go.



Erin Young

Lieutenant of Community Services Division
GBPD Wellness & Peer Support Coordinator
Green Bay Police Department
920.448.3200 ext 0127 / 920.615.4782
Erin.Young@greenbaywi.gov

From: Andrew Lentz <Andrew.Lentz@greenbaywi.gov>
Sent: Thursday, September 5, 2024 3:46 PM
To: Erin Young <Erin.Young@greenbaywi.gov>
Subject: RE: Massage License Application 1004 Brett Favre Pass

From: Erin Young <Erin.Young@greenbaywi.gov>
Sent: Wednesday, September 4, 2024 1:41 PM
To: Darryl Robinson <Darryl.Robinson@greenbaywi.gov>; Shelley Kastern <Shelley.Kastern@greenbaywi.gov>; Andrew Lentz <Andrew.Lentz@greenbaywi.gov>
Subject: FW: Massage License Application 1004 Brett Favre Pass

Hi! Looking for background check and any info you may want to share.



Erin Young

Lieutenant of Community Services Division
GBPD Wellness & Peer Support Coordinator
Green Bay Police Department
920.448.3200 ext 0127 / 920.615.4782
Erin.Young@greenbaywi.gov

From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, September 4, 2024 12:47 PM
To: Erin Young <Erin.Young@greenbaywi.gov>; Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>
Subject: Massage License Application 1004 Brett Favre Pass

Good Afternoon, I have a completed Massage License Application for 1004 Brett Favre Pass. Can you all please review this packet and email all responses back to me.

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay

920.448.3010

Greenbaywi.gov/clerk

Chanelle Williams

From: Donna Rosenthal
Sent: Friday, September 6, 2024 9:05 AM
To: Chanelle Williams
Cc: William Paape
Subject: LEGACY SPA - MASSAGE - 1004 BRETT FAVRE PASS

Good Morning,

I went here today and everything is perfect on our end (Inspections). Beautiful place as well!

Donna Rosenthal

Housing/Zoning Inspector

City of Green Bay

Community & Economic Development Department

920.448.3313

greenbaywi.gov



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.2

To approve a 2024-25 massage establishment license at 1011 W Spence.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Background Check Denial
2. Floor Plan
3. Gregory Dickert Back ID
4. Gregory Dickert ID
5. Inspection Approval
6. Insurance
7. Massage Establishment License Completed Application

Chanelle Williams

From: Erin Young
Sent: Thursday, September 5, 2024 2:27 PM
To: Chanelle Williams
Cc: Steve Mahoney
Subject: FW: Massage License Application 1011 Spence St

We would recommend denial for 1011 Spence St based on felony conviction and deception attempt stating he is a current RN when his license was voluntarily surrendered in 2020. Also an applicable incident that occurred with BCSO in 2022.



Erin Young

Lieutenant of Community Services Division
GBPD Wellness & Peer Support Coordinator
Green Bay Police Department
920.448.3200 ext 0127 / 920.615.4782
Erin.Young@greenbaywi.gov

From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Sent: Wednesday, September 4, 2024 12:54 PM
To: Erin Young <Erin.Young@greenbaywi.gov>; Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>
Subject: Massage License Application 1011 Spence St

Good Afternoon, I have a completed Massage License Application for 1011 Spence St. Can you all please review this packet and email all responses back to me.

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay
920.448.3010
[Greenbaywi.gov/clerk](https://greenbaywi.gov/clerk)

1011 Spence St Green Bay WI 54304
Floor Plan



475

Chanelle Williams

From: Mike Van De Wettersing
Sent: Monday, September 9, 2024 7:53 AM
To: William Paape; Chanelle Williams
Cc: Celestine Jeffreys
Subject: RE: Update on Inspection for 1136 W Mason

I was at 3 locations Thursday.

1136 W Mason showed signs of individuals living within the business. I will be there this morning at 9am to confirm they have removed all personal effects along with the bed. Two individuals were cited by police - One was performing massage without a license, the other was the business owner (and only licensed individual) who was not at the business while it was open and operating.

1306 Velp Ave. passed, however one individual was cited by police for working without a license.

1011 Spence St. passed- no issues found and business is compliant.

Mike Van De Wettersing

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296
Mike.VanDeWettersing@greenbaywi.gov



From: William Paape <William.Paape@greenbaywi.gov>
Sent: Friday, September 6, 2024 10:19 AM
To: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Cc: Mike Van De Wettersing <Mike.VanDeWettersing@greenbaywi.gov>
Subject: RE: Update on Inspection for 1136 W Mason

Nothing new yet, but I am sure it is on Mike's radar to inspect, if he has not done so yet.

Bill Paape

Inspection Supervisor

City of Green Bay
Community & Economic Development Department
920.448.3315
greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Friday, September 6, 2024 10:03 AM

To: William Paape <William.Paape@greenbaywi.gov>

Subject: Update on Inspection for 1136 W Mason

Good Morning, I am contacting you to see if there is an update on the inspection check for the Massage Establishment located at 1136 W Mason St.

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay

920.448.3010

Greenbaywi.gov/clerk



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.3

To amend the address to add Suite 2 and approve a 2024-25 massage establishment license at 1136 W Mason.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 1136 W Mason Floor Plan
2. 1136 W Mason Govt ID
3. 1136 W Mason Massage License
4. Background Check Approval
5. Massage Establishment License Application
6. Inspection Denied 09.03.2024
7. Inspection Approval 09.09.2024

Massage Room 2

20' 6" x
11' 4"

4' 3" x
6' 2"

Entrance

Waiting Area

26' 2" x
11' 3"

massage
Room 1

11' 3" x
12' 2"

56' 6" x
4' 0"

Hallway

Hallway

men's
room

4' 5" x 5' 2"

ladies
room

7' 9" x 5' 3"

Chanelle Williams

From: Mike Van De Wettersing
Sent: Monday, September 9, 2024 7:53 AM
To: William Paape; Chanelle Williams
Cc: Celestine Jeffreys
Subject: RE: Update on Inspection for 1136 W Mason

I was at 3 locations Thursday.

1136 W Mason showed signs of individuals living within the business. I will be there this morning at 9am to confirm they have removed all personal effects along with the bed. Two individuals were cited by police - One was performing massage without a license, the other was the business owner (and only licensed individual) who was not at the business while it was open and operating.

1306 Velp Ave. passed, however one individual was cited by police for working without a license.

1011 Spence St. passed- no issues found and business is compliant.

Mike Van De Wettersing

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296
Mike.VanDeWettersing@greenbaywi.gov



From: William Paape <William.Paape@greenbaywi.gov>
Sent: Friday, September 6, 2024 10:19 AM
To: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>
Cc: Mike Van De Wettersing <Mike.VanDeWettersing@greenbaywi.gov>
Subject: RE: Update on Inspection for 1136 W Mason

Nothing new yet, but I am sure it is on Mike's radar to inspect, if he has not done so yet.

Bill Paape

Inspection Supervisor

City of Green Bay
Community & Economic Development Department
920.448.3315
greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Friday, September 6, 2024 10:03 AM

To: William Paape <William.Paape@greenbaywi.gov>

Subject: Update on Inspection for 1136 W Mason

Good Morning, I am contacting you to see if there is an update on the inspection check for the Massage Establishment located at 1136 W Mason St.

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay

920.448.3010

Greenbaywi.gov/clerk

Chanelle Williams

From: Mike Van De Wattering
Sent: Monday, September 9, 2024 12:55 PM
To: Chanelle Williams
Subject: FW: Massage License Application 1136 W Mason
Attachments: 1136 W Mason Floor Plan.jpg; 1136 W Mason Govt ID.png; 1136 W Mason Massage License.png; Massage Establishment License Application.pdf

Hi Chanelle (I got the name right, I wont mix it up again 😊),

This location is compliant as of this morning.

Mike Van De Wattering

Housing/Zoning Inspector

City of Green Bay
Community and Economic Development Department
920.448.3296
Mike.VanDeWattering@greenbaywi.gov



From: William Paape <William.Paape@greenbaywi.gov>
Sent: Wednesday, August 28, 2024 8:38 AM
To: Mike Van De Wattering <Mike.VanDeWattering@greenbaywi.gov>
Subject: FW: Massage License Application 1136 W Mason

Mike,

Another massage establishment inspection request

Bill Paape

Inspection Supervisor

City of Green Bay
Community & Economic Development Department
920.448.3315
greenbaywi.gov



From: Chanelle Williams <Chanelle.Williams@greenbaywi.gov>

Sent: Wednesday, August 28, 2024 8:36 AM

To: Erin Young <Erin.Young@greenbaywi.gov>; Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>

Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Subject: Massage License Application 1136 W Mason

Good Morning,

I have a completed Massage License Application for 1136 W Mason. Can you all please review this packet and email all responses back to me. I am trying to get them on the Policy & Protection Meeting Scheduled for September 9, 2024.

Thank You,

Chanelle Williams

Administrative Clerk

City of Green Bay

920.448.3010

[Greenbaywi.gov/clerk](https://greenbaywi.gov/clerk)



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.4

To refer to staff to draft an ordinance establishing a quarterly special meeting of the alders for the purpose of public comment sessions with a request to include security presence and no other staff, and limit comments to three minutes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024-07-26 Dist 8 and Dist 9 to P and P

Online Form Submittal: Alders' Petitions and Communications

noreply@civicplus.com <noreply@civicplus.com>

Fri 7/26/2024 7:59 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>

Alders' Petitions and Communications

Name	Chris Wery
Committee Name	Protection and Policy Committee
Text of Communication	Please note this is a joint communication from Aldermen Wery and Johnson. Allow for a public comment section at the begging of city council meetings. Example taken from the Village of Ashwaubenon: Comments from Public a. Must be limited to items not on the agenda b. Must state name and address c. Limited to five minutes d. Board's role is to listen and not discuss the item e. Personnel issues cannot be discussed (nor individuals named) f. Board is not able to take action at this meeting

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



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.5

Informational Only: Liquor Violation Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Comm Police P&P 09.18.24
2. 24-25LiqVio 9.18.24

CITY OF GREEN BAY POLICE DEPARTMENT

TO: PROTECTION AND POLICY COMMITTEE

FROM: COMMUNITY POLICING

DATE: September 18, 2024

From September 4, 2024 to September 18, 2024 there have been no liquor violations, no DA referrals, no ordinance violations, no warnings and no property referrals.

Sincerely,

**LT. STEVE MAHONEY & LT. ERIN YOUNG
DISTRICT POLICING**

kc

2024/2025 LIQUOR VIOLATIONS

Subject's Name	Tavern Name And Address	Date/Type Violation	Status of Case
Julio S. Govea-Cisernos 24-234142 2423414255701	Fiesta Latina 1911 University Ave	Violation of Stipulation/Agreement	Court Date: 7/25/24
Jason E. Charles 24-223494 2422349450301	The Getaway Bar 631 Bellevue St	Failure to Appear for Correction Meeting	Court Date: 7/31/24



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

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # M.6

Informational Only: The Clerk's Office Licensing Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024-09-19 Clerk's Licensing Report



Clerk & Treasurer's Office
100 North Jefferson Street - Room 106
Green Bay, Wisconsin 54301-5026
clerk@greenbaywi.gov
www.greenbaywi.gov

Phone 920.448.3010
Fax 920.448.3016

Licenses Granted by Council, not yet issued as of September 17, 2024

License Type	Company Name	Trade Name	Address	Approver
Class "B" Beer & "Class B" Liquor- Reserve	The Spices of Green Bay, LLC	Spices Restaurant & Bar	1860 University	Payment, Inspections Granted 10.17.23. Waiver requested and granted until April 30, 2024. Second waiver requested and reviewed a June 3 P&P Meeting. Extension expires September 1.
Class B Beer Class C Wine	GREEN BAY KOI, INC	KOI RAMEN	1593 W MASON ST	PAYMENT, INSPECTIONS. GRANTED AT COUNCIL MAY 21, 2024. Notice from Clerk's Office for extension request sent 8/14/2024, applicant submitted 8/19/2024. 1 st extension request granted at the 9/17/2024 Council meeting. Extension request requested valid until October 31, 2024.
Class B Liquor and Class B Beer	The Daily Buzz @ the Bellin, LLC	Mason Beverages	1117 W. Mason St.	Granted 9/17/2024

Opening Delays? All liquor licenses are granted by Council with the intention a liquor license will be issued within 60 days. Please communicate, in writing, any opening-day delays to the Clerk's Office and provide a new anticipated opening date. Please review our [Extension Request Fact Sheet](#) for instructions. Then, fill out the [Extension Request Form](#) to file an issuance extension with the Clerk's Office.

Summary of Licenses Granted and Issued for Class “B” Beer & “Class B” Liquor Licenses:

The City of Green Bay has a quota of 172 available “Class B” Liquor and Class “B” Beer licenses under state law.

The City of Green Bay cannot take any more applications for an available liquor license at this time.

The City of Green Bay may only take the number of applications to the number of licenses available. Applications are considered to those who apply with a fully completed application and first in time.

The new application paperwork can be found at: <https://greenbaywi.gov/264/Liquor-Sales---New-Establishments>

Summary of Licenses Granted and Issued for Reserve Liquor Licenses:

The City of Green Bay has a quota of 32 Class B Combination Liquor and Beer Reserve licenses under state law.

The City of Green Bay has 4 Class B Combination Liquor and Beer Reserve issued (The Daily Buzz, LLC at 130 E. Walnut, The Legacy Green Bay, LLC at 1004 Brett Favre Pass, Vast Properties Group, LLC, at 401 N. Washington St., and Fiesta Latina Restaurant Bar, LLC at 1911 University Ave).

The City of Green Bay has 1 granted “Class B” Liquor and Class “B” Beer license that has not yet been issued.

A Reserve liquor license in the City of Green Bay costs \$10,000 (one-time non-refundable issuance fee) plus the license fee prorated. The license shall not be transferred or surrendered.

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

October 1, 2024

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

Bean, Danielle M
Besaw, Debbie J
Brooks, Chelsie A
Clay, Paige J
Clement, Teresa K
Craig, Jessica K
Crawford, Jamee N
Crawford, Tahirah Z
Easterling, Hilkihah B
Giffin, Eric A
Larson, Cristine D
Lor Daniels, Iesha L
Lynd, Joline G
Madsen, Gregory J
Mateyka, Grace M
Salentine, Noah J
Spaulding, Izabel R
Vanseveren, Amy L
Wery, Benjamin J
Weso, Ruth A
White, Kurt A



Report to the Green Bay Plan Commission

MEETING DATE

October 1, 2024

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # O.I

To approve the request to rezone parcels 6H-1247-2, 6H-1247-3, 6H-4447, 6H-4448, 6H-4449 which are generally located at the eastern terminus of Lafayette Street and the southern terminus of Eric Street from RR Rural Residential to R1 Low-Density Residential. (ZP 24-31 Public Hearing held September 23, 2024).

BACKGROUND

Reason for Request: To build a house(s) where along parcels along Crestwood Springs Drive and Lafayette Streets.

Surrounding Zoning and Land Uses:

Subject Property: Rural Residential (RR) Undeveloped Lands

North: Low Density Residential (R-1) Single-Family Residential

South: Rural Residential (RR) Undeveloped Lands | Low Density Residential (R-1) Single-Family Residential

East: Low Density Residential (R-1) Single-Family Residential | Two-Family Residential

West: Rural Residential (RR) Undeveloped Lands | Single-Family Residential

Comprehensive Plan: The 2022 Smart Growth Plan designates this area for Low Density Residential. R1 Low Density Residential is appropriate for an area if utility services are available and if landowners are looking to develop parcels.

Report: The subject area is a wooded, undeveloped area south of Hazelwood Lane, north of future Parkwood Drive extension, east of Crestwood Springs Drive and west of Packerland Drive. The property has been zoned RR Rural Residential as the approximate 12 acres of land has not yet been developed. The Saphner's own all five parcels. The Saphner's are proposing to divide the land and create home sites via a new land division through Certified Survey Map (CSM). The new proposed CSM would create three lots.

This land area was subject to an approved official map amendment in summer, beginning the process of rezone and certified survey mapping in the area. The official map amendment (OMA) was approved creating a terminus of Lafayette Drive to the east of Crestwood Spring Drive in the future road pattern, creating a cul-de-sac at the end of Lafayette Drive. The landowner is now seeking to create a residence in the area where the Lafayette Drive road pattern was revised.

Water Utility, Parks, and Public Works had no comment on the changes during the OMA process. The rezone area is located in the urban service area. The landowners have intent to develop the parcels. Given the infill location within the city and intent to develop, the designation to change zoning is appropriate.

Aldersperson Hinkfuss and affected property owners within 200' have been notified of the request. Staff has not received comments from the public as the drafting of this report.

RECOMMENDATION

Approval of the request to rezone parcels from RR Rural Residential to R I Low-Density Residential zoning.

FISCAL IMPACT

ATTACHMENTS

1. 24-31 Application
2. 24-31 Property Map PDF
3. 24-31 Prelim CSM
4. OMA 24-01 MAP
5. 24-31 OMA Original Narrative



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: Lafayette Drive, Eric Street

Parcel Number(s): 6H-1247-2, 6H-1247-3, 6H-4447, 6H-4448, 6H-4449

Petitioner(s): Vierbicher (Brad Rymer)

Date: 08/23/24

Email: brym@vierbicher.com

Phone Number: 920-434-9670

Address: 400 Security Blvd

City: Green Bay State: WI Zip: 54313

Property Owner: Tom & Mary Saphner

Phone Number: 920-490-0495

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Brad Rymer, respectfully request that the City of Green Bay take the following action:

- | | |
|-------------------------------------|--|
| ☒ | Rezone Property (\$375.00 Review Fee) |
| ☐ | Conditional Use and CUP Amendment, including Single Lot Duplexes (\$375.00 Review Fee) |
| ☐ | PUD and PUD Amendments (\$425.00 Review Fee) |
| ☐ | Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee) |
| ☐ | Approve Preliminary Condominium Plat (\$250.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee) |
| ☒ | Approve Preliminary City/Extraterritorial Certified Survey Map (\$250.00 Review Fee) |
| ☐ | Approve Final City/Extraterritorial Subdivision Plat (\$150.00 Review Fee) |
| ☐ | Approve Final Condominium Plat (\$150.00 Review Fee) |
| ☐ | Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee) |
| ☐ | Development District Map Amendment (\$200.00 Administration Fee) |
| ☐ | Official Map Amendment (\$200.00 Administration Fee) |
| ☐ | Plat of Right-of-Way (\$200.00 Administration Fee) |
| ☐ | Discontinue a Public Utility Easement (\$200.00 Administration Fee) |
| ☐ | Street Name Change (\$200.00 Administration Fee) |
| ☐ | Declare City Property "City Surplus" (\$200.00 Administration Fee) |
| ☐ | Vacate a Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION |
| ☐ | Closure of Street/Alley/Pedestrian Way (\$300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION |
| ☐ | Comprehensive Plan Amendments (\$275.00 Review Fee) |
| ☐ | Other (\$200.00 Administration Fee): _____ |

Owner Signature: _____

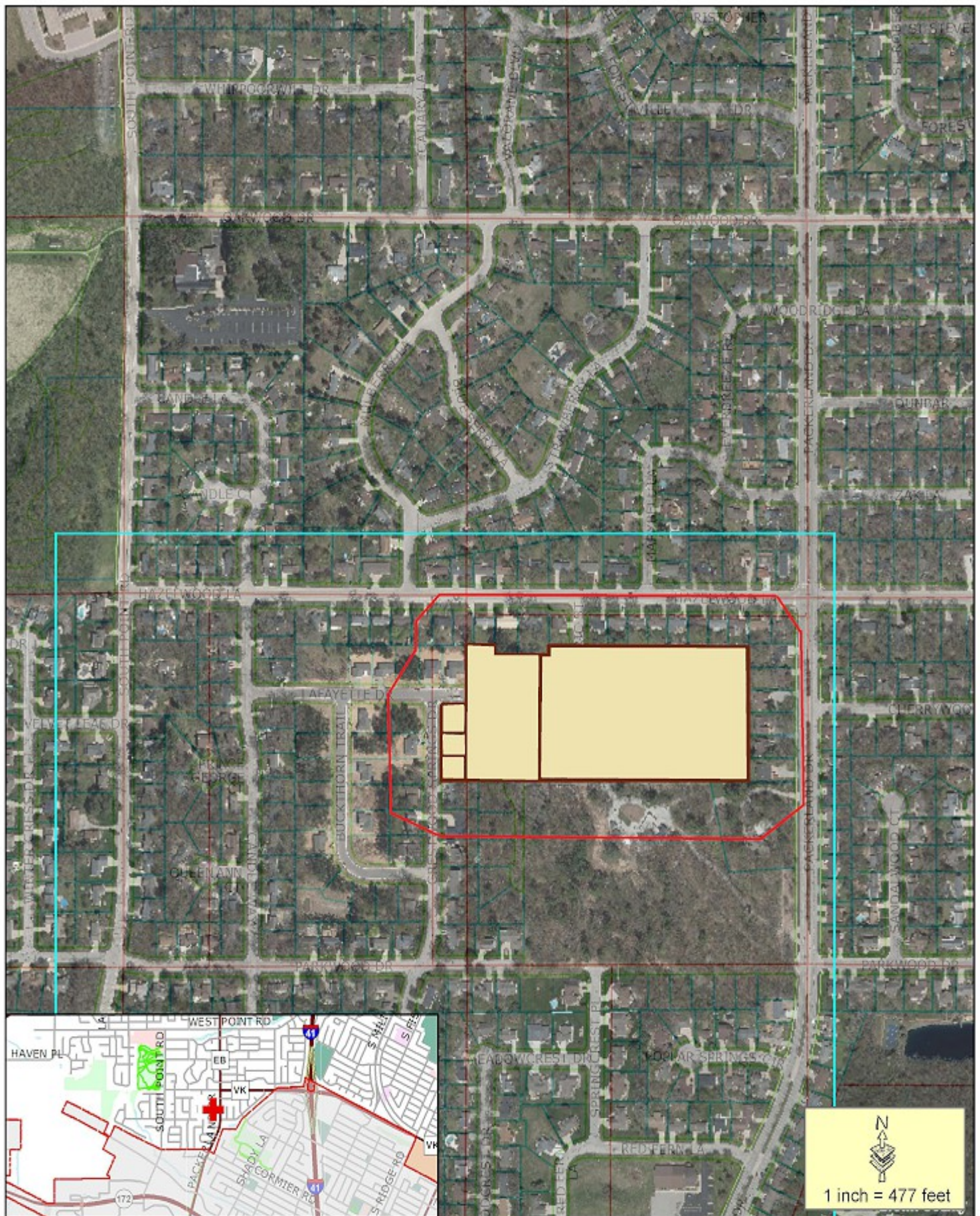
Date: 8/23/24

Petitioner Signature(s): Brad Rymer

Digitally signed by Brad Rymer
Date: 2024.08.23 07:56:06 -0500

Checklist of required attachments:

- Map



- Proposed Rezone Parcels
- 200' Property Owner Notice

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

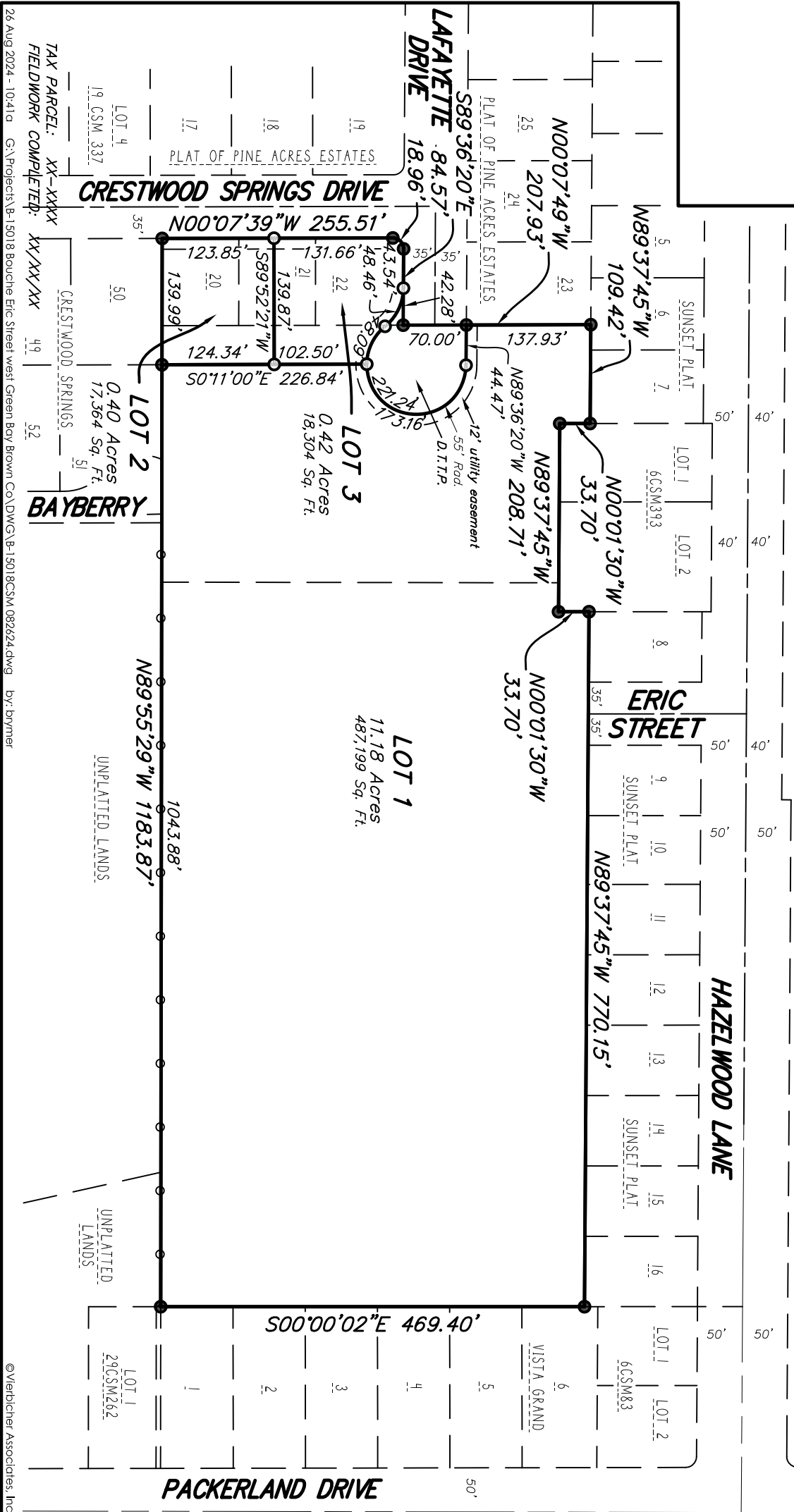
Rezone Request

Properties generally located at 2035, 2041, and 2045 Crestwood Springs Drive, the eastern terminus of Lafayette Street and the southern terminus of Eric Street from RR Rural Residential to R1 Low-Density Residential

CERTIFIED SURVEY MAP No.

Lots 20, 21 & 22 of the recorded "Plat of Pine Acres Estates" (Volume 24, Plats, Page 73, Document Number 2825587, Brown County Records), said Plat being in part of Lots 23 & 24, Section 32, and also part of Lot 22, said Section 32, all in T24N-R20E, in the City of Green Bay, Brown County, Wisconsin.

west 4
Section 32
T24N-R20E
(from ties)



26 Aug 2024 - 10:41a G:\Projects\B-15018 Bouche Eric Street west Green Bay Brown Co.DWG\B-15018CSM 082624.dwg by: bvrmer

© Vierbicher Associates, Inc.

vierbicher
planners | engineers | advisors



Job #: B-15018
Date: 08/26/2024
Rev.
Drafted By: BAR
Checked By: MRA

SURVEYED FOR:
Tom & Mary Saphner
Crestwood Springs Drive
Green Bay, WI 543--

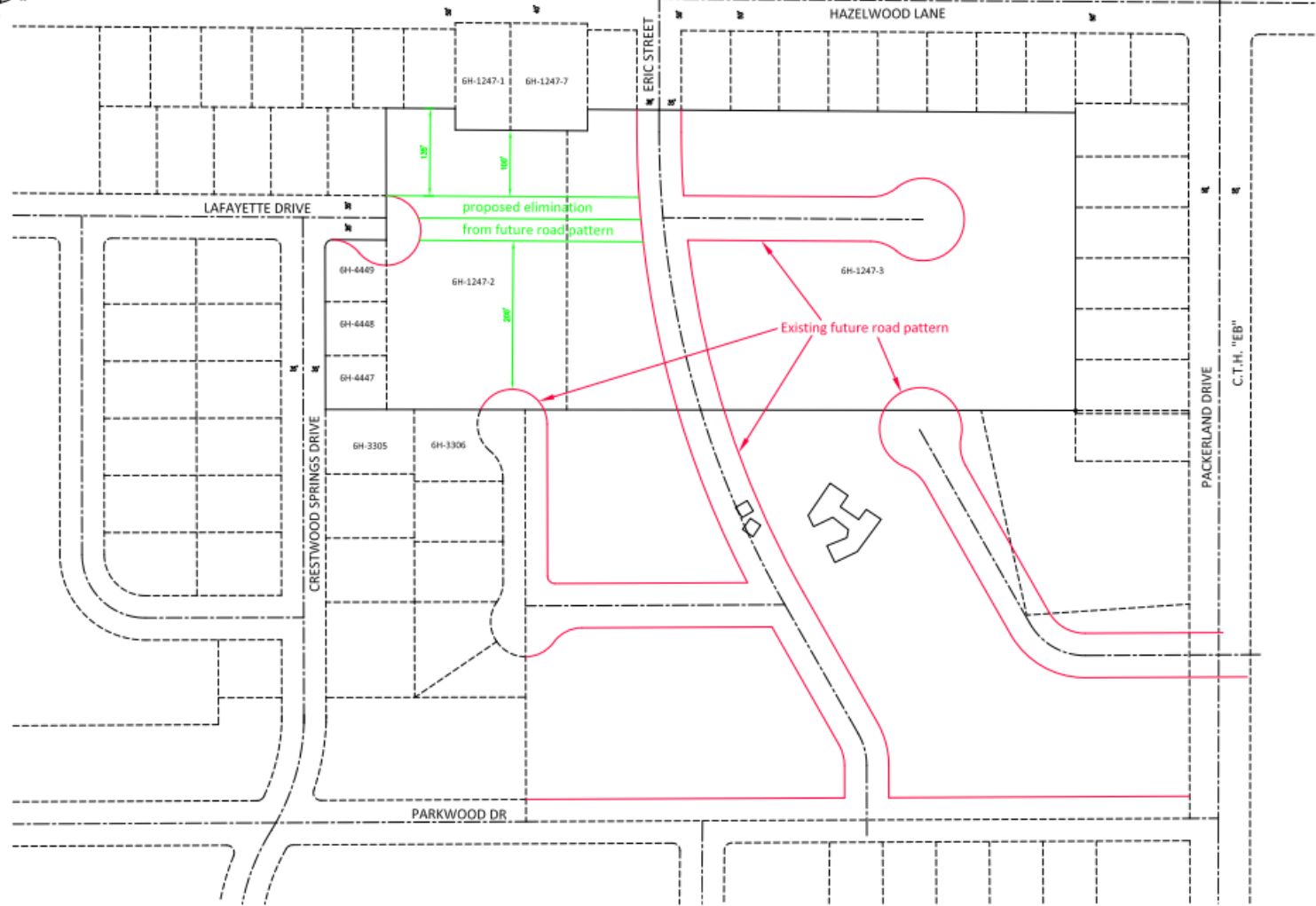
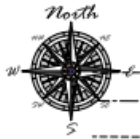
SURVEYED BY:
Vierbicher Associates, Inc.
400 Security Blvd, Ste 1
Green Bay, WI 54313
(920) 434-9670

SHEET
1 OF 3

Area Development Plan

Part of Lot 22 of the Southwest 1/4 of Section 32, T24N-R20E, City of Green Bay, Brown County, Wisconsin.

Graphic Scale: 1" = 80'



SCALE
1"=80'

DRAWN BY
BAR

Area Development Plan



vierbicher
planners | engineers | architects

400 Security Blvd Ste 1 Green Bay, WI 54303-4369

Thomas & Mary Saphner

PROJECT NO.
B-15018

SHEET NO.

1 of 1

DRAWING NO.
S-3866

File: B-15018

Client: Thomas & Mary Saphner

Date: May 24, 2024

Official Map Amendment request...

Parcels 6H-1247-2 and 6H-1247-3 (approx. 12 acres) are currently undeveloped and owned by Thomas and Mary Saphner. They live adjacent and Southerly to the subject parcels at 2051 Crestwood Springs Drive (6H-3305). They also own parcels 6H-4447, 6H-4448 & 6H-4449 along Crestwood Springs Drive and 6H-3306 in the rear of their existing house. They love the neighborhood and want to maintain the highest standards for it. The Saphners would like to build a new home on the large parcel while keeping in mind options for future development of the area. There is an existing future road pattern on the area. The adopted road pattern through this area offers connectivity from Hazelwood Lane to Parkwood Drive via Eric Street with several cul-de-sacs to fill in the area. It also shows Lafayette Drive connecting to Eric Street. Based on acceptable minimum lot depths (not City code minimums), the Lafayette Drive extension runs into a conflict area as parcels 6H-1247-1 and 6H-1247-7 have additional depth lots that protrude into the client's North property line. The distance from those rear property lines to the existing partially dedicated cul-de-sac on the South of the client's parcel is only 370 feet. Based on the acceptable minimum lot depth of 3 lots and the right of way width of Lafayette Drive extended, we wouldn't have enough room to get everything through this pinch point. This proposal maintains the approved connection from Hazelwood Lane to Parkwood Drive but eliminates the connection of Lafayette Drive to future Eric Street. Through this proposed adjustment to the road pattern, the Saphners would be able to build their home in the desired location on a "future" lot off Lafayette Drive while still maintaining viable development options for the area.



Report to the Green Bay Plan Commission

MEETING DATE

October 1, 2024

PREPARED BY

Dena Mooney, Staff

AGENDA ITEM # O.2

To approve the request to rezone 2491 University Avenue from C-1, General Commercial, to C-2, Highway Commercial. (ZP 24-30 Public Hearing held September 23, 2024).

BACKGROUND

Reason for Request: The proposed rezoning will allow for automobile-oriented uses (drive-through, motor vehicle repair).

Surrounding Zoning and Land Uses:

Subject Property: General Commercial (C-1) | Vacant

North: Highway Commercial (C-2) and General Commercial (C-1) | Car Wash, Vacant

South: Highway Commercial (C-2) | Automobile dealerships

East: General Commercial (C-1) | Automobile dealership/repair

West: Planned Unit Development (PUD) | Retail

Comprehensive Plan: The 2022 Smart Growth Green Bay Comprehensive Plan currently recommends commercial uses.

Report: This zone change application involves a 1.2-acre parcel at 2491 University Avenue.

This area has undergone a recent transformation. A strip mall was razed, a new road was installed (Jenny Lane), and redevelopment of the property has begun, which includes a Club Car Wash. The applicant is requesting that the property south of the new Club Car Wash be rezoned from General Commercial (C-1) to Highway Commercial (C-2), which would allow for more vehicle service/drive-through uses. Section 44-680 Purpose of City Code, describes the difference between the districts as the following:

- *C1 General Commercial is intended for use along the City's primary commercial corridors where moderate-intensity retail, office, and service uses are planned. Businesses that typically involve outdoor display, storage, and/or sales, motor vehicle repair, and other intensive or outdoor uses are discouraged.*
- *C2 Highway Commercial is intended for use in locations along the City's commercial corridors where automobile-oriented businesses already dominate or are planned. Businesses that typically involve outdoor display, storage, and/or sales, motor vehicle repair, and other intensive or outdoor uses should locate in this district.*

The subject property and the area surrounding it are auto-oriented uses (regional retail, vehicle service). The future land use map identifies this area as commercial. Since the rezone complies with the future land use map and complements surrounding land uses, staff supports the request.

Ald. J. Prestley and neighbors within 200 ft. have been notified of the meeting based on Plan Commission

policy. Staff has not received any objections about the request as of the drafting of this report.

RECOMMENDATION

Approval of the request to rezone the property from General Commercial (C-1) to Highway Commercial (C-2).

FISCAL IMPACT

ATTACHMENTS

1. ZP 24-30 Application
2. ZP 24-30 Narrative_Jenny Lane Rezone and CSM
3. ZP 24-30 Map
4. Draft ZO 20-24 2491 University Ave Rezone C1 to C2 w map



REQUEST FOR CITY ACTION PLAN COMMISSION

Community and Economic
Development Department
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax
www.greenbaywi.gov

Location of Property: 2491 University Avenue

Parcel Number(s): 21-1250

Petitioner(s): Bryan Pfeffer- Robert E. Lee & Associates Date: 8/4/2024

Email: bpfeffer@releeinc.com Phone Number: (920)662-9641

Address: 1250 Centennial Centre Blvd City: Hobart State: WI Zip: 54155

Property Owner: Club Car Wash Operating Phone Number: _____

Submit this Request Form and all required attachments to the Community and Economic Development Department, Room 608, City Hall

To: Honorable Mayor and Common Council, c/o City Clerk

I, Bryan Pfeffer, respectfully request that the City of Green Bay take the following action:

- ☒ Rezone Property (\$300.00 Review Fee)
- ☐ Conditional Use and CUP Amendment, including Single Lot Duplexes (\$300.00 Review Fee)
- ☐ PUD and PUD Amendments (\$350.00 Review Fee)
- ☐ Approve Preliminary City/Extraterritorial Subdivision Plat (\$150.00 + \$35.00 per Lot/Outlot Review Fee)
- ☐ Approve Preliminary Condominium Plat (\$150.00 + \$35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- ☒ Approve Preliminary City/Extraterritorial Certified Survey Map (\$150.00 Review Fee)
- ☐ Approve Final City/Extraterritorial Subdivision Plat (\$100.00 Review Fee)
- ☐ Approve Final Condominium Plat (\$100.00 Review Fee)
- ☐ Grant a City/Extraterritorial Subdivision/CSM Variance (\$150.00 Review Fee)
- ☐ Grant a Postponement of Development Fees (\$100.00 Review Fee) [Review by I&S and/or Park Committees]
- ☐ Development District Map Amendment (\$200.00 Administration Fee)
- ☐ Official Map Amendment (\$200.00 Administration Fee)
- ☐ Plat of Right-of-Way (\$200.00 Administration Fee)
- ☐ Discontinue a Public Utility Easement (\$200.00 Administration Fee)
- ☐ Street Name Change (\$200.00 Administration Fee)
- ☐ Declare City Property "City Surplus" (\$200.00 Administration Fee)
- ☐ Vacate a Street/Alley/Pedestrian Way (\$200.00 Administration Fee) – PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Closure of Street/Alley/Pedestrian Way (\$200 Administration Fee) – PLEASE FILL OUT PAGE 2 OF APPLICATION
- ☐ Comprehensive Plan Amendments (\$200.00 Review Fee)
- ☐ Other (\$200.00 Administration Fee): _____

Owner Signature: _____ Date: 8/4/2024

Petitioner Signature(s): _____ 8/4/2024

Checklist of required attachments:

- Map
- Legal Description
- Applicant Narrative Describing Project
- All Other Pertinent Information

For office use only:

Review Fee: _____ Receipt No.: _____ Zoning Petition No.: _____

REQUEST FOR CITY ACTION PLAN COMMISSION

PLEASE FILL OUT FOR: VACATE OR CLOSE STREET/ALLEY/PEDESTRIAN WAY

Per WI State Statute 66.1003:

All owners who abut the area proposed for vacation or closure, including all members of LLCs or ownership groups, must sign below before submitting this application.

If you are **NOT** vacating or closing a full street/alley/pedestrian way, you must also get signatures from one-third of owners of parcels within 2,650 ft. of the end of the vacation/closure area.

SIGNATURE	PRINTED NAME	ADDRESS

Please contact the Community and Economic Development Department at (920) 448-3400 with any questions.

August 9, 2024

Ms. Dena Mooney
CITY OF GREEN BAY
100 N Jefferson St
Green Bay, WI 54301

RE: Rezoning Permit and CSM Application – Parcel 21-1250

Dear Ms. Mooney:

On behalf of Club Car Wash, Robert E. Lee & Associates, Inc. is submitting the attached Rezone and CSM application with associated documentation for a proposed quick change oil service and a drive through coffee shop on Parcel Number 21-1250 (CSM will split the property for two uses) at 2491 University Avenue in the City of Green Bay. The request is to rezone this property from C1 to C2. See the attached legal description and exhibit illustrating the parcel being requested for rezone. A Certified Survey Map is also being submitted with this application to formally create these two areas as separate parcels, to allow for their development as permitted uses in the C-2 Zoning District. Storm water requirements for any future development will be met with the regional pond approved and installed on the adjacent lot (21-1251-1). Preliminary grading and erosion control plans will be provided by others when a preliminary design is proposed for each site.

Please do not hesitate to contact me regarding any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



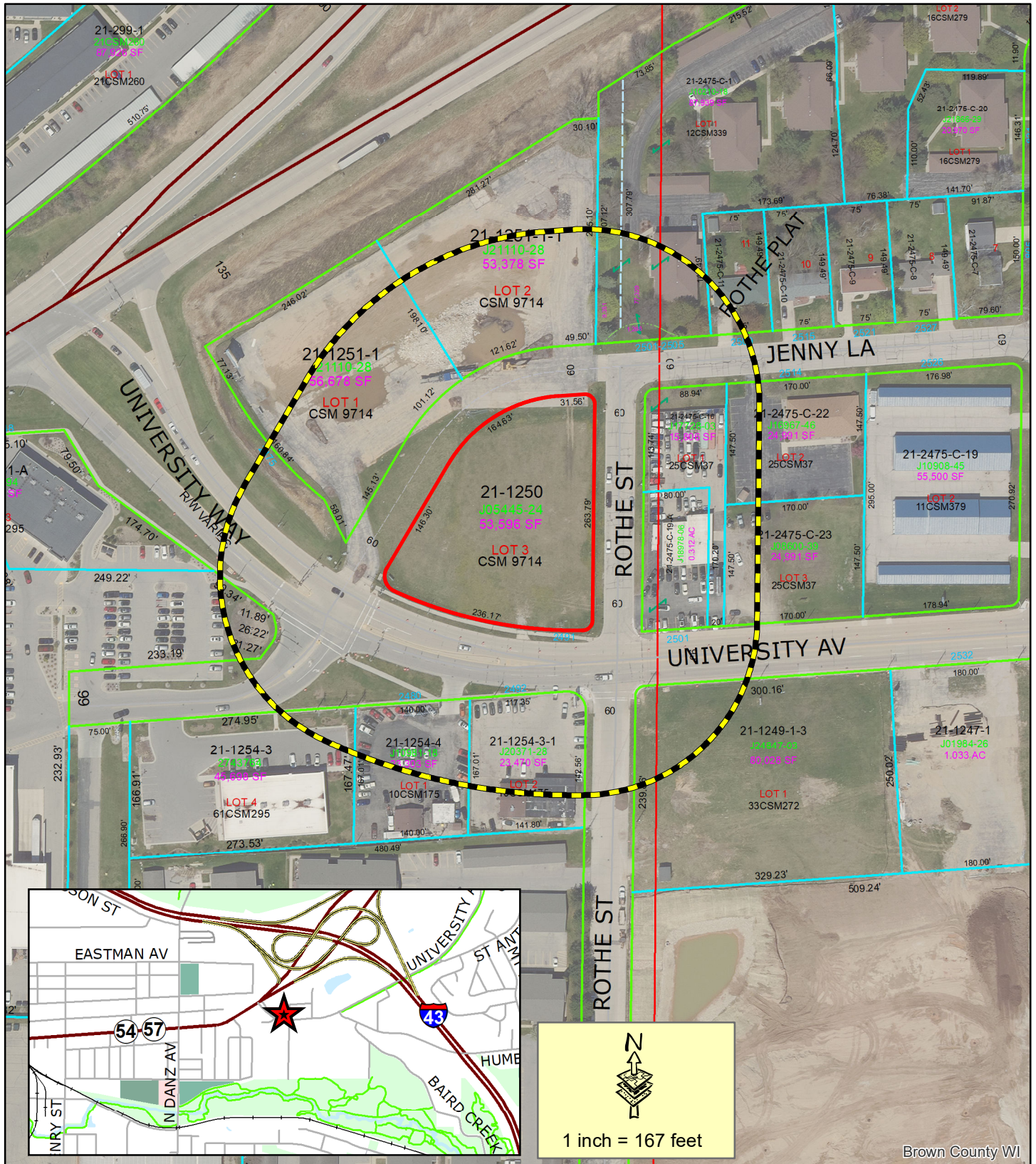
Michael S. Leidig, E.I.T.
Project Engineer

MSL/BLP/NJM

ENC.



Bryan L. Pfeffer, PLS, CST
Project Surveyor



- Subject Area
- 200' Property Owner Notice

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

Zoning Petition (ZP 24-30)
Rezone Subject Area
at 2491 University Avenue
from General Commercial (C1) to
Highway Commercial (C2)



ZONING ORDINANCE NO. 20-24

**AN ORDINANCE REZONING PROPERTY LOCATED AT
2491 UNIVERSITY AVENUE FROM GENERAL COMMERCIAL DISTRICT TO
HIGHWAY COMMERCIAL DISTRICT
(ZP 24-30)**

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described properties, known as tax parcel 21-1250 which is located at 2491 University Avenue from General Commercial (C-1) District to Highway Commercial (C-2) District.:

2491 UNIVERSITY AVENUE (21-1250)

ALL OF LOT 3, CERTIFIED SURVEY MAP NUMBER 9714, DOCUMENT NUMBER 3054854, BEING PART OF GOVERNMENT LOT 3, SECTION 33, TOWNSHIP 24 NORTH, RANGE 21 EAST, CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

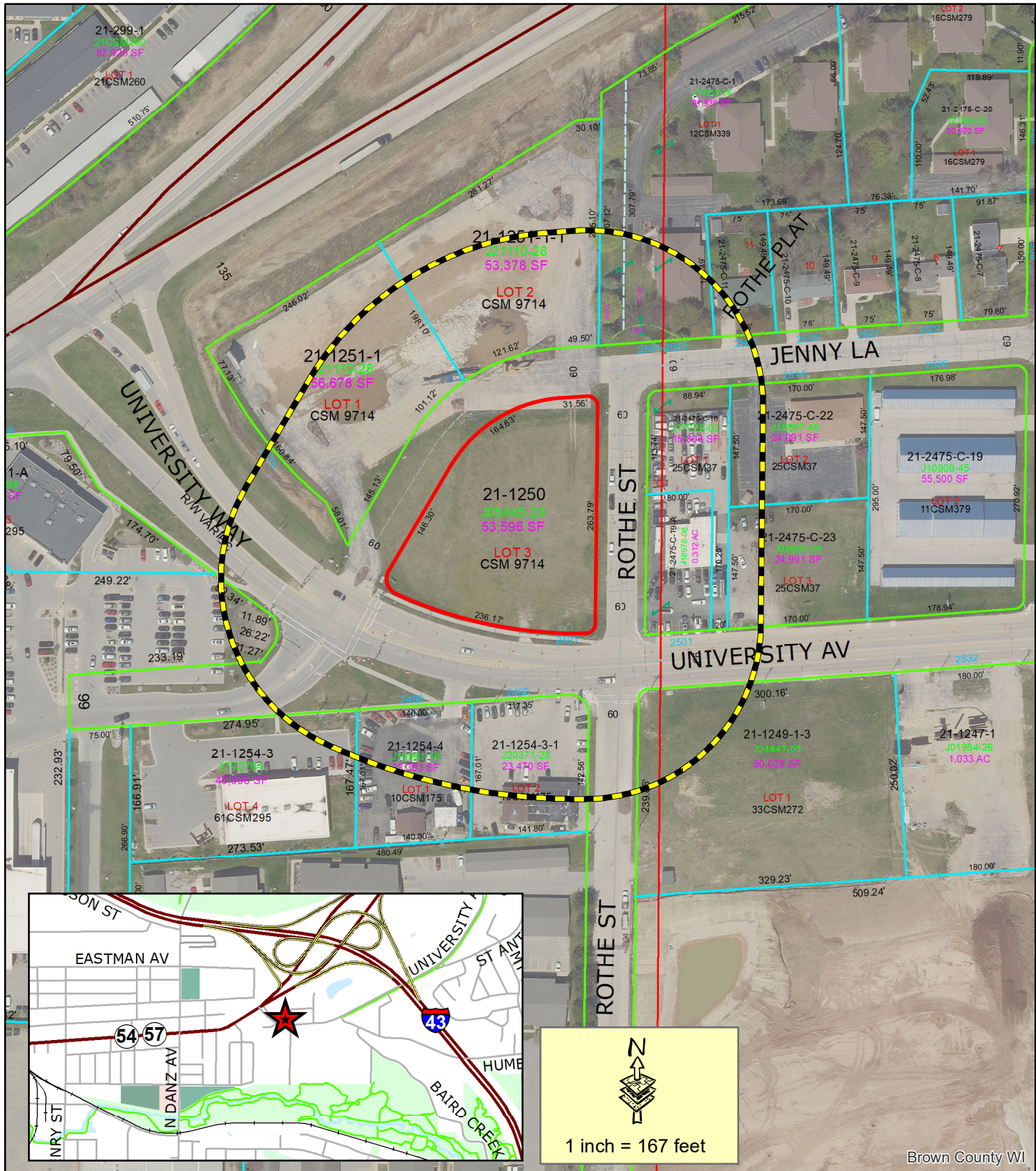
APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

dam
Attachment – Map





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # P.I

To approve the Microsoft annual renewal from CDW.gov for a total of \$364,578.41 funded by the general fund operating budget.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request 9-24-2024 Microsoft Tru Up



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

Phone 920.448.3047
Fax 920.448.3050

9/23/2024

Finance Committee 9/24/2024.

Consideration and possible action to approve Microsoft Annual Tru-Up for Citywide Users. This is a annual renewal from CDW.Gov which includes the Municipal City Discount. Total for this years Quote PBDW881 is \$364,578.41.

Funding Source: Annual Operating Budget

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

DAVE WILQUET,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PBDW881	8/7/2024	ANNUAL PAYMENT	4008207	\$364,578.41

IMPORTANT - PLEASE READ

Special Instructions: ANNUAL PAYMENT DUE 10/1/24
EA 6842696
TERMS 10/1/2024 9/30/2025

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MS EA DEFENDER O365 P1 GCC P U Mfg. Part#: 3GU-00001-12-SLG TERMS 10/1/2024 9/30/2025 Electronic distribution - NO MEDIA Contract: MARKET	850	4400962	\$18.90	\$16,065.00
MS EA DEFENDER O365 P1 GCC P U Mfg. Part#: 3GU-00001-12-SLG TERMS 10/1/2024 9/30/2025 Electronic distribution - NO MEDIA Contract: MARKET	50	4400962	\$18.90	\$945.00
MS EA DEFENDER O365 P1 GCC P U Mfg. Part#: 3GU-00001-12-SLG TERMS 10/1/2024 9/30/2025 Electronic distribution - NO MEDIA Contract: MARKET	50	4400962	\$18.90	\$945.00
Microsoft Windows Azure - prepayment - 1 license Mfg. Part#: 6QK-00001-12-SLG TERMS 10/1/2024 9/30/2025 Electronic distribution - NO MEDIA Contract: MARKET	2	3049576	\$1,200.00	\$2,400.00
MS EA PROJECT P3 GCC P USER Mfg. Part#: 7MS-00001-12-SLG TERMS 10/1/2024 9/30/2025 Electronic distribution - NO MEDIA Contract: MARKET	2	4381361	\$282.74	\$565.48
Microsoft SQL Server Standard Core Edition - software assurance - 2 cores	5	2716749	\$607.95	\$3,039.75

QUOTE DETAILS (CONT.)

Mfg. Part#: 7NQ-00292-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

MS EA WIN SVR DCCORE SA MVL

32

4354663

\$130.54

\$4,177.28

Mfg. Part#: 9EA-00278-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Power BI Premium USL Add-on - subscription license - 1 license

20

6554879

\$94.25

\$1,885.00

Mfg. Part#: 9IM-00003-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Power BI Premium USL Add-on - subscription license - 1 license

4

6554879

\$94.25

\$377.00

Mfg. Part#: 9IM-00003-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft M365 G3 Unified FSA GCC Subscription License Per User

700

5489071

\$332.89

\$233,023.00

Mfg. Part#: AAD-34700-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft M365 G3 Unified FUSL GCC Subscription License Per User

150

5489074

\$390.22

\$58,533.00

Mfg. Part#: AAD-34704-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft M365 G3 Unified FUSL GCC Subscription License Per User

50

5489074

\$390.22

\$19,511.00

Mfg. Part#: AAD-34704-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft M365 G3 Unified FUSL GCC Subscription License Per User

50

5489074

\$390.22

\$19,511.00

Mfg. Part#: AAD-34704-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

MS EA POWER BI PRO GCC P USER

20

4385631

\$94.12

\$1,882.40

Mfg. Part#: DDJ-00001-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

MS EA POWER BI PRO GCC P USER

2

4385631

\$94.12

\$188.24

Mfg. Part#: DDJ-00001-12-SLG

TERMS 10/1/2024 9/30/2025

Electronic distribution - NO MEDIA

Contract: MARKET

QUOTE DETAILS (CONT.)				
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MS EA POWER BI PRO GCC P USER	2	4385631	\$94.12	\$188.24
Mfg. Part#: DDJ-00001-12-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				
Microsoft SharePoint Server - software assurance - 1 server	1	2026956	\$1,268.06	\$1,268.06
Mfg. Part#: H04-00268-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				
Microsoft Enterprise Mobility + Security E5 Full - step-up subscription lic	1	5378401	\$73.96	\$73.96
Mfg. Part#: MQY-00002-12-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				
Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic	850	6976615	\$0.00	\$0.00
Mfg. Part#: NYH-00001-12-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				
Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic	50	6976615	\$0.00	\$0.00
Mfg. Part#: NYH-00001-12-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				
Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic	50	6976615	\$0.00	\$0.00
Mfg. Part#: NYH-00001-12-SLG				
TERMS 10/1/2024 9/30/2025				
Electronic distribution - NO MEDIA				
Contract: MARKET				

		SUBTOTAL	\$364,578.41
		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$364,578.41
PURCHASER BILLING INFO		DELIVER TO	
Billing Address: DAVE WILQUET CITY OF GREEN B 100 N JEFFERSON ST GREEN BAY, WI 54301-5006 Phone: (920) 448-3427 Payment Terms: VISA		Shipping Address: CITY OF GREEN BAY ATTN:MIKE HRONEK 100 N JEFFERSON ST GREEN BAY, WI 54301-5006 Phone: (920) 448-3427 Shipping Method: ELECTRONIC DISTRIBUTION	
		Please remit payments to:	
		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	



Sales Contact Info

Amanda Fischer (Government Sales) | (877) 213-7831 | amanfis@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$364,578.41	\$10,317.57/Month	\$364,578.41	\$11,863.38/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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For more information, contact a CDW account manager.

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Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # P.2

To approve the purchase and installation of Verkada Security System for the Police department evidence building for up to \$100,000, funded by 2023 borrowed dollars.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request Police Security System Evidence Building - Verkada 9-24-2024



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

Phone 920.448.3047
Fax 920.448.3050

5/23/2024

Finance Committee 6/4/2024.

Consideration and possible action to approve the Purchase and Install of a Verkada Security System for the Green Bay Police Department Evidence Building. Cost is split out accordingly Access Control \$44,845.62, Cabling \$26,837.94 and Maintenance and Service and Licensing will not exceed \$28,316.44 for a total cost not to exceed \$100,000.00.

This was a Contract Purchase through (TIPS) The InterLocal Purchasing System # 220105

Funding Source: This project will be funded out of 2023 Bonded Money from Account Number: 423300-55140-27331

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement
Manager City of
Green Bay

Green Bay Police Department

Approved 2023 Bonded Funds

Requisition #232

GBPD Contact for this Requisition: Captain Andy Opperman @ 0912

Purchase request: Day Street Facility Alarm System

Cost: Approximate: \$100,000 (Approved 2023 Bonded Funds)

Account Number: 423300-55140-27331

Created and released/approved by Rick Jurkanis on 9/11/24

Please get quotes/bids for the alarm system at the Day Street Facility. Attached are quotes from Heartland Business Systems received by Captain Andy Opperman with the specifications needed.

Rick Jurkanis

From: Andy Opperman
Sent: Friday, August 23, 2024 11:32 AM
To: Rick Jurkanis; Shannon Seymer-Tabaska
Subject: Day st quotes
Attachments: Heartland_Business_Systems.335260.v6.35 August quote (2).pdf;
Heartland_Business_Systems.339042.v4.25 August Quote (3).pdf

Rick attached are the two quotes from Heartland. These quotes are both for the main Day Street Building but are broken up because my understanding is they wanted to move a lot alarming/securing the SWAT porting of the building first. These quotes have been updated as the previous ones expired in May. The only difference I see is a 20-30 dollar bump in the cost of some cabling and two of the license options went from 10yr to 5yr. My understanding is we have the option to move those licenses back to a 10 year or change them to a 1,3 or 5 year. This will obviously affect the cost. The two licenses are for an environmental sensor and one for access control to a door. The different cost options are listed in the Optional licensing in the quote. Currently with the 5 year license quote the break down is below. Can you please work with purchasing. Thanks Andy

\$25,895.99 for the SWAT area of the building.
\$72,034.56 for the rest of the building.
\$97,930.55 Total



Andy Opperman
Investigations Captain
Green Bay Police Department
920.448.0912 | andy.opperman@greenbaywi.gov

Statement of Work

City of Green Bay

Department of Public Works Verkada Alarms, Access Control

SOW Prepared By:

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Project Overview

This Statement of Work (“SOW”) reflects the services and material to be provided by Heartland Business Systems, LLC, (hereinafter referred to as “HBS”) for City of Green Bay (hereinafter referred to as “Customer Abv.” or “Customer”).

Onsite and remote work completed by HBS and general Contractor

Electronic Access Control: Verkada

- Purpose:
- All locking hardware to be provided and installed by General Contractor
 - Exterior Door Control – 5 Doors
 - All exterior doors to be access controlled with reader and electric locking hardware
 - Door Monitoring – 7 Doors
 - Overhead Doors to be monitored by Door Position sensors
 - Interior Door Control – 7 Doors
 - Access Controlled doors with electric locking hardware and card readers
 - Interior Door Control dual authentication
 - Keypad reader to be installed 2nd floor for dual authentication into fenced in areas

Building Alarms: Verkada

- Purpose:
 - Motion monitoring for 3 selected zones to be armed/disarmed from keypad locations noted on placement drawing
- Features Discussed:
 - Motion monitoring setup for 3 zones, will be covered using general coverage using motion sensors.
 - Water detection sensors to be setup in main storage areas noted on placement drawing.

Project Scope

HBS will provide the following services (hereinafter referred to as the “Scope”):

In Scope

- Installation of Access Control System with 20 doors
 - 13 Reader doors
 - 7 Monitored Doors
- Installation of Alarm Monitoring System
 - 3 alarm consoles to arm/disarm zones
 - Water Detection in 5 Locations
 - Motion Sensors in 3 zones, 11 PIR motion detectors
- Project Management
- Database design meeting
- Vertical conduit stubs and back boxes



- Provide, install, terminate, and test yellow CAT6 data cable
- Provide patch panel(s)
- Provide patch cable(s)
- Provide, install, and terminate electronic access control cables
- Provide, install, terminate, and test devices on attached quote
- Database and device programming
- Administrative and user training
- Provide as-build PDF following signed Project Closure letter returned to HBS Project Manager

Out of Scope

- EAC locking hardware on doors
- Provide database information
 - Naming conventions
 - User database & permissions
 - SMTP
- Database and device programming
 - Active Directory programming
- Rackspace Available
- Wall space available
- Network configuration
- Network switch port(s)
- High voltage electric work (receptacles or circuits)
- Repairs and troubleshooting of existing equipment
- Local and/or State permits and inspections
- Equipment and trash disposal
- Any work or material not specifically identified in this document is not included in this Agreement. The out-of-scope items shall include the following: Deployment of any additional equipment not specifically listed in this SOW or Quote for the project.

Additional Requirements and Conditions

- HBS and Customer will both ensure that adequate resources, for which each respective party is responsible, are available when needed throughout the duration of this engagement. The timely completion of this engagement will depend on the availability of the necessary Customer personnel.
- The timely completion of this engagement will also depend on the availability and delivery of the product(s) associated with this SOW from other vendors.
- Any potential dependencies discovered prior to or during implementation will be communicated to Customer and HBS to determine impact to the timing, scope and pricing for the project, and the parties shall utilize the Change Order process as necessary.

Customer Responsibilities

Site and System(s) Readiness

The items listed below shall be the responsibility of the customer:



- Completed prior to installation team arriving onsite
 - o Assign single point of contact
 - o Database design packet returned to HBS project manager
 - o Network configuration completed
 - o Network switch ports identified
 - o 120VAC electrical receptacle(s)
 - o Repairs to existing equipment as needed

Working Conditions and Access

The items listed below shall apply to the extent applicable:

- Customer will provide a Single Point of Contact with decision making ability to interface with HBS. This person is responsible for signing off on Scope of Work and Change Order documents throughout the project.
- Customer will provide Subject Matter Experts (SMEs) when required by project personnel and/or project activities. If delays in the project timeline are a result of delayed access to SME personnel or any other Customer delays, Customer may be subject to additional charges.
- Customer will provide HBS with access, including all password and logins, to required existing network or system assets listed in the scope.
- Customer will provide HBS with proper access and workspace areas at Customer locations that includes internet, physical and remote access to in scope infrastructure or systems.
- Customer will allow the HBS engineer to connect their computer to Customer network in order to perform their duties. HBS will allow Customer to examine said notebook for current anti-virus software, if needed.
- Customer will allow HBS unescorted access to computer rooms, equipment closets and the general facility. If unescorted access is not available, Customer shall assign access levels appropriately and coordinate escorts.
- Customer will provide adequate access and credentials required for the assessment of all components or systems listed in the scope.
- Customer will provide remote access prior to, and throughout, the project if required.
- Customer will have working Internet access available where the work will be performed.
- Customer is responsible for resolving problems outside the SOW that are beyond the control of HBS. These shall include but not be limited to software/firmware bugs, vendor engineering support cases, hardware failures, telecommunication circuits, server issues, desktop issues, the acts or omissions of any third party, or any other occurrence not caused by HBS. HBS can assist with these out-of-scope issues through the Change Order process or on a time and materials basis.

Testing, Notification and Change Control

- Customer will provide advanced notification of any network outages or changes during the implementation period.
- Customer will assist with the creation of and perform user acceptance testing and post-migration end-point validations.
- HBS and Customer will provide 48-hour notification of any schedule changes.
- Customer will assist with the design, testing and validation of the project Deliverables .
- Customer and HBS agree that work shall progress when Customer staff is not available to participate.

Milestones

The project milestones below are utilized to track progress against the Project Plan.



Milestone
Implementation Team Introduction
Database Design Meeting
Cabling and Conduit Rough-in and Termination
System Programming
IP Camera Installation
Electronic Access Control Installation
Guest Management Installation
Alarms Initialization
Administrative and User Training
Signed Project Closure letter returned to HBS Project Manager

Deliverables

The following are the deliverables HBS will provide to Customer (hereinafter referred to as “Deliverables”) for this project:

Any change to the Deliverables listed below will require a Change Order.

#	Deliverables
1	Database design document
2	systems installed and programmed
3	As-built PDF

Fixed Fee Pricing

This SOW is fixed fee. Any additional work required under a Change Order will also be billed to City of Green Bay

Service and equipment identified in this SOW do not include any taxes that may be applicable. Any such taxes shall be specified on an invoice as a separate line item.

City of Green Bay agrees to compensate HBS for providing the Deliverables as stated in the attached Quote.

Project Completion

Project will be complete when all Deliverables have been provided to Customer.

Customer will have seven (7) business days to review the Deliverables for the project. If HBS does not receive a written notice of rejection describing the basis for rejection within this period, the Deliverables will be considered accepted.

After the completion of the project, support may be obtained by contacting the HBS Account Manager. Support will be billed at an agreed upon rate for services rendered.



Change Management

Additional products and services beyond the In-Scope deliverables listed above are considered out of scope and require a Change Order executed by the parties before any such work can be performed. Any additions, deletions, or modifications to the Agreement, regardless of change to project value, require a Change Order.

Terms

Binding Agreement. This SOW describes the professional services and/or products, and results to be provided by HBS. Upon execution, this SOW shall be contractually binding on the parties. The HBS Standard Terms and Conditions are also made part of this Agreement.

Order of Precedence. Any ambiguity or inconsistency between or among the statements of this SOW and the Standard Terms and Conditions shall be resolved by giving priority and precedence in the following order:

- Statement of Work
- Standard Terms and Conditions

Work Hours. All professional services work will be completed during the normal business hours of 8:00 am – 5:00 pm Monday - Friday Central Time. Any work occurring after 5:00 pm or before 8:00 am or on weekends is subject to a bill rate of 1.5 times the normal rate, unless the parties agree otherwise in writing.

General. No other promises have been made related to this SOW except for those stated in this SOW. This SOW supersedes all other agreements or promises related to this project and SOW. HBS shall not be responsible for any delay caused by the Customer or its vendors or contractors, equipment or shipping delays, or any other occurrence not caused by HBS.

Confidentiality. Each party may have access to confidential information concerning the methodologies, pricing, and business practices of the other. Neither party shall make any use of such information of the other party except in connection with the exercise of its rights and responsibilities under this SOW.

DPW Verkada

Quote #335260 v6



Prepared For:

City of Green Bay

 Dave Wilquet
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 Green Bay, WI 54301

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Prepared By:

Heartland Business Systems

 Rich Roehrick
 1700 Stephen Street
 Little Chute, WI 54140

P: 9208107223

E: rroehrick@hbs.net

Date Issued:

09.16.2024

Expires:

08.31.2024

Environmental Sensors (Budgetary)		* Optional	Price	Qty	Ext. Price
SV21-HW	Verkada SV21 Air Quality Sensor Hardware		\$554.09	1	\$554.09
LIC-SV-5Y	5-Year SV License		\$791.89	1	\$791.89
HBS-CABLERUN-PRODUCT	Cable Run Parts		\$140.00	1	\$140.00
HBS-MISC-CABLING	Miscellaneous Expenses		\$200.00	1	\$200.00
HBS-FF-PROJECT	Fixed Fee Project Cable run mounting and configuration		\$1,200.00	1	\$1,200.00
* Optional Subtotal					\$2,885.98

Access Control		Price	Qty	Ext. Price
AC62-HW	IP Door Controller - 16 Door - 2 Aux	\$4,200.43	1	\$4,200.43
ACC-BAT-18AH	IP Door Controller Accessory - Battery - 12VDC - 18AH	\$554.09	1	\$554.09
AD33-HW	Card Reader - Wall Mount - OSDP	\$276.65	12	\$3,319.80
40KNKS-00-000000	HIDSigno40k - Card Reader - Wall Mount - W/Keypad - Weigand/OSDP - Mobile Ready - Pigtail	\$429.38	1	\$429.38
180-12WG-G	Door Position Switch - 3/4in. Recess Mount - Wide Gap - Terminal Connection - Grey	\$6.83	11	\$75.13
ISN-C66	Door Position Switch - Overhead Door - Track Mount	\$24.02	5	\$120.10
WB200	Waterbug water detection sensor - Winland electronics	\$77.12	4	\$308.48
BC82-HW	Verkada Alarm Console	\$1,188.23	3	\$3,564.69
BR11-HW	Verkada Wired Motion Sensor	\$78.48	11	\$863.28
LIC-AC-5Y	License - Door - 5 Year	\$791.89	16	\$12,670.24
HBS-MISC-CABLING	Miscellaneous Expenses	\$2,000.00	1	\$2,000.00
HBS-FF-PROJECT	Fixed Fee Project	\$16,740.00	1	\$16,740.00
Subtotal				\$44,845.62

Optional Licensing	Price	Qty	Ext. Price
Optional Environmental Sensors Licensing			

Optional Licensing		Price	Qty	Ext. Price
LIC-SV-1Y	1-Year SV Sensor License	\$197.38	1*	\$197.38
LIC-SV-3Y	3-Year SV Sensor License	\$474.82	1*	\$474.82
LIC-SV-10Y	10-Year SV Sensor License	\$1,584.57	1*	\$1,584.57
Optional Access Control Licensing				
LIC-AC-1Y	License - Access Control - 1 Year	\$197.38	16*	\$3,158.08
LIC-AC-3Y	License - Access Control - 3 Year	\$474.82	16*	\$7,597.12
LIC-AC-10Y	License - Access Control - 10 Year	\$1,584.57	16*	\$25,353.12
* Optional Subtotal				\$38,365.09

Cabling		Price	Qty	Ext. Price
S702790R1	Cable - Plenum - Composite - 22-3P Overall Shield - 18/4 - 22/2 - 22/4 - Yellow - 1000ft.	\$1,012.24	3	\$3,036.72
AL-2202C-2-2N-01-BX	Cable - Plenum - 22/2 - White - 1000ft.	\$112.83	3	\$338.49
AL-2204C-2-2N-01-BX	Cable - Plenum - 22/4 - White - 1000ft.	\$151.41	4	\$605.64
UN874034114/10	Cable - Plenum - CAT6 - Yellow - 1000ft.	\$352.38	1	\$352.38
760237783	Data Jack - Insert - Yellow	\$8.78	6	\$52.68
UC1BBB2-09F001	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 1 foot	\$9.13	6	\$54.78
UC1BBB2-09F005	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 5 feet	\$11.05	6	\$66.30
UC1BBB2-09F007	Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 7 feet	\$12.00	6	\$72.00
760248521	1 Port Surface Box - White	\$3.84	3	\$11.52
BCH32	Cable Path - J-Hook -2in.	\$7.80	50	\$390.00
600	Cable Path / Mounting Hardware - Beam Clamp - 50 Count	\$75.86	1	\$75.86
Lift Rental	30' scissor lift - 2 weeks	\$1,761.57	1	\$1,761.57
HBS-MISC-CABLING	Miscellaneous Expenses	\$500.00	1	\$500.00
HBS-FF-PROJECT	Fixed Fee Project	\$19,520.00	1	\$19,520.00
Subtotal				\$26,837.94

Shipping		Price	Qty	Ext. Price
HBS-SHIPPING-PO	Estimated Shipping	\$351.00	1	\$351.00
Subtotal				\$351.00

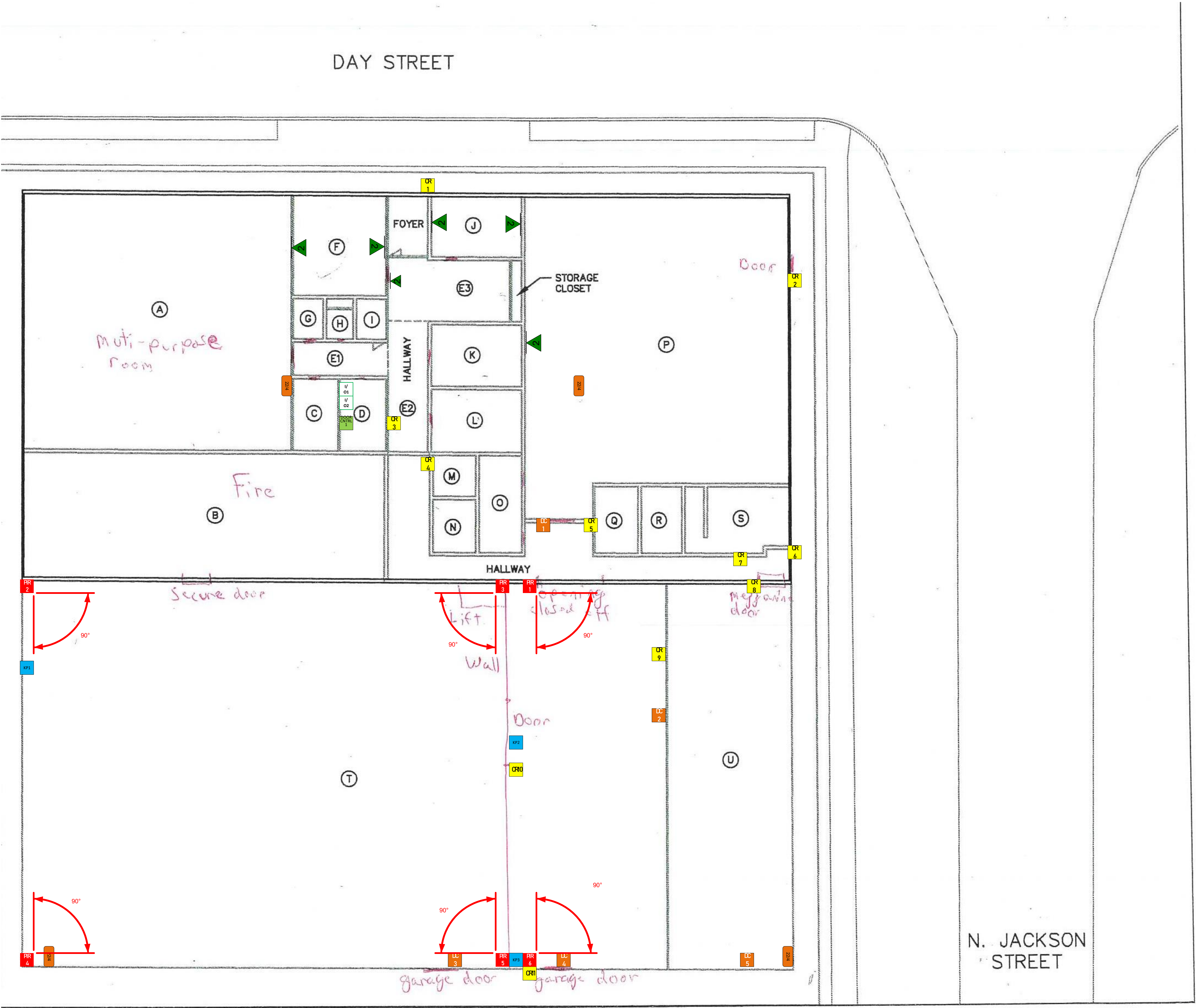
TIPS Contract

TIPS Contract # 220105

Quote Summary		Amount
Access Control		\$44,845.62
Cabling		\$26,837.94
Subtotal:		\$71,683.56
Shipping:		\$351.00
Total:		\$72,034.56
*Optional Expenses		One-Time
Environmental Sensors (Budgetary)		\$2,885.98
Optional Licensing		\$38,365.09

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns, cancellations or order changes are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. Customer may issue a purchase order for administrative purposes only. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2020.v1.0 or later, or the parties have executed a current master services agreement, the signed agreement shall control over the version on the website. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. Customer shall ensure that all invoices are timely paid as stated in Section 2 of the ST&Cs, regardless of whether Customer has a financing or leasing company or other third-party issue the purchase order. In the event that a third-party issues the purchase order, Customer shall be required to sign this Quote for purposes of approving the order. QT.2023.v3.0

Acceptance			
Heartland Business Systems		City of Green Bay	
<i>Rich Roehrick</i>			
Rich Roehrick			
Signature / Name		Signature / Name	Initials
09/16/2024			
Date		Date	



"Applied Solutions through Advanced Technology"

1700 Stephen Street • Little Chute • WI 54140
1-800-236-7914 • Fax: 920-788-7739

Prepared for:

City of Green Bay DPW

SALES CONSULTANT

Rich Roehrick

SYSTEM ENGINEER

David Ihlenfeldt

PAGE

3 of 3

PAGE NAME

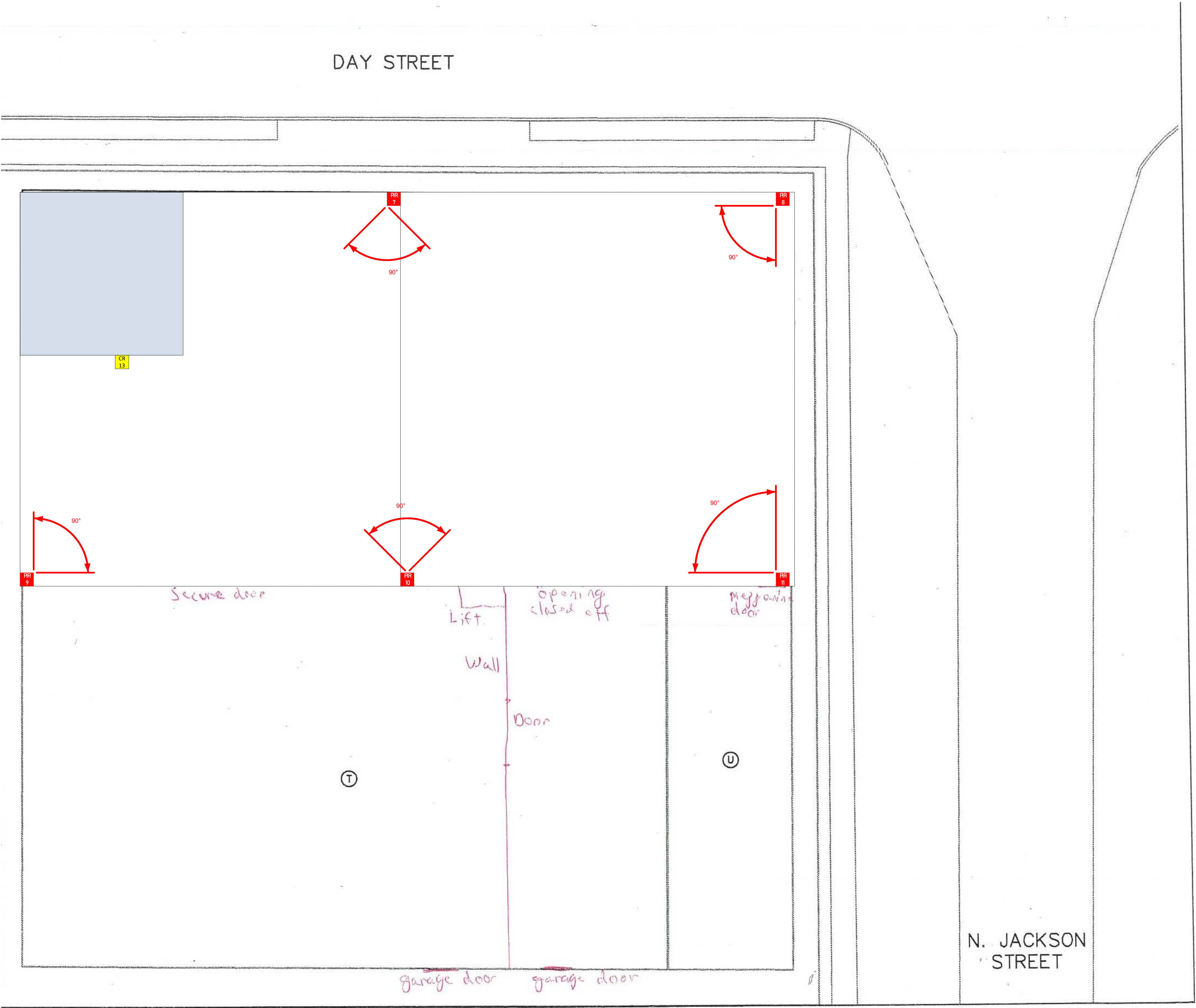
DPW

CREATION DATE

4/30/2024

REVISION DATE

4/30/2024



"Applied Solutions through Advanced Technology"

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Prepared for:

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SALES CONSULTANT

Rich Roehrick

SYSTEM ENGINEER

David Ihlenfeldt

PAGE

3 of 3

PAGE NAME

DPW-2nd Floor

CREATION DATE

4/30/2024

REVISION DATE

4/30/2024



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1-800-236-7914 • Fax: 920-788-7739

Prepared for:

City of Green Bay DPW

		PAGE	3 of 3
SALES CONSULTANT	Rich Roehrick	PAGE NAME	DPW-Overview
SYSTEM ENGINEER	David Ihlenfeldt	CREATION DATE	4/30/2024
		REVISION DATE	4/30/2024



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # P.3

To approve the revised Grant Administration Policy.

BACKGROUND

Attached is the redline version of the Grant Policy. The changes are bolded and underlined.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Draft Grant Administrative Policy (Redline Version)



CITY OF GREEN BAY GRANT ADMINISTRATION POLICY

CITY OF GREEN BAY GRANT ADMINISTRATION POLICY	
Title: Grant Administration Policy	Policy Reference: Chapter 15
Policy Source: Finance Department	Legal Review Date:
Finance Committee Approval:	City Council Approval:

I. PURPOSE

To establish a common procedure for all City of Green Bay departments when both applying and accounting for any type of grant funding. Focus criteria includes: 1) solicitation of funds for programs that are consistent with the goals of the City; 2) administration of grant funds awarded in the most efficient manner (including annual audit, single audit, and grant specific compliance requirements); and 3) regular evaluation of the performance of the program(s) receiving funding.

This policy is necessary for the City of Green Bay to comply with the guidelines set out by the US Office Management and Budget “Super-circular.”

II. DEFINITIONS

Governmental grant refers to external funding from a State or Federal agency usually awarded through a competitive application process for use for a specific purpose within a specified period of time. Grants include written agreements enforceable by law pursuant to which the funds are revocable if certain conditions are not met. The funds are usually disclosed in the City of Green Bay’s annual audit.

Local match refers to a specific amount of funding or goods/services (“in kind”) equivalent required from a grantee in order to be awarded a grant. Generally, a local match is equal to or less than the awarded amount and is meant to show commitment from the grantee.

Subrecipients, as used in this policy, has the meaning ascribed in 2 CFR § 200.331. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

1. Determines who is eligible to receive what Federal assistance;
2. Has its performance measured in relation to whether objectives of a Federal program were met;
3. Has responsibility for programmatic decision-making;
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

III. POLICY

This policy establishes procedures addressing the content, accounting, and compliance responsibilities associated with each grant, in addition to procedures for acceptance and ongoing administration of awarded funds until grant close-out. The policy pertains to all agencies, departments, and offices of the City, and those committees, boards, and commissions that manage or operate other City properties, installations, or activities, unless otherwise provided by statute.

IV. GOVERNMENTAL GRANTS

A. APPLICATION PROCEDURES

1. Grant Administration/Notification

Notification of grant applications must be sent to the Finance Department via electronic submission of *Part #1: Grant Tracking Form* (attached). This form addresses the following review criteria:

- a) Consistency with City/department needs;
- b) Local match requirements and/or other budget impacts;
- c) Personnel requirements to implement objectives of the grant;
- d) Identification of responsible staff for program compliance and fiscal monitoring;
 - i. **At the discretion of the department director, administrative costs are to be included in the grant application when practical.**
- e) Applicant Department Director; and
- f) Finance Department notification.

2. Personnel Committee Notification/Approval and Common Council Approval

Personnel Committee and Common Council notification prior to grant application will be required only if personnel will need to be added to the table of organization.

3. Criteria for Applications Involving Outside Subrecipient Agencies

For grants where the City is a pass-through agency of funding being distributed to subrecipients, it is pertinent that the City examine the capability of the potential subrecipients. Thus, if an agency that has not previously received grant funds from the City of Green Bay expresses interest in participating in one of our grant funding sources, that agency will be subject to a screening conducted by a Finance Department representative and staff directly involved in implementation and spend down of associated grant funds. The screening will involve:

- a) Examination of Agency Documents. The agency seeking to become a subrecipient will be asked to submit the following items to the City for review and verification:
 - i. Federal Tax Identification Number.
 - ii. Articles of Incorporation/Bylaws and Mission Statement.
 - iii. Administrative Structure Chart.
 - iv. Board of Directors/Officers Roster.
 - v. Agency Budget/Financial Statements (from previous fiscal year).

- b) Interview of Potential Subrecipient. A panel consisting of a Finance Department representative and others directly associated with administration of the grant may conduct an interview with agency representative(s) to address both general agency capacity and appropriateness of activities planned to be accomplished with grant funds if they are awarded.

Upon completion of this screening, the interview panel will make a recommendation related to the capacity and appropriateness of the agency to carry out activities funded under the grant sought. This recommendation, along with the *Part #1: Grant Tracking Form*, will be submitted to the appropriate committee as an action item by the applying department.

B. GRANT ACCEPTANCE PROCEDURES

1. Grant Administration/Finance Department Notification

Upon notification that the applicant department was successful in obtaining grant funding, they shall electronically submit the following to the Finance Department:

- a) *Part #2: Grant Tracking Form* (attached).
- b) Award Notification Letter from the Grantor/Funder including grant agreement (to determine if single audit regulations will apply).
- c) Budget Amendment Form OR Budget Page Reference for the grant (to show that a budget amendment is not needed).

2. Committee Notification/Approval and Common Council Approval

All new grants awarded to the City must be presented to the department's appropriate committee along with its budget for approval before a grant agreement is executed. At the time of such presentation, the Grant Tracking Form shall be included as an attachment to the action item on the meeting agenda. Applicable budget adjustments will be placed on the Finance Committee Agenda at the same time. **If allowed under the grant, administrative costs are to be recouped when practical and should be reflected in the presentation.**

Following initial approval, recurring annual grants do not need to be re-approved unless changes to the grant have increased the workload responsibility resulting in an addition of staff or funding exceeding \$100,000. However, the grant recipient must still provide notice to the Finance Department as required in this section, including a Grant Tracking Form.

C. GRANT TERM RESPONSIBILITIES

1. Grantee Department Financial and Reporting Responsibilities

The grantee department maintains full responsibility for fully reading and understanding the requirements of the grant contract, meeting deadlines, and complying with grant program requirements. The grantee department will likewise be responsible for maintaining the following documents in a single grant file:

- 1. Original Grant Application.

2. Copy of Executed Grant Contract/Agreement with Original filed in Clerk's Office.
3. Payment Requests/Activity Reports Provided to the Grantor/Funder.
4. Documentation of Grant Amendments.
5. Any other pertinent documentation relevant to the administration of the grant, including period extensions, amount changes, or any other amended terms or other performance standards required to meet the grants objective.

The grantee department must be prepared to share this file with the Finance Department as requested for internal monitoring as well as during external financial and single audits and any regulatory inquiries or investigations.

For reimbursement grants, the grantee department will be expected to submit payment requests to the granting agency with a copy provided to the Finance Department. Departments will be responsible for maintaining documentation supporting all reimbursement requests. The Finance Department can assist with reimbursement requests if needed. Reimbursement should be requested in a timely manner but no later than forty-five (45) days from the date the expense is incurred. The grantee department must also notify the Finance Department when a grant payment is to be received.

2. Financial and Program Reporting Reviews

a) Financial Review:

- i. On an on-going basis, the grantee department will monitor the accuracy of expenditures, and grant expenditure/financial reporting requirements.
- ii. The Finance Department may perform random audits throughout the grant term to ensure City compliance with grant and/or single audit requirements.

b) Program Review:

- i. On an on-going basis, the grantee department and a Finance Department designee will monitor activity related to meeting objectives/requirements of the grant.

Any financial, program, and/or performance issues identified will be brought to the attention of the grantee department head for discussion and deficiencies will be reported to the Mayor and Finance Director.

3. Procurement

Any procurement activities that will take place as part of a grant award shall follow all City purchasing policies and procedures. If the procurement requirements of a grant are stricter than those of the City of Green Bay, those requirements must be followed. Grantee departments are encouraged to consult with the Purchasing Manager in Administrative Services. If a grant funds the purchase of IS-related equipment or software, the IT Administrator shall be contacted immediately to ensure the items are compatible with the City's IT infrastructure.

If assets will be purchased with grant funding and the value is \$5,000 or more, refer to the Capital Asset Policy for required reporting to Finance Department.

4. Grant-Funded Staff

If grant funds will be used to hire personnel, the grantee department must contact the Human Resources Department to determine employee status and to start the selection process. Any person hired to fill a grant-funded position is subject to all applicable City policies.

D. SPECIAL SITUATIONS/CIRCUMSTANCES

1. Unsolicited Grant Funds

If a City department is offered unsolicited grant funding without having to participate in an application process, and said grant exceeds \$10,000, the recipient department must follow the instructions in Section IV.B., Grant Acceptance Procedures, and follow all City purchasing policies and procedures.

2. Items Received in Lieu of Grant Funds (Donations)

For donated items or in-kind services (i.e., materials/equipment) with a market value in excess of \$10,000, the Finance Department must assess whether there are any compliance items to monitor or any single audit implications. Accordingly, the recipient department shall informationally notify its appropriate committee of said donation(s) and provide written documentation of the monetary value of the donation(s), as well as a related budget adjustment, to the Finance Department within thirty (30) days of receipt.

3. Critical Timing Issue

If a situation arises where the Grant Administration Policy will not accommodate the timeframe in which to apply or accept a grant, the Finance Director, Mayor, and department director responsible for the grant can expedite the process and/or acquire the appropriate authorization in order to apply for or accept a grant, provided that the grant in question does not require a local match. Critical Timing Issue utilization will be monitored, however, and may not be used as a method to avoid compliance with the intent of the Grants Administration Policy. Any decisions made will be reported out to the Finance Committee at the next available meeting.

V. NON-GOVERNMENTAL GRANTS

A. APPLICATION PROCEDURES

1. Grant Administration/Notification

Notification of grant applications must be sent to the Finance Department via electronic submission of *Part #1: Grant Tracking Form* (attached). This form addresses the following review criteria:

- a) Consistency with City/department needs;
- b) Local match requirements and/or other budget impacts;
- c) Personnel requirements to implement objectives of the grant;
- d) Identification of responsible staff for program compliance and fiscal monitoring;
- e) Applicant Department Director; and
- f) Finance Department notification.

2. Personnel Committee Notification/Approval and Common Council Approval

Personnel Committee and Common Council notification prior to grant application will be required only if personnel will need to be added to the table of organization.

3. Criteria for Applications Involving Outside Subrecipient Agencies

For grants where the City is a pass-through agency of funding being distributed to subrecipients, it is pertinent that the City examine the capability of the potential subrecipients. Thus, if an agency that has not previously received grant funds from the City of Green Bay expresses interest in participating in one of our grant funding sources, that agency will be subject to a screening conducted by a Finance Department representative and staff directly involved in implementation and spend down of associated grant funds. The screening will involve:

- c) Examination of Agency Documents. The agency seeking to become a subrecipient will be asked to submit the following items to the City for review and verification:
 - i. Federal Tax Identification Number.
 - ii. Articles of Incorporation/Bylaws and Mission Statement.
 - iii. Administrative Structure Chart.
 - iv. Board of Directors/Officers Roster.
 - v. Agency Budget/Financial Statements (from previous fiscal year).
- d) Interview of Potential Subrecipient. A panel consisting of a Finance Department representative and others directly associated with administration of the grant may conduct an interview with agency representative(s) to address both general agency capacity and appropriateness of activities planned to be accomplished with grant funds if they are awarded.

Upon completion of this screening, the interview panel will make a recommendation related to the capacity and appropriateness of the agency to carry out activities funded under the grant sought. This recommendation, along with the *Part #1: Grant Tracking Form*, will be submitted to the appropriate committee as an action item by the applying department.

B. GRANT ACCEPTANCE PROCEDURES

1. Grant Administration/Finance Department Notification

Upon notification that the applicant department was successful in obtaining grant funding, they shall electronically submit the following to the Finance Department:

- a) *Part #2: Grant Tracking Form* (attached).
- b) Award Notification Letter from the Grantor/Funder including grant agreement (to determine if single audit regulations will apply).
- c) Budget Amendment Form OR Budget Page Reference for the grant (to show that a budget amendment is not needed).

2. Committee Notification/Approval and Common Council Approval

All new grants awarded to the City must be presented to the department's appropriate committee along with its budget for approval before a grant agreement is executed. At the time of such presentation, the Grant Tracking Form shall be included as an attachment to the action item on the meeting agenda. Applicable budget adjustments will be placed on the Finance Committee Agenda at the same time.

Following initial approval, recurring annual grants do not need to be re-approved unless changes to the grant have increased the workload responsibility resulting in an addition of staff or funding exceeding \$100,000. However, the grant recipient must still provide notice to the Finance Department as required in this section, including a Grant Tracking Form.

C. GRANT TERM RESPONSIBILITIES

1. Grantee Department Financial and Reporting Responsibilities

The grantee department maintains full responsibility for fully reading and understanding the requirements of the grant contract, meeting deadlines, and complying with grant program requirements. The grantee department will likewise be responsible for maintaining the following documents in a single grant file:

6. Original Grant Application.
7. Copy of Executed Grant Contract/Agreement with Original filed in Clerk's Office.
8. Payment Requests/Activity Reports Provided to the Grantor/Funder.
9. Documentation of Grant Amendments.
10. Any other pertinent documentation relevant to the administration of the grant, including period extensions, amount changes, or any other amended terms or other performance standards required to meet the grants objective.

The grantee department must be prepared to share this file with the Finance Department as requested for internal monitoring as well as during external financial and single audits and any regulatory inquiries or investigations.

For reimbursement grants, the grantee department will be expected to submit payment requests to the granting agency with a copy provided to the Finance Department. Departments will be responsible for maintaining documentation supporting all reimbursement requests. The Finance Department can assist with reimbursement requests if needed. Reimbursement should be requested in a timely manner but no later than forty-five (45) days from the date the expense is incurred. The grantee department must also notify the Finance Department when a grant payment is to be received.

2. Financial and Program Reporting Reviews

c) Financial Review:

- i. On an on-going basis, the grantee department will monitor the accuracy of expenditures, and grant expenditure/financial reporting requirements.
- ii. The Finance Department may perform random audits throughout the grant term to ensure City compliance with grant and/or single audit requirements.

d) Program Review:

- i. On an on-going basis, the grantee department and a Finance Department designee will monitor activity related to meeting objectives/requirements of the grant.

Any financial, program, and/or performance issues identified will be brought to the attention of the grantee department head for discussion and deficiencies will be reported to the Mayor and Finance Director.

3. Procurement

Any procurement activities that will take place as part of a grant award shall follow all City purchasing policies and procedures. If the procurement requirements of a grant are stricter than those of the City of Green Bay, those requirements must be followed. Grantee departments are encouraged to consult with the Purchasing Manager in Administrative Services. If a grant funds the purchase of IS-related equipment or software, the IT Administrator shall be contacted immediately to ensure the items are compatible with the City's IT infrastructure.

If assets will be purchased with grant funding and the value is \$5,000 or more, refer to the Capital Asset Policy for required reporting to Finance Department.

D. SPECIAL SITUATIONS/CIRCUMSTANCES

1. Unsolicited Grant Funds

If a City department is offered unsolicited grant funding without having to participate in an application process, and said grant exceeds \$10,000, the recipient department must follow the instructions in Section IV.B., Grant Acceptance Procedures, and follow all City purchasing policies and procedures.

2. Items Received in Lieu of Grant Funds (Donations)

For donated items or in-kind services (i.e., materials/equipment) with a market value in excess of \$10,000, the Finance Department must assess whether there are any compliance items to monitor or any single audit implications. Accordingly, the recipient department shall informationally notify its appropriate committee of said donation(s) and provide written documentation of the monetary value of the donation(s), as well as a related budget adjustment, to the Finance Department within thirty (30) days of receipt.

3. Critical Timing Issue

If a situation arises where the Grant Administration Policy will not accommodate the timeframe in which to apply or accept a grant, the Finance Director, Mayor, and department director responsible for the grant can expedite the process and/or acquire the appropriate authorization in order to apply for or accept a grant, provided that the grant in question does not require a local match. Critical Timing Issue utilization will be monitored, however, and may not be used as a method to avoid compliance with the intent of the Grants Administration Policy. Any decisions made will be reported out to the Finance Committee at the next available meeting.

4. Limitation on Resources for Elections

No department may solicit any money, property, or services from an individual or nongovernmental entity for election-related expenses, including but not limited to voter education, voter outreach, or voter registration. This prohibition does not apply to soliciting such money, property, or services for purposes of compensating poll workers, purchasing equipment, or securing leases for polling locations.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # P.4

To approve the Claims Committee reports.

The Common Council may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Common Council 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

Approval of the report.

FISCAL IMPACT

ATTACHMENTS

1. Claims Committee Rpt August
2. Claims Committee Rpt July



Report to the
Ad Hoc Facilities Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

AGENDA ITEM # P.5

Ad Hoc Committee (August 20, 2024): To receive and place on file the approval purchase of parcels 11-210 (435 E Walnut), 11-206 (512 Cherry Street), 11-222 (503 E Walnut Street), and 13-128 (212 S Madison Street), for \$3.6 million, comprised of \$600,000 Whitney TID 20, \$300,000 unspent bonding, \$2.7m general fund balance, and options to purchase for \$1, subject to obtaining approved development agreements, for parcels 15-169 (501 S Washington Street), 3-876-1 (885 Shawano Avenue), and 6-475 (1634 6th Street) (option approved by RDA on August 13, 2024).

BACKGROUND

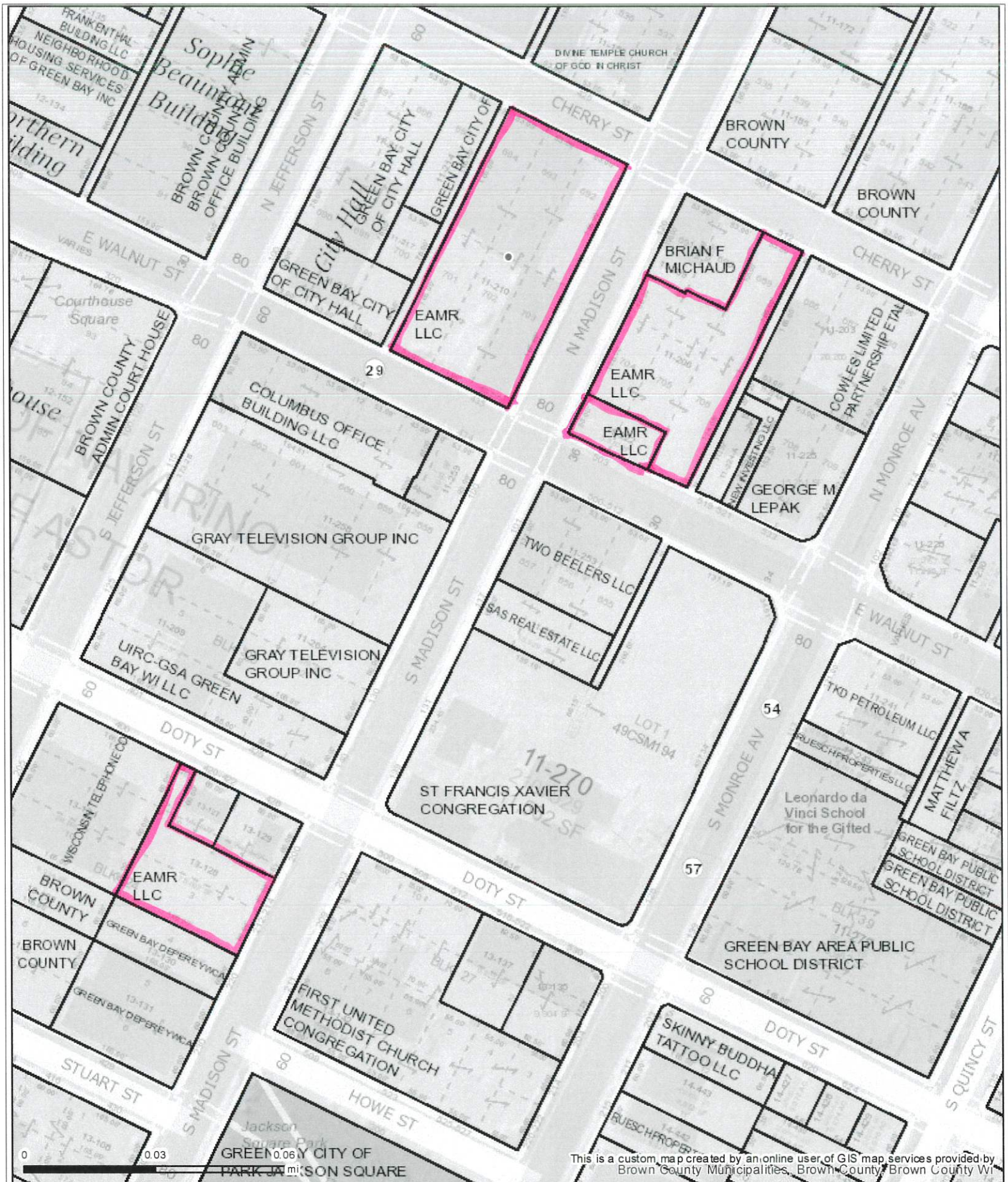
RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. EAMR Parcels



Part of Brown County WI

Map printed on 8/15/2024

1:1,800

1 inch = 150 feet*

1 inch = 0.0284 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

Parcel Boundary

Condominium

Gap or Overlap

"hooks" indicate
parcel ownership
crosses a line

Parcel line

Right of Way line

Meander line

Lines between deeds or lots

Historic Parcel Line

Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



(920) 448-6480

www.browncountywi.gov



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # Q.1

To approve accepting a \$2.4 million grant from the U.S. Environmental Protection Agency for the construction of Phase I shoreline improvements (Wildlife Viewing Platform and Shoreline Walk) at Bay Beach Amusement Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Grant Info
2. Bay Beach Amusement Park Image
3. Grant Tracking Form

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 00E03815	DATE OF AWARD
		MODIFICATION NUMBER: 0	09/13/2024
		PROGRAM CODE: GL	MAILING DATE
		TYPE OF ACTION	09/18/2024
		PAYMENT METHOD: ASAP	ACH# 50632
RECIPIENT TYPE: Municipal		Send Payment Request to: Contact EPA RTPFC at: rtpfc-grants@epa.gov	
RECIPIENT: CITY OF GREEN BAY 100 N. JEFFERSON STREET ROOM 105 GREEN BAY, WI 54301 EIN: 39-6005458		PAYEE: CITY OF GREEN BAY 100 N. JEFFERSON STREET ROOM 105 GREEN BAY, WI 54301	
PROJECT MANAGER Kaurie Mihm 100 N Jefferson St Green Bay, WI 54301 Email: kaurie.mihm@greenbaywi.gov Phone: 920-448-3382		EPA PROJECT OFFICER Victoria Raymond 77 W. Jackson Blvd, G-9J Chicago, IL 60604-3507 Email: Raymond.Victoria@epa.gov Phone: 312-886-7981	EPA GRANT SPECIALIST Jeffrey Reid Assistance Section, MA-10J 77 W. Jackson Blvd. Chicago, IL 60604-3507 Email: reid.jeffrey@epa.gov Phone: 312-886-3224
PROJECT TITLE AND DESCRIPTION Bay Beach Shoreline Improvements The agreement provides funding to the City of Green Bay. Specifically, the recipient will install a wildlife viewing platform and a shoreline walk at the Bay Beach Amusement Park within the Lower Green Bay and Fox River Area of Concern. Once installed, this project will address two Beneficial Use Impairments (BUIs) associated with Degraded Fish and Wildlife Populations, and Loss of Fish and Wildlife Habitat. The activities include selecting a contractor through a competitive bid process and building a wildlife viewing platform, shoreline walk with related retaining wall and fence. The anticipated deliverables include a quality assurance project plan, Section 106 cultural resource investigations work products, and the viewing platform and shoreline walk. The outcomes include enhanced recreation, learning opportunities, wildlife viewing, fishing opportunities, and waterfront access at the park and within the Bay. Intended beneficiaries are all those who live, recreate, or work in the Lower Green Bay and Fox River Area of Concern. No subawards are included in this assistance agreement.			
BUDGET PERIOD 10/01/2024 - 03/31/2027	PROJECT PERIOD 10/01/2024 - 03/31/2027	TOTAL BUDGET PERIOD COST \$ 2,400,000.00	TOTAL PROJECT PERIOD COST \$ 2,400,000.00
NOTICE OF AWARD Based on your Application dated 08/07/2024 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 2,400,000.00. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 2,400,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA, Region 5, U.S. EPA Region 5 Mail Code MCG10J 77 West Jackson Blvd. Chicago, IL 60604-3507		ORGANIZATION / ADDRESS U.S. EPA, Region 5, Great Lakes National Program Office R5 - Region 5 77 W. Jackson Blvd, G-9J. Chicago, IL 60604-3507	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official for Sheila Dolan - Branch Supervisor by Robert Fields - Award Official Delegate			DATE 09/13/2024

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$ 0
2. Fringe Benefits	\$ 0
3. Travel	\$ 0
4. Equipment	\$ 0
5. Supplies	\$ 0
6. Contractual	\$ 2,400,000
7. Construction	\$ 0
8. Other	\$ 0
9. Total Direct Charges	\$ 2,400,000
10. Indirect Costs: 0.00 % Base	\$ 0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$ 2,400,000
12. Total Approved Assistance Amount	\$ 2,400,000
13. Program Income	\$ 0
14. Total EPA Amount Awarded This Action	\$ 2,400,000
15. Total EPA Amount Awarded To Date	\$ 2,400,000



Bay Beach Amusement Park

Proposed Shoreline Improvements Rendering

Phase 1 Construction

Wildlife Viewing Platform (Pier) and Shoreline Walk.

- This EPA Grant will partially fund only Phase 1 Construction.

Phase 2 Construction

Sand Swimming Beach and Bathhouse

- Phase 2 construction is not included in this Grant Funding opportunity.
- Phase 2 construction will only occur if additional funding is secured.



GRANT TRACKING FORM

PART #1: Notification of Grant Funds

(emailto:PamelaMa@greenbaywi.gov)

APPLICANT DEPARTMENT: Parks, Recreation, and Forestry

DATE: 9/25/2024

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Kaurie Mihm/Park Planner

APPROPRIATE COMMITTEE: Parks Committee

NAME OF GRANT/FUNDING SOURCE: Bay Beach Shoreline Improvements/U.S. Environmental Protection Agency

AMOUNT OF GRANT REQUEST: \$2,400,000

LOCAL MATCH REQUIREMENT: \$2,100,000

SOURCE OF MATCH: ☐ General Fund ☒ Non-General Fund ☐ Not Applicable

TIMEFRAME OF GRANT: 10/1/2024 through 3/31/2027

TYPE OF GRANT REQUEST: ☒ Monetary ☐ Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): This grant will partially fund the construction of a Wildlife Viewing Platform and Shoreline Walk at Bay Beach Amusement Park.

How does the grant meet City/Department needs? This grant will allow the City to proceed with the implementation of the Phase 1 shoreline renovations, which have been in discussions since 2018.

What are the personnel requirements (include both existing and new staff) of the grant? This is a construction grant only. Existing staff will manage this grant as part of their regular project management tasks.

DEPARTMENT HEAD SIGNATURE:

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; emailto:PamelaMa@greenbaywi.gov)

AMOUNT OF GRANT AWARD: \$2,400,000

CFDA/STATE ID #: 39-6005458

LOCAL MATCH REQUIREMENT: \$2,100,000

Please describe the source of match, if applicable: \$200,000 will come from an already approved NRDA Grant. The remaining funds will come from 2018 bonding, specific to this project.

Please describe any major changes in proposed grant-funded activities: Not Applicable

Please describe what the grant money will be spent on: Construction of a wildlife viewing platform and shoreline walk

PART	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		FC - Info/Action	
#2: Request to Accept	Finance Dept		FC - Action	

FC = Finance Committee



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY**AGENDA ITEM # R.1**

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

- a. Truck Driver
- b. Sewer Maintenance Worker
- c. Mechanic
- d. Construction Manager

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

- 1. Personnel Committee Request to Fill Memo
- 2. Truck Driver - J. Garrison 09.11.24
- 3. Sewer Maintenance Worker - C. Ketchum 09.11.24
- 4. Mechanic - D. Emmel 11.01.24
- 5. Construction Manager

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: September 24, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Truck Driver– Replacement position due to the end of employment of Jason Garrison effective September 11, 2024. This position is budgeted at \$25.43 - \$29.06 per hour. (Pay Grade F)
- Sewer Maintenance Worker – Replacement position due to the end of employment of Collin Ketchum effective September 11, 2024. This position is budgeted at \$27.36 - \$32.18 per hour. (Pay Grade G)
- Mechanic – Replacement position due to the retirement of Daniel Emmel effective November 1, 2024. This position is budgeted at \$30.01 - \$35.30 per hour. (Pay Grade H)
- Construction Manager – Replacement position due to the resignation of Jennifer McCartney Grube effective September 18, 2024. This position is budgeted at \$78,957 - \$98,893 annually (Grade K).

**Position Fill Request
Justification Report
September 12, 2024**

Position Title: Truck Driver – DPW Operations Division/Street 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.**

 X Replacement Position Not a Replacement Position

This vacancy is the result of the end of employment of Jason Garrison effective on September 11, 2024.

- 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 currently funded in the DPW operating budget. The current salary range for a Truck Driver is \$25.43/hour to \$29.06/hour (Pay Grade F).

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

Truck Drivers perform a full range of duties including, but not limited to, hauling material with dump trucks, operating equipment, plowing snow, spreading ice control material, pothole patching, beam guard rail repair, asphalt patching, daily equipment maintenance, and general labor assignments necessary for DPW to perform core functions.

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

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract City services to outside sources.

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

Loss of a Truck Driver position represents a reduction in DPW's ability to provide Street Section services in a timely manner, including snow plowing, curbside yard and garden waste collection, pavement repair, etc.

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

Duties associated with any vacant position are assigned to other Street Section employees. When there is a lack of personnel, assignments are prioritized, incomplete assignments are postponed or not completed.

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

DPW cannot reduce or eliminate its core services. However, a reduction in staff will result in a lower level of service to residents and will increase the amount of time required to complete those services.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
January 8, 2024**

Position Title: Sewer 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 is vacant following the end of employment of Collin Ketchum effective on September 11, 2024.

- 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 currently funded in the Stormwater and Sanitary Utility budgets. The current wage range is \$27.36 - \$32.18/hour (Pay Grade G).

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

Sewer maintenance workers perform duties such as general maintenance, televising and cleaning of sanitary and storm sewer systems. They perform sewer lift station cleaning, maintenance and repair. They respond to sanitary sewer back-ups. They identify the locations of underground sewer infrastructure for purposes of construction. The position also performs general maintenance and annual cleaning of the lift span bridges and installs and maintains City-owned boat docks and navigational buoys.

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

This position reduces expenses by completing preventative maintenance to ensure the sewer systems are in working order. This position responds to sanitary sewer back-ups reducing the risk of claims made to the City.

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

Staffing levels are necessary to operate the equipment in the department and to complete the scheduled maintenance. Reduced staffing inhibits the ability to complete this work and maintain compliance with WDNR permits.

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

This position is a replacement for a Sewer Maintenance Worker whose employment ended on 9/11/2024. Duties are being deferred and/or crew size is being decreased until the position is filled.

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

DPW cannot reduce or eliminate the work of the sewer maintenance worker and maintain the same level of service. A reduction in staffing could result in reduced cleaning and televising frequency, which would overall extend the time between televising and cleaning of the City's sewer system. This could result in increased back-ups for residences and businesses and/or increased potential for sanitary sewer overflows. It could reduce the ability to do the work safely, since the City would have fewer staff for assignments.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
September 12, 2024**

Position Title: **Mechanic**

- 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 vacancy is the result of the retirement of Daniel Emmel effective at the end of the work day on November 1, 2024.

- 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 included in the budget. The current wage range is \$30.01 - \$35.30 per hour (Pay Grade H).

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

This position is responsible for year-round repair and maintenance of Park and Forestry vehicles and equipment.

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

No, this position does not generate revenue.

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

Current staff work not only at the Park Maintenance shop but also at Bay Beach and Triangle Hill as required. With more facilities being added, the additional equipment is also being added which will require even more manpower to continue to keep our equipment operational.

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

All duties are done by the five current Park technicians and one from Forestry. However, they are tasked daily with additional repairs some of which we have had to send out because we can't get to them.

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

Park, Forestry and Bay Beach equipment would be down for unacceptable periods of time. These are the same people who also perform safety evaluations of Park and Forestry Equipment, and we do not want to reduce the safety of park patrons and other City employees.

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

Having a fully staffed mechanical operation is, by far, the most efficient and economical method of inspecting, repairing and improving Park, Forestry and Bay Beach equipment. The vehicles, rides and equipment at Bay Beach that our mechanics maintain are so diverse and eclectic that it would (and does) take years of experience to do the job properly.

9. Are there union issues?

No.

10. Other supporting comments.

In order to have our Park Department Vehicles and Equipment maintained and available for Park and Forestry Staff on a daily basis we must be fully staffed. Having the vehicles and equipment available for staff to use ensures that daily tasks are completed in a timely manner. The mechanic position helps support but not limited to the following tasks; tree pruning, removals, stump grinding, lawn mowing, daily driver vehicles, snowmaking, safe operation of the rides at Bay Beach, tool cats in various roles from snow clearing, to dragging diamonds, some aerial platform work and many more.

**Position Fill Request
Justification Report
9/19/2024**

Position Title:

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.**

XX Replacement Position _____ Not a Replacement Position

Jennifer McCartney Grube resigned on September 18, 2024.

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 in the current budget in Pay Grade K (\$78,957-\$98,893).

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

The Construction Manager manages all public construction project inspections and supervises internal and external construction inspection staff. This position also reviews and processes DPW permits, coordinates with ACAD vendor for those services and all other duties as assigned.

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

Neither

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

The department is currently understaffed as it is.

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

Current staff will try to absorb the crucial day to day responsibilities as best we can until the position is filled.

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

The permits would not get reviewed and approved and there would not be any supervision of internal and external construction inspection staff.

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

Hire out a consultant.

9. **Are there union issues?**

No

10. Other supporting comments.



Report to the
Public Arts Commission
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

Laura Schley, Staff

AGENDA ITEM # S.I

To approve the City of Green Bay Poet Laureate RFP with amendments as discussed.

BACKGROUND

In response to a communication from Alder Johnson, staff has developed a draft program outline for the City of Green Bay Poet Laureate program. Proposed program details are included in the attachment.

RECOMMENDATION

Approve the City of Green Bay Poet Laureate RFP.

FISCAL IMPACT

The draft program guidelines recommend an annual stipend of \$2,000, and up to \$1,000 for program expenses (\$5,000 max for the two-year term.) The proposed funding source is general unrestricted art funds.

ATTACHMENTS

1. DRAFT - City of Green Bay Poet Laureate RFP
2. 2024-05-06 Dist 9 to Public Arts

CITY OF GREEN BAY POET LAUREATE

Request for Proposal (RFP)



CITY OF GREEN BAY
Public Arts Commission
www.greenbaywi.gov/pac
920-448-3400

INTRODUCTION

The City of Green Bay is seeking applications for the City of Green Bay Poet Laureate Program. The City's Public Arts Commission will fund the program and administer the process of selection and oversee the Poet Laureate during the two-year term. The project description, scope of services, selection process, and application details are included in the RFP below.

PROJECT DESCRIPTION AND SCOPE

The City's official Poet Laureate, shall serve as a leading voice for poetry, spoken word and the literary arts, and create quality original pieces inspired by their surroundings, as well as grow appreciation for the literary arts through public engagement opportunities. The goals of the City's Poet Laureate Program are to:

- Promote poetry as an art form
- Utilize poetry to contribute to a sense of place
- Expand access to the literary arts
- Connect the community to poetry

The Poet Laureate shall represent Green Bay and the literary arts through related activities; develop and present original works at selected City events and Common Council meetings.

The selected Poet Laureate is encouraged to talk with city staff and elected officials, as well as local businesses and organizations, about potential events and/or spaces to present original poetry and connect the community to poetry and the literary arts. Projects could take the form of:

- Reading poems at select City Council meetings (to be scheduled with staff)
- Celebrating special events or ribbon cuttings in the city
- Community engagement opportunities such as workshops, in-person readings, and/or outreach events. Applicants are encouraged to think creatively, and may share ideas within their application.

The Poet Laureate shall serve a term of two years from the time of contract execution. The selected Poet Laureate is expected to collaborate with City staff and the Public Arts Commission. The Poet Laureate is expected to onboard the incoming Poet Laureate following their term. The Poet Laureate is encouraged to accept opportunities and attend events from other organizations as Green Bay's Poet Laureate during their term of service.

BUDGET

The City of Green Bay shall award the Poet Laureate an annual stipend of \$2,000 and up to \$1,000 for program expenses (\$5,000 max for the two-year term).

ELIGIBILITY

Applicants must live in Green Bay, or be able to make a compelling case within their application for their strong ties to Green Bay. Applicants must be able to be present in Green Bay for select occasions during their term as poet laureate.

Applicants must be at least 18 years of age. No preference will be given to race, color, religion, national origin, gender, military status, sexual orientation, marital status, or physical or mental disability. Individuals with conflicts of interest are not eligible.

SELECTION PROCESS

A panel of three to four members, approved by the Green Bay Public Arts Commission, shall review the applications and recommend a Poet Laureate to the Arts Commission. The Green Bay Public Arts Commission's recommendation will be reviewed by Common Council for a final decision.

REVIEW CRITERIA

The panel will review each application for quality and creativity of proposal, community engagement, excellence of previous work, and applicable experience, all weighted approximately equal.

Quality and Creativity of Proposal

- Proposal engages the community through the literary arts in a unique and meaningful way

Community Engagement

- Proposal has a high potential for community engagement and involvement

Excellence of Previous Work

- Work samples exhibit strong merit and are of high quality
- Work samples are consistently strong

Applicable experience

- Applicant has a history of producing poetry
- Applicant demonstrates a solid history of involvement and activity within the literary arts

TENTATIVE SCHEDULE (Timeline subject to change.)

EVENT	DATE
Release Request for Proposals (RFP)	October 7, 2024
Application Deadline	November 8, 2024
Initial Application Review by Panel	November
Panel to Interview Top Applicants	November
Panel Recommendation to Public Arts Commission	December 11, 2024
Final Selection of Poet Laureate (by Common Council)	December 17, 2024
Agreement Executed with Final Scope	January 2025

SUBMITTAL REQUIREMENTS

All eligible applications shall include the following items listed below. Failure to submit the requested materials may result in elimination from the selection process.

1. **Cover Letter:** Shall include information for the panel that may not be expressed within the work samples. Cover Letter shall not exceed one (1) page. The cover letter should:
 - Include full contact information (Name, Address, Phone, Email,)
 - Briefly explain the vision and plan for your work as Green Bay's Poet Laureate
 - Highlight relevant experience
 - Share applicable work history, ties to Green Bay, and/or other applicable support information.
2. **Work Samples:** A maximum of ten (10) original poems and/or videos of original performed spoken word may be included. All written materials shall be submitted in .pdf format and limited to ten (10) pages total. Any videos to be used as work samples shall be accessible to the review panel via web link(s).
3. **Optional** – include a writing resume

Proposals are due by 4:00 p.m. Central Standard Time, Friday, November 8, 2024.

Please email proposals to Laura Schley, Public Arts Coordinator at:

laura.schley@greenbaywi.gov

The City reserves the right to reject all proposals and re-issue a new RFP at any point in time. The City reserves the right to cancel or discontinue the Poet Laureate term of service at any time, with or without cause and with or without notice to the poet or public. The City reserves the right to accept or reject any or all applications or portions thereof without stated cause. In the selection of a finalist, the City shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal.

Online Form Submittal: Alders' Petitions and Communications

noreply@civicplus.com <noreply@civicplus.com>

Mon 5/6/2024 10:40 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Green Bay Public Arts Commission
Text of Communication	For consideration and possible action on the creation and support of a poet laureate for the City of Green Bay.

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



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # T.1

To receive and place on file the report by the Police Department on the monthly Traffic Enforcement Unit Traffic Safety Plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 09 TRAFFIC SAFETY PLAN September 2024



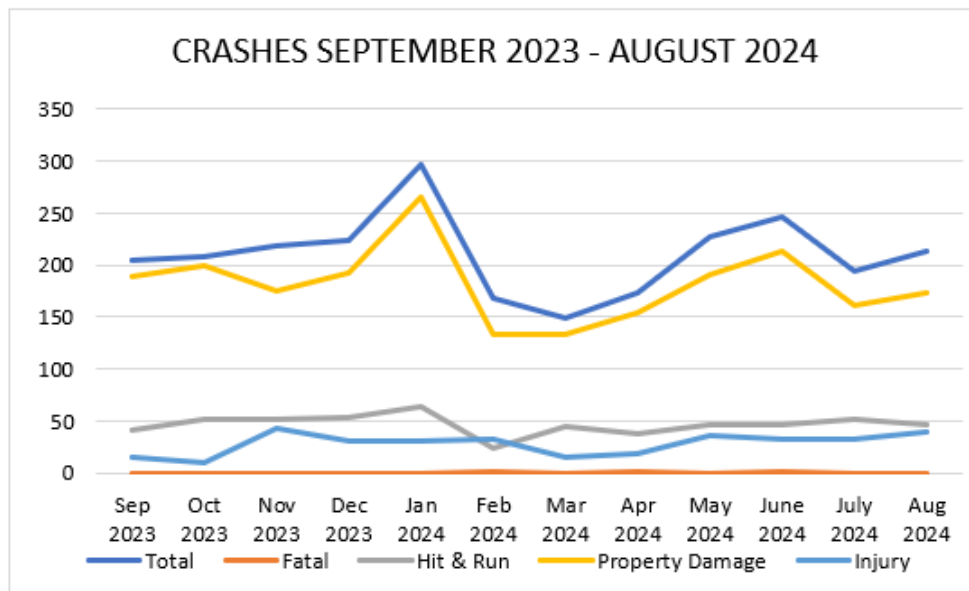
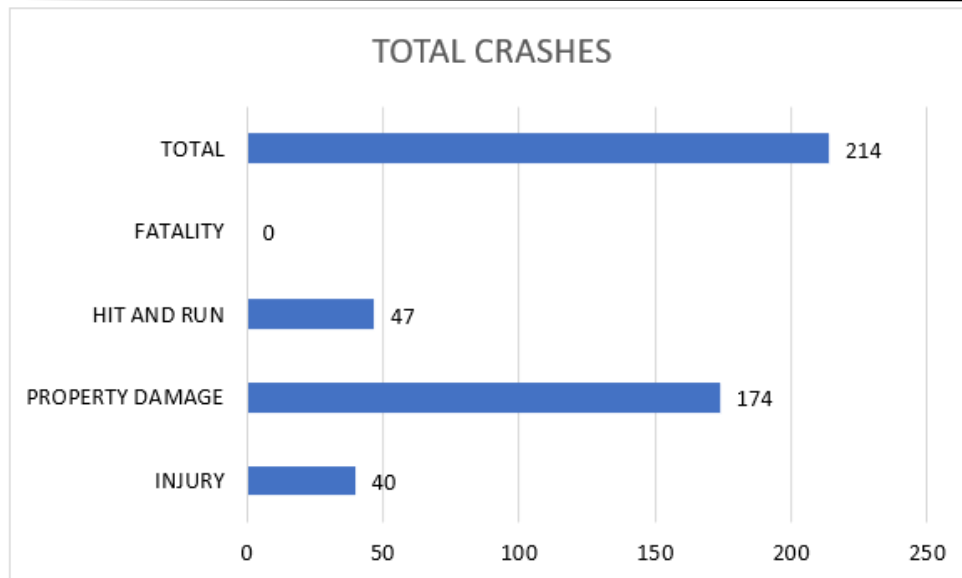
Green Bay Police Department

SEPTEMBER 2024

Traffic Safety Plan

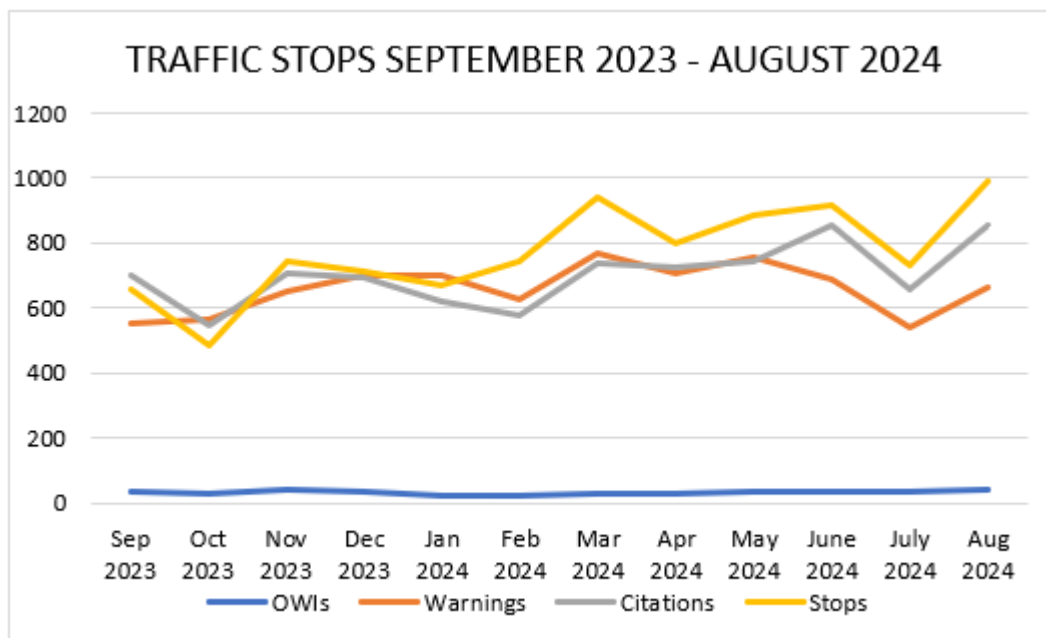
Traffic complaints are the #1 complaint made to the Green Bay Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Green Bay's roadways, the police department will use a data driven approach for traffic enforcement. Data analytics from crash data, citizens complaints and speed boards (when in use) will be used to identify traffic emphasis areas. Each month's report will be posted on the police department's website and will be presented at the Traffic, Bicycle and Pedestrian Commission meeting.

AUGUST 2024 CRASH DATA



GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

AUGUST 2024 TRAFFIC STOPS



UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- * BROWN COUNTY OWI TASK FORCE— September 6, 7, 13, and 14
- * DOWNTOWN SPEED / RECKLESS DRIVING ENFORCEMENT— September 6, 7, 13, 14, 20, 21, 27, and 28
- * BROWN COUNTY SPEED / RECKLESS DRIVING ENFORCEMENT—September 3, 5, 10, 11, and 17
- * LOCAL ALCOHOL ENFORCEMENT—September 20, 21, 27 and 28
- * PEDESTRIAN BICYCLE SAFETY ENFORCEMENT—September 4, 11, and 18
- * CLICK IT OR TICKET SEATBELT ENFORCEMENT—September 3, 5, 12, 13, and 17

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

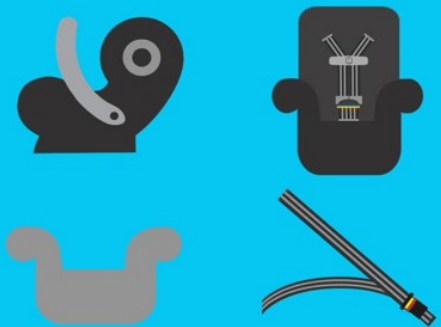
Below are the most recent traffic complaints received by the Green Bay Police Department. To make a traffic complaint, call the Traffic Enforcement Unit Complaint at (920) 448-3212. Residents can also submit an online complaint through the City's Request for Service page. Please leave detailed information including specific times/days of the week, street and block number/intersection, and contact information if you would like follow-up from an officer.

District	Area	Complaint
A	300 BLK S TAYLOR ST	Loud exhaust
A	1000 BLK MORAINÉ WAY	Loud exhaust
A	1200 BLK HICKORY HILL DR	Speeding
A	2000 BLK CRESTWOOD SPRINGS DR	Yield sign violations
B	12TH ST / LIBERTY ST	Speeding and stop sign violations
B	800 BLK DOUSMAN ST	Speeding
B	9TH ST / 12TH AV	Speeding
D	3100 NICOLET DR	Speeding
D	200 BLK WINDWARD RD	Loud exhaust and Speeding
D	E MASON ST / EAST TOWN WAY	Speeding
D	ENGLEWOOD RD	Loud music from vehicles

Child Passenger Safety Week— September 15-21, 2024

TAKE IT SLOW

MANY KIDS MOVE TO THE NEXT CAR SEAT OR BOOSTER SEAT TOO SOON



NHTSA.gov/TheRightSeat

NHTSA **ad**

The goal of Child Passenger Safety Week is to highlight the importance of children's safety while in vehicles. Parents, family members, and caregivers are encouraged to do their part and make sure they are taking the necessary steps to protect their children while in their vehicle. This includes purchasing the correct car seat, properly installing the car seat, and changing car seats only when the child is at the appropriate age/weight/height. To find a car seat installation site, visit safekidswi.org and select the "Car Seat Checks and Events" page.

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

ENFORCEMENT PRIORITY AREAS

Priority areas are determined using a predictive analysis tool through the Wisconsin DOT. The tool uses crash data from the previous three years to determine areas that have a high likelihood of vehicle crashes in the next 30 days.



Analysis Area #2: GREEN BAY (C)

Roadway: WEBSTER AVE N

Total Crashes: 10

Contributing Factors:

- Distracted (5)
- Teen Driver (5)
- 65+ Driver (3)
- Hit & Run (2)
- Pedestrian (2)
- Motorcycle (1)
- Occp Protection (1)
- Impaired (1)
- Speed (1)
- Winter Road (1)



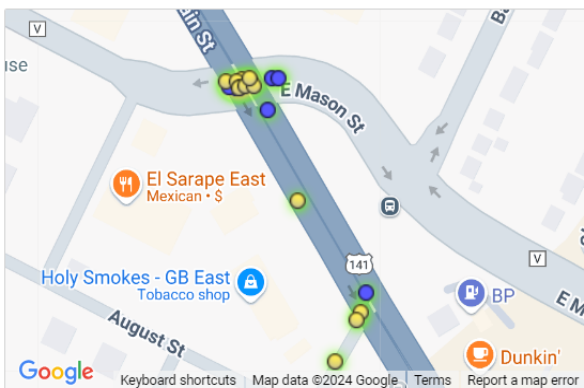
Analysis Area #3: GREEN BAY (C)

Roadway: E MASON ST

Total Crashes: 17

Contributing Factors:

- Distracted (5)
- Teen Driver (5)
- 65+ Driver (3)
- Hit & Run (2)
- Pedestrian (2)
- Motorcycle (1)
- Occp Protection (1)
- Impaired (1)
- Speed (1)
- Winter Road (1)



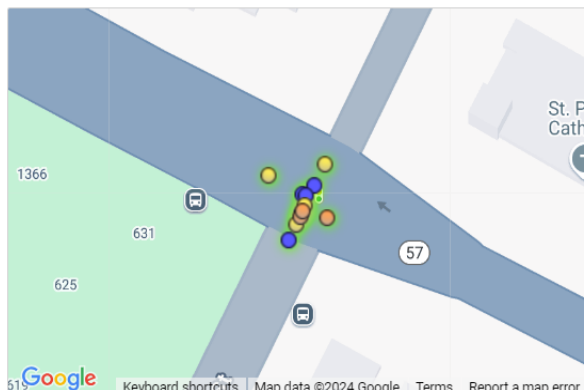
Analysis Area #4: GREEN BAY (C)

Roadway: 141

Total Crashes: 20

Contributing Factors:

- Distracted (5)
- Teen Driver (5)
- 65+ Driver (3)
- Hit & Run (2)
- Pedestrian (2)
- Motorcycle (1)
- Occp Protection (1)
- Impaired (1)
- Speed (1)
- Winter Road (1)



Analysis Area #5: GREEN BAY (C)

Roadway: BAIRD ST N

Total Crashes: 12

Contributing Factors:

- Teen Driver (3)
- Hit & Run (2)
- Occp Protection (2)
- Impaired (1)
- Distracted (1)
- 65+ Driver (1)



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # T.2

To refer to staff the request by Ald. Stevens to amend the existing policy to include traffic calming measures with all new and reconstructed streets.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. COGB Traffic Calming Policy September 2024

City of Green Bay **Traffic Calming**



ADOPTED: Tuesday, October 22, 2007 by the City of Green Bay Common Council

REVISED: Tuesday, March 18, 2008 by the City of Green Bay Common Council

REVISED: Friday, November 15, 2013 by the City Traffic Engineer (updated web hyperlinks due to city website changes, and Table of Contents Appendix 2 reference correction)

REVISED: Thursday, June 20, 2019 by the City Traffic Engineer (updated web hyperlinks due to city website changes)

REVISED: August 27, 2024 by the City of Green Bay Common Council

Department of Public Works | Traffic Division
100 N. Jefferson Street, Room 300
Green Bay, WI 54301
(920) 448-3100

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What is Traffic Calming?

City of Green Bay residents have expressed concern about speeding and cut-through traffic in residential neighborhoods. In response to public interest the City originally developed a Neighborhood Traffic Calming Policy in 2007.

The Institute of Transportation Engineers defines “traffic calming” as “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.”

The City of Green Bay also expands this definition to include non-physical measures such as educational programs and enhanced enforcement

What are Traffic Calming Measures?

Traffic calming measures are an attempt to enhance traffic and pedestrian safety and preserve neighborhood character and livability. There are a number of traffic calming devices that are available to achieve this effect. The specific measures are described in more detail below, but can generally be used to address problems with speeding, cut-through traffic, increased volume, and safety. When a traffic calming measure is implemented successfully, it is effective and self enforcing.

Beyond residential neighborhoods, there is a desire to expand traffic calming to some collector roadways. Traffic calming measures are generally incompatible with arterial streets. A primary function of arterial streets is to efficiently and expeditiously move traffic through a corridor.

As considered under this policy, traffic calming measures are largely reactive to observed or perceived concerns. In addition to reactive solutions, City staff will work with developers to consider traffic calming measures to be designed into new subdivisions, as appropriate, to address potential conflicts before they arise. Additionally, staff will use input received regarding the need for traffic calming into consideration when designing reconstruction projects for collector and local streets.

The Traffic Calming Process?

This section describes the process, regulations, and requirements of the Green Bay Traffic Calming Policy. For a brief overview of the process, see the Traffic Calming flow chart (Appendix 1).

STEP 1 — Report the Problem

If you feel as though you have a speeding or traffic problem on your residential street, the first step is to report the problem to City of Green Bay Traffic staff at (920) 448-3100 or dpwmail@greenbaywi.gov. City staff will note your complaint and provide a Traffic Calming Request Form. This form will also be available at <https://greenbaywi.gov/DocumentCenter/View/1579/Traffic-Calming-Request-Form-PDF>. When the form is submitted City staff will evaluate the complaint to determine the nature of the problem, and make sure that the location meets the first traffic calming criteria:

The street must be classified as “Residential.”

The City will not implement traffic calming measures, or conduct traffic calming studies on “arterial” streets, and Green Bay Metro bus routes. For the City’s Roadway Classification Map, please refer to the map available at <https://greenbaywi.gov/DocumentCenter/View/4236/Roadway-Functional-Classification-Map>. Staff can work with you to identify other actions if your street does not meet this basic criterion.

STEP 2 — Neighborhood Consensus

After the initial report, City staff will request a petition from a representative number of residents in the neighborhood (at least 20%, or 10 residents, whichever is less) to verify that there is a widespread concern for the speeding or traffic issue. After the petition is received, City staff will review it. The petition form is available at <https://greenbaywi.gov/DocumentCenter/View/4239/Traffic-Calming-Petition-Form-PDF>.

STEP 3 — Data Collection

When it is determined that a representative number of residents perceive the problem, City staff will collect traffic volume and speed data for the street and observe traffic patterns. Data will be collected through the use of traffic road tubes at a location determined by the Traffic Engineer.

Speeding Problem Thresholds:

- If 15% of the vehicles driving on the roadway are traveling at speeds more than 7 miles per hour (mph) above the posted speed limit, or
- If 5% of the vehicles driving on the roadway are traveling at speeds more than 10 mph above the posted speed limit, then the street would be eligible for Traffic Calming. This last condition applies to situations where the residents' concern is for the few drivers considerably exceeding the speed limit.

Cut-through Problem Threshold:

- In some cases, the reported problem is related to the volume of traffic on the residential street instead of the speed. If the street carries more than 1000 vehicles per day, then the street would be eligible for Traffic Calming.

Other Issues:

- Some traffic problems do not fit neatly into the speeding or cut-through “boxes”. City staff will evaluate on a case-by-case basis if a unique issue warrants traffic calming.

STEP 4 — Stage 1 Traffic Calming

If the trouble location exceeds the thresholds identified above, City staff will first suggest possible solutions that do not involve the use of physical controls or impediments on the roadway system. These are primarily education and enforcement based measures called Stage 1 traffic calming. These include:

- **Radar Speed Trailer Deployment** — This is a temporary device that is primarily used to educate motorists regarding the fact that they may be significantly exceeding the posted speed limit. Speed data can and may be collected.
- **Traffic Enforcement Actions** — This is traditional enforcement activity on the part of Green Bay Police Department's traffic enforcement officers. The intent is to modify behavior to result in a safer situation for all drivers and neighbors.
- **Traffic Signing and Pavement Markings** — Traffic Engineering staff will review all of the traffic signing and pavement markings in the area. If necessary, staff will install additional signing or striping. When appropriate, changes and additions will be reviewed with interested neighbors.

- **Driver Feedback Signs** – Traffic Engineering staff will review speed data to determine if placement of a driver feedback sign would assist in achieving voluntary speed limit compliance.

STEP 5 — Follow-up Data Collection

If one or more of the Stage 1 Traffic Calming measures is implemented City staff will wait approximately three to six months and conduct another speed and/or volume data collection. The data will then be analyzed to determine if the Traffic Calming measure was successful. If the measure was successful, and the thresholds identified in Step 3 are not exceeded then the traffic calming process will end at this point.

The City shall make every effort to collect the follow up data to as close as possible to the location of the original data collected in Step 3.

If the location continues to exceed the thresholds for speed and/or volume on a residential street, City staff will move on to analyze possible Stage 2 Traffic Calming methods.

STEP 6 — Stage 2 Traffic Calming Study

City staff will conduct a formal Traffic Calming Study to suggest possible solutions to the problem. The solutions could involve physical modifications of the street intended to control traffic speeds and/or volumes. These are called Stage 2 traffic calming methods. Neighborhood involvement will be a large part of the Traffic Calming Study process.

Possible Stage 2 methods include:

- **Speed Humps**
Speed humps are approximately 12 feet in width and vary from 2.5 to 4 inches in height. This raised pavement serves to physically force motorists to reduce their speed. In order to be effective, speed humps should be placed no further than 300 feet apart.

See Figure 1.

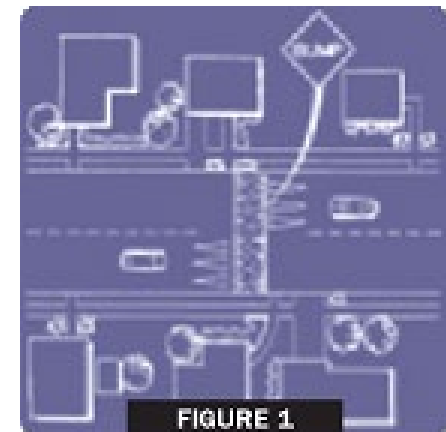
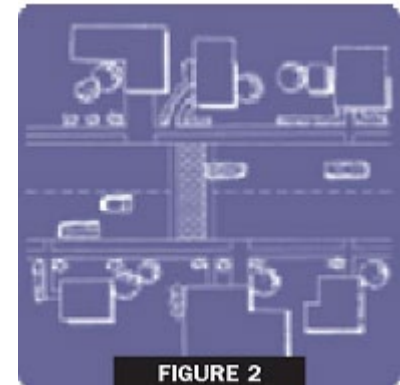


FIGURE 1

- **Speed Tables**

These are speed humps with a long flat section that are generally used at crosswalk locations. Both speed humps and speed tables require signing and roadway markings to make their presence known to motorists and other roadway users.

See Figure 2.



- **Traffic Circles**

This device is a raised circular island in the middle of a residential neighborhood intersection. Direct straight through movements are obstructed by the raised island causing traffic to move to the right and around the circle.

See Figure 3.



- **Curb Extensions, Chokers, Chicanes**

These are various methods of narrowing the roadway by extending raised curbs into the street. These can be done at street entries and exits as well as mid-block locations. The narrower street



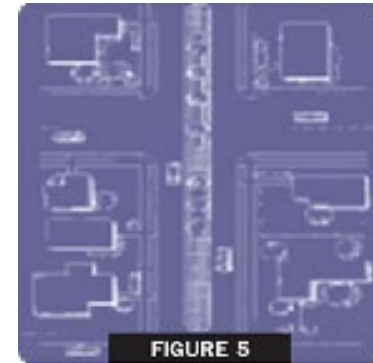
generally results in reduced traffic speeds and provides pedestrians with shorter crossing distances.

See Figure 4.

- **Median Entry/Exit Islands**

These are traffic islands used to create narrower roadway passages at entry and exit points. Median Barriers These can be a barrier or raised island along the center of a roadway to prohibit left turns or crossing traffic.

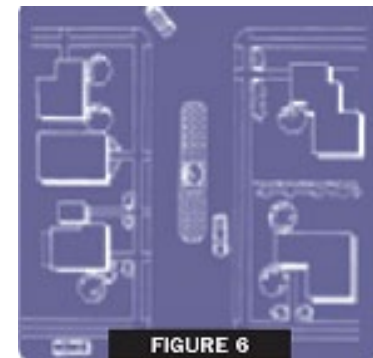
See Figure 5.



- **Mid-Block Raised Medians**

This is a median placed in the center of a roadway to create a narrower travel way and also reduce pedestrian crossing distances.

See Figure 6.



- **Forced Turn Islands, Barriers, Channelization**

These are traffic islands or curbs specifically designed to prevent traffic from making specific movements at an intersection.



See Figure 7.

- **Diagonal Diverters**

These are barriers placed diagonally across an intersection to force drivers to make a particular turn but not allow other movements.

See Figure 8



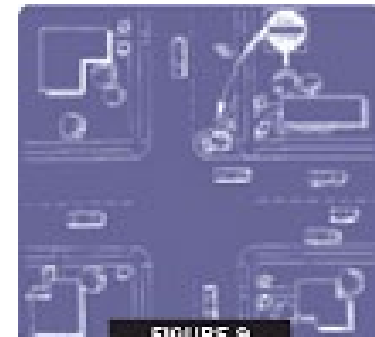
- **One-Way Streets**

This is when traffic on a street is regulated to only allow traffic to flow in one direction. Usually this is accomplished through sign placement.

- **One-Way Chokers, Half-Closures or Semi-Diverters**

These are barriers to traffic in one direction that permit traffic in the opposite direction to proceed.

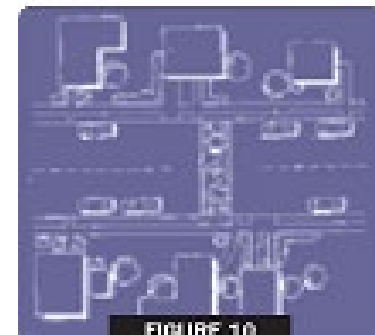
See Figure 9.



- **Street Closures and Cul-de-sacs**

This is the complete barricade or termination of a street.

See Figure 10.



The following general criteria must be met to consider the installation of any Stage 2 traffic calming measure:

1. Installation must not result in traffic diversion to other neighborhood streets.
2. Through a postcard survey, at least 60% of the impacted residents (defined as those residents or owners within 1 contiguous block of the proposed traffic calming improvement(s)) and 75% of the residents within 100 feet of the proposed device shall support the installation.
3. Devices shall be installed only where a minimum safe stopping distance can be provided.
4. The Green Bay Fire Department must approve the plan to assure that emergency response times or access are not negatively affected.

STEP 7 — City Council Approval

Once City staff and the neighborhood have reviewed an appropriate Traffic Calming solution, the proposal will be brought through the Improvement and Services Committee to the City Council for final approval and funding allocation.

Prioritization

Staff will complete Traffic Calming Studies on a “priority rank” basis. Using data collected in Stages 1 and 2, the individual project(s) will be assigned points, as detailed in Appendix 2 “Point Assignment for Ranking Requests.” A minimum of 30 points is required for a project to be considered eligible to compete with other Traffic Calming requests for funding.

Projects will be ranked citywide, based on point score. The highest ranking projects will usually be undertaken first. The number of projects initiated each year will depend on City resources. However, the City may consider other compelling issues to determine project scheduling.

The City will notify the project requestors of the status of their request after this step via the City’s website by posting the summary report.

Once ranked, a project is considered in the annual priority ranking step for up to three years. If, after three years, a project has not received a high enough priority to proceed, the project requestor will be notified it will no longer be eligible for consideration, unless a

current petition to participate is provided. This time limitation ensures that the project requests continue to remain a neighborhood priority and avoids needless waste of time and resources due to changes in local interest in the project.

The project requestor will be notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. If needed, current data may then be collected to recalculate the assignment of points.

The Pros and Cons of Stage 2 Traffic Calming

Before the City decides to consider pursuing Stage 2 traffic calming actions, it is important that the benefits and disadvantages be carefully considered. While Stage 2 actions can be successful, they can also result in problems more significant than the original concern. This section will describe the pros and cons of the Stage 2 traffic calming tools described previously. In most cases, the benefits are predictable, while the disadvantages can be much more unexpected. Consequently, a greater emphasis has been placed on the potential problems so that decisions can be made in a fully informed manner.

Pros

- Traffic Calming Measures Often Achieve the Desired Result

Physical actions such as the installation of speed humps, traffic circles, street closures, etc. are almost always successful in forcing traffic to behave in an intended fashion. In certain situations, they can achieve the desired result by utilizing a one time capital expenditure and generally low ongoing maintenance costs.

- Permanence

Stage 2 traffic calming actions are generally viewed as much more permanent solutions than Stage 1 actions. In most instances the alternative approach to the desired result involves repetitive and costly ongoing Stage 1 traffic calming actions. There are significant potential benefits to utilizing Stage 2 traffic calming actions which is why some communities have implemented Stage 2 actions and many other communities are exploring their possible use.

- Accident and Crash Reduction

One of the most important impacts of traffic calming is the potential reduction in the severity and number of crashes on traffic-calmed streets. Safety is enhanced through increased driver awareness of other street users and reductions in volumes, speeds and conflicts. In the United States, reduction of crashes due to traffic calming measures has been reported to be an overall average of 50 percent. Traffic circles appear to offer the greatest reduction in collisions. Speed reduction is especially important for pedestrian safety, as the severity of injury to a pedestrian when hit by an automobile is dramatically reduced by lowering vehicle speeds from 35 mph (usually fatal) to fewer than 20 mph (usually just minor injuries).

Cons

- Delays in Emergency Response Vehicles

This is especially true for fire apparatus and ambulance. Because of the heavy weight of fire engines, and delicate instruments and patients within ambulances, these vehicles must almost come to a complete stop when they encounter a bump, dip or sharp curve. Creating bumps, dips, and sharp curves is often precisely the result of many of the traffic calming tools. While these maneuvers will cause moderate discomfort and delay for normal passenger vehicles, they cause a much greater problem for emergency vehicles.

The time required responding to medical emergencies or building fires by emergency personnel and apparatus has a significant influence on the outcome of the event. In cardiac arrest cases, literally seconds count in the patient's chance of survival. From the moment of collapse, the likelihood for recovery diminished by 10% for each minute which passes. Likewise, in their early stages, fires grow at a geometric rate. Minutes could mean the difference between a small fire easily contained and a fire causing major property loss and possible injury or death. For these reasons, the City's Fire Services Division is concerned with any physical action which would force delay upon responding emergency vehicles.

- Diverting the "Problem" Traffic to Another Neighborhood Street

Another concern has been the realization that in many instances implementing traffic calming tools would be likely to move the problem rather than solve the problem. In virtually all instances, the traffic being controlled by physical traffic calming tools will not disappear or make major changes in its travel patterns. In most instances the placing of impediments on a particular neighborhood street will merely divert some or all of that traffic to other neighborhood streets.

- Everyone is Inconvenienced

Enforcement and education efforts aimed at controlling speeds or influence driver behavior impact primarily the irresponsible drivers - usually a relatively small percentage of the driving population. On the other hand, physical traffic calming measures create delay and inconvenience for all drivers using the particular street.

- Benefits Sometimes Very Localized

While speed humps are generally very effective in reducing speed in the immediate vicinity of the humps, they often result in higher speeds between the humps as drivers try to “make up” for the delay at the humps. Consequently, while using the speed humps to lower the average speed, it is likely that the top speeds on the street will increase. This result has been clearly documented in many studies regarding the use of speed humps or non-warranted stop signs for speed control.

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The City considers the balance of the Traffic Calming pros and cons and recognizes that there are situations where the benefits of traffic calming outweigh the disadvantages. With each individual Neighborhood Traffic Calming Study that is conducted, City staff and residents must carefully weigh these advantages and disadvantages of each traffic calming action.

Traffic Calming Request Form

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The City of Green Bay
The Department of Public Works | Traffic Division
100 N Jefferson Street, Room 300
Green Bay, WI 54301
Attn: Traffic Engineer

1. Contact Information

Name: _____
Address: _____
Phone Number: _____ E-mail: _____

2. Please describe the location of the traffic concern. Attach a map or picture if necessary:

3. Please list possible solutions to the problem that you would like the City of Green Bay to consider:

Neighborhood Petition Form

Petition for Neighborhood Traffic Calming Measures

THE UNDERSIGNED AGREE TO THE FOLLOWING:

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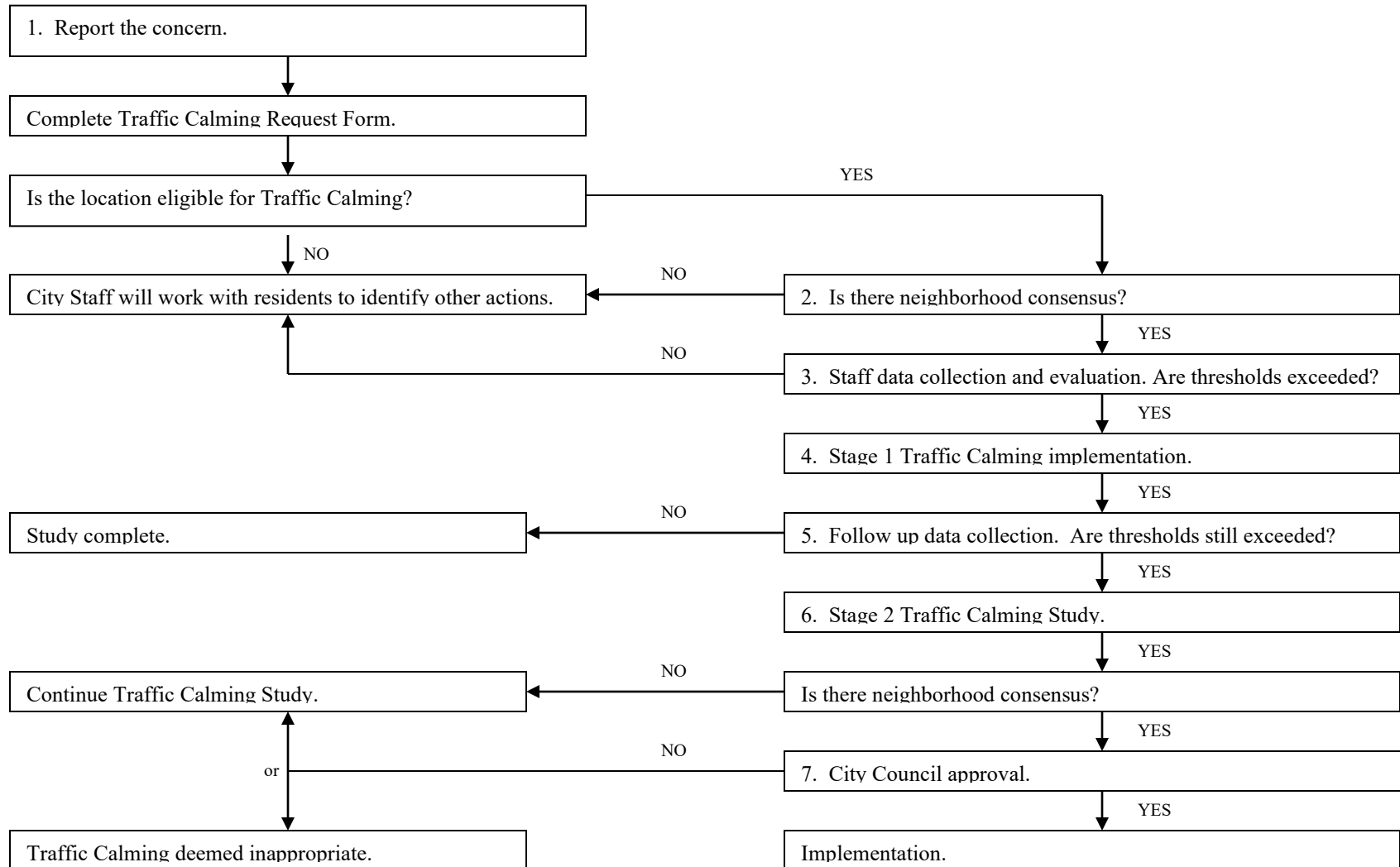
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Appendix 1 – Traffic Calming Flow Chart



Appendix 2 – Point Assignment for Ranking Requests

POINT CRITERIA	DESCRIPTION	POINTS
1. Average Daily Traffic Volume (ADT)	(On the segment of the project street having the highest volume) divided by 100.	Max of 30
2. Speed	Percent of vehicles 5 mph over the posted or statutory speed limit (On the segment of the project street having the highest percentage over the limit), divided by 3.	Max of 30
3. Crash Record (Reportable Crashes Only)	Number of crashes per block segment multiplied by 5. Mid-block crashes count as 1. Intersection crashes counts as 1/2 cross street.	Max of 30
4. Elementary, Middle and High Schools	For a public or private elementary, middle or high school within one-quarter mile of the petition area	5
5. Other High Pedestrian Generating Areas	Up to 5 points for each pedestrian oriented facility, such as an ambulatory elderly housing development, library, or a City park on the street or within one-quarter mile of the petition area. For pedestrian oriented facilities grouped together on the subject street or within one-quarter mile of the petition area, up to 5 points for the group.	Max of 10
6. Designated School Walk Route	If the petition area includes one or more Recommended School Walk Routes as designated by the City.	5
	If the petition area includes one or more crossing guard locations	5
7. Designated Bicycle Routes	If the petition area includes one or more subject streets designated as a bicycle route on the Brown County Bicycle and Pedestrian Plan.	5
8. Time on Project List	Any project which has been on the Neighborhood Traffic Calming priority ranking list for the previous 2 or more years. This provides recognition for the length of time a neighborhood project has been on the ranking list.	2
9. Scheduled Road Reconstruction	To take advantage of a pending street reconstruction project, a traffic calming project which is desired for a street that is to be reconstructed will be ranked with others on its own merits, and decisions on whether or not to proceed will be decided by t	As applicable per Items 1-8

NOTES:

- * A project must score 30 or more points to be considered eligible for further inclusion in the NTCP.
- * The point total is considered along with other information when determining the priority of a project.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

October 1, 2024

PREPARED BY

AGENDA ITEM # T.3

To refer to staff the request by Ald. Stevens to amend the existing policy to allow traffic calming measures on collector streets within the City.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. COGB Traffic Calming Policy September 2024

City of Green Bay **Traffic Calming**



ADOPTED: Tuesday, October 22, 2007 by the City of Green Bay Common Council

REVISED: Tuesday, March 18, 2008 by the City of Green Bay Common Council

REVISED: Friday, November 15, 2013 by the City Traffic Engineer (updated web hyperlinks due to city website changes, and Table of Contents Appendix 2 reference correction)

REVISED: Thursday, June 20, 2019 by the City Traffic Engineer (updated web hyperlinks due to city website changes)

REVISED: August 27, 2024 by the City of Green Bay Common Council

Department of Public Works | Traffic Division
100 N. Jefferson Street, Room 300
Green Bay, WI 54301
(920) 448-3100

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What is Traffic Calming?

City of Green Bay residents have expressed concern about speeding and cut-through traffic in residential neighborhoods. In response to public interest the City originally developed a Neighborhood Traffic Calming Policy in 2007.

The Institute of Transportation Engineers defines “traffic calming” as “the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.”

The City of Green Bay also expands this definition to include non-physical measures such as educational programs and enhanced enforcement

What are Traffic Calming Measures?

Traffic calming measures are an attempt to enhance traffic and pedestrian safety and preserve neighborhood character and livability. There are a number of traffic calming devices that are available to achieve this effect. The specific measures are described in more detail below, but can generally be used to address problems with speeding, cut-through traffic, increased volume, and safety. When a traffic calming measure is implemented successfully, it is effective and self enforcing.

Beyond residential neighborhoods, there is a desire to expand traffic calming to some collector roadways. Traffic calming measures are generally incompatible with arterial streets. A primary function of arterial streets is to efficiently and expeditiously move traffic through a corridor.

As considered under this policy, traffic calming measures are largely reactive to observed or perceived concerns. In addition to reactive solutions, City staff will work with developers to consider traffic calming measures to be designed into new subdivisions, as appropriate, to address potential conflicts before they arise. Additionally, staff will use input received regarding the need for traffic calming into consideration when designing reconstruction projects for collector and local streets.

The Traffic Calming Process?

This section describes the process, regulations, and requirements of the Green Bay Traffic Calming Policy. For a brief overview of the process, see the Traffic Calming flow chart (Appendix 1).

STEP 1 — Report the Problem

If you feel as though you have a speeding or traffic problem on your residential street, the first step is to report the problem to City of Green Bay Traffic staff at (920) 448-3100 or dpwmail@greenbaywi.gov. City staff will note your complaint and provide a Traffic Calming Request Form. This form will also be available at <https://greenbaywi.gov/DocumentCenter/View/1579/Traffic-Calming-Request-Form-PDF>. When the form is submitted City staff will evaluate the complaint to determine the nature of the problem, and make sure that the location meets the first traffic calming criteria:

The street must be classified as “Residential.”

The City will not implement traffic calming measures, or conduct traffic calming studies on “arterial” streets, and Green Bay Metro bus routes. For the City’s Roadway Classification Map, please refer to the map available at <https://greenbaywi.gov/DocumentCenter/View/4236/Roadway-Functional-Classification-Map>. Staff can work with you to identify other actions if your street does not meet this basic criterion.

STEP 2 — Neighborhood Consensus

After the initial report, City staff will request a petition from a representative number of residents in the neighborhood (at least 20%, or 10 residents, whichever is less) to verify that there is a widespread concern for the speeding or traffic issue. After the petition is received, City staff will review it. The petition form is available at <https://greenbaywi.gov/DocumentCenter/View/4239/Traffic-Calming-Petition-Form-PDF>.

STEP 3 — Data Collection

When it is determined that a representative number of residents perceive the problem, City staff will collect traffic volume and speed data for the street and observe traffic patterns. Data will be collected through the use of traffic road tubes at a location determined by the Traffic Engineer.

Speeding Problem Thresholds:

- If 15% of the vehicles driving on the roadway are traveling at speeds more than 7 miles per hour (mph) above the posted speed limit, or
- If 5% of the vehicles driving on the roadway are traveling at speeds more than 10 mph above the posted speed limit, then the street would be eligible for Traffic Calming. This last condition applies to situations where the residents' concern is for the few drivers considerably exceeding the speed limit.

Cut-through Problem Threshold:

- In some cases, the reported problem is related to the volume of traffic on the residential street instead of the speed. If the street carries more than 1000 vehicles per day, then the street would be eligible for Traffic Calming.

Other Issues:

- Some traffic problems do not fit neatly into the speeding or cut-through “boxes”. City staff will evaluate on a case-by-case basis if a unique issue warrants traffic calming.

STEP 4 — Stage 1 Traffic Calming

If the trouble location exceeds the thresholds identified above, City staff will first suggest possible solutions that do not involve the use of physical controls or impediments on the roadway system. These are primarily education and enforcement based measures called Stage 1 traffic calming. These include:

- **Radar Speed Trailer Deployment** — This is a temporary device that is primarily used to educate motorists regarding the fact that they may be significantly exceeding the posted speed limit. Speed data can and may be collected.
- **Traffic Enforcement Actions** — This is traditional enforcement activity on the part of Green Bay Police Department's traffic enforcement officers. The intent is to modify behavior to result in a safer situation for all drivers and neighbors.
- **Traffic Signing and Pavement Markings** — Traffic Engineering staff will review all of the traffic signing and pavement markings in the area. If necessary, staff will install additional signing or striping. When appropriate, changes and additions will be reviewed with interested neighbors.

- **Driver Feedback Signs** – Traffic Engineering staff will review speed data to determine if placement of a driver feedback sign would assist in achieving voluntary speed limit compliance.

STEP 5 — Follow-up Data Collection

If one or more of the Stage 1 Traffic Calming measures is implemented City staff will wait approximately three to six months and conduct another speed and/or volume data collection. The data will then be analyzed to determine if the Traffic Calming measure was successful. If the measure was successful, and the thresholds identified in Step 3 are not exceeded then the traffic calming process will end at this point.

The City shall make every effort to collect the follow up data to as close as possible to the location of the original data collected in Step 3.

If the location continues to exceed the thresholds for speed and/or volume on a residential street, City staff will move on to analyze possible Stage 2 Traffic Calming methods.

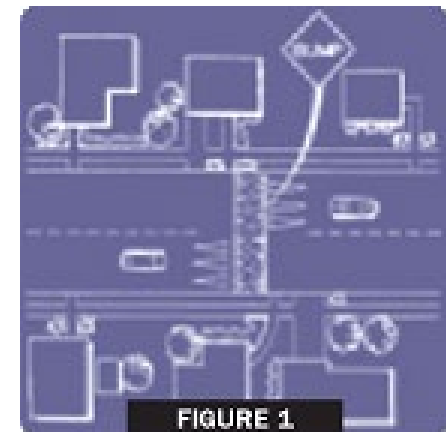
STEP 6 — Stage 2 Traffic Calming Study

City staff will conduct a formal Traffic Calming Study to suggest possible solutions to the problem. The solutions could involve physical modifications of the street intended to control traffic speeds and/or volumes. These are called Stage 2 traffic calming methods. Neighborhood involvement will be a large part of the Traffic Calming Study process.

Possible Stage 2 methods include:

- **Speed Humps**
Speed humps are approximately 12 feet in width and vary from 2.5 to 4 inches in height. This raised pavement serves to physically force motorists to reduce their speed. In order to be effective, speed humps should be placed no further than 300 feet apart.

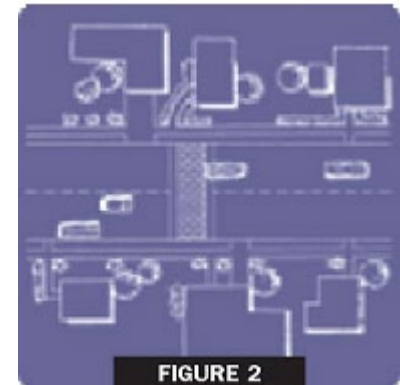
See Figure 1.



- **Speed Tables**

These are speed humps with a long flat section that are generally used at crosswalk locations. Both speed humps and speed tables require signing and roadway markings to make their presence known to motorists and other roadway users.

See Figure 2.



- **Traffic Circles**

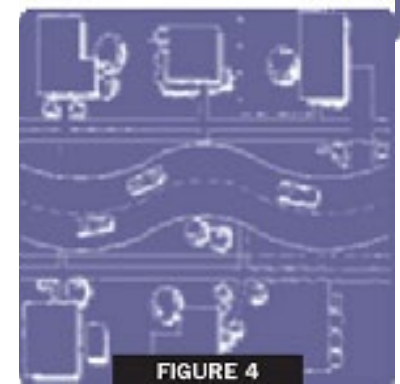
This device is a raised circular island in the middle of a residential neighborhood intersection. Direct straight through movements are obstructed by the raised island causing traffic to move to the right and around the circle.

See Figure 3.



- **Curb Extensions, Chokers, Chicanes**

These are various methods of narrowing the roadway by extending raised curbs into the street. These can be done at street entries and exits as well as mid-block locations. The narrower street



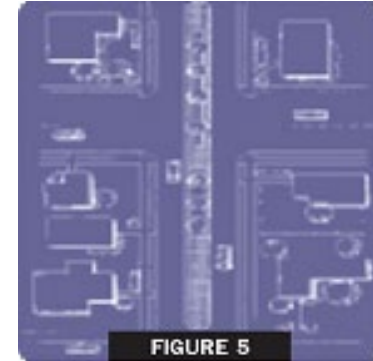
generally results in reduced traffic speeds and provides pedestrians with shorter crossing distances.

See Figure 4.

- **Median Entry/Exit Islands**

These are traffic islands used to create narrower roadway passages at entry and exit points. Median Barriers These can be a barrier or raised island along the center of a roadway to prohibit left turns or crossing traffic.

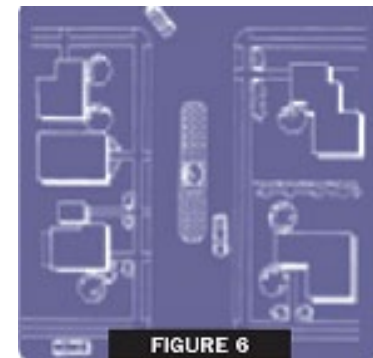
See Figure 5.



- **Mid-Block Raised Medians**

This is a median placed in the center of a roadway to create a narrower travel way and also reduce pedestrian crossing distances.

See Figure 6.



- **Forced Turn Islands, Barriers, Channelization**

These are traffic islands or curbs specifically designed to prevent traffic from making specific movements at an intersection.



See Figure 7.

- **Diagonal Diverters**

These are barriers placed diagonally across an intersection to force drivers to make a particular turn but not allow other movements.

See Figure 8



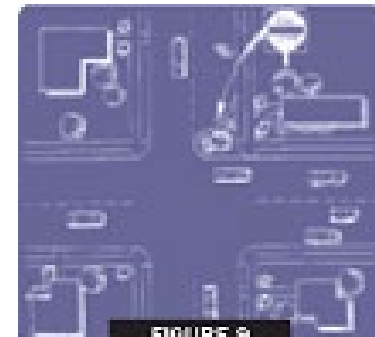
- **One-Way Streets**

This is when traffic on a street is regulated to only allow traffic to flow in one direction. Usually this is accomplished through sign placement.

- **One-Way Chokers, Half-Closures or Semi-Diverters**

These are barriers to traffic in one direction that permit traffic in the opposite direction to proceed.

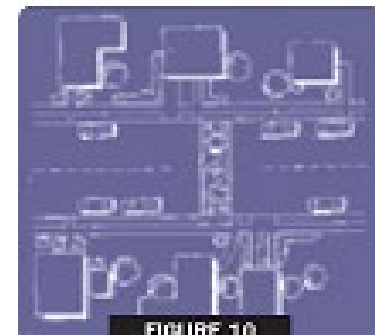
See Figure 9.



- **Street Closures and Cul-de-sacs**

This is the complete barricade or termination of a street.

See Figure 10.



The following general criteria must be met to consider the installation of any Stage 2 traffic calming measure:

1. Installation must not result in traffic diversion to other neighborhood streets.
2. Through a postcard survey, at least 60% of the impacted residents (defined as those residents or owners within 1 contiguous block of the proposed traffic calming improvement(s)) and 75% of the residents within 100 feet of the proposed device shall support the installation.
3. Devices shall be installed only where a minimum safe stopping distance can be provided.
4. The Green Bay Fire Department must approve the plan to assure that emergency response times or access are not negatively affected.

STEP 7 — City Council Approval

Once City staff and the neighborhood have reviewed an appropriate Traffic Calming solution, the proposal will be brought through the Improvement and Services Committee to the City Council for final approval and funding allocation.

Prioritization

Staff will complete Traffic Calming Studies on a “priority rank” basis. Using data collected in Stages 1 and 2, the individual project(s) will be assigned points, as detailed in Appendix 2 “Point Assignment for Ranking Requests.” A minimum of 30 points is required for a project to be considered eligible to compete with other Traffic Calming requests for funding.

Projects will be ranked citywide, based on point score. The highest ranking projects will usually be undertaken first. The number of projects initiated each year will depend on City resources. However, the City may consider other compelling issues to determine project scheduling.

The City will notify the project requestors of the status of their request after this step via the City’s website by posting the summary report.

Once ranked, a project is considered in the annual priority ranking step for up to three years. If, after three years, a project has not received a high enough priority to proceed, the project requestor will be notified it will no longer be eligible for consideration, unless a

current petition to participate is provided. This time limitation ensures that the project requests continue to remain a neighborhood priority and avoids needless waste of time and resources due to changes in local interest in the project.

The project requestor will be notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. If needed, current data may then be collected to recalculate the assignment of points.

The Pros and Cons of Stage 2 Traffic Calming

Before the City decides to consider pursuing Stage 2 traffic calming actions, it is important that the benefits and disadvantages be carefully considered. While Stage 2 actions can be successful, they can also result in problems more significant than the original concern. This section will describe the pros and cons of the Stage 2 traffic calming tools described previously. In most cases, the benefits are predictable, while the disadvantages can be much more unexpected. Consequently, a greater emphasis has been placed on the potential problems so that decisions can be made in a fully informed manner.

Pros

- Traffic Calming Measures Often Achieve the Desired Result

Physical actions such as the installation of speed humps, traffic circles, street closures, etc. are almost always successful in forcing traffic to behave in an intended fashion. In certain situations, they can achieve the desired result by utilizing a one time capital expenditure and generally low ongoing maintenance costs.

- Permanence

Stage 2 traffic calming actions are generally viewed as much more permanent solutions than Stage 1 actions. In most instances the alternative approach to the desired result involves repetitive and costly ongoing Stage 1 traffic calming actions. There are significant potential benefits to utilizing Stage 2 traffic calming actions which is why some communities have implemented Stage 2 actions and many other communities are exploring their possible use.

- Accident and Crash Reduction

One of the most important impacts of traffic calming is the potential reduction in the severity and number of crashes on traffic-calmed streets. Safety is enhanced through increased driver awareness of other street users and reductions in volumes, speeds and conflicts. In the United States, reduction of crashes due to traffic calming measures has been reported to be an overall average of 50 percent. Traffic circles appear to offer the greatest reduction in collisions. Speed reduction is especially important for pedestrian safety, as the severity of injury to a pedestrian when hit by an automobile is dramatically reduced by lowering vehicle speeds from 35 mph (usually fatal) to fewer than 20 mph (usually just minor injuries).

Cons

- Delays in Emergency Response Vehicles

This is especially true for fire apparatus and ambulance. Because of the heavy weight of fire engines, and delicate instruments and patients within ambulances, these vehicles must almost come to a complete stop when they encounter a bump, dip or sharp curve. Creating bumps, dips, and sharp curves is often precisely the result of many of the traffic calming tools. While these maneuvers will cause moderate discomfort and delay for normal passenger vehicles, they cause a much greater problem for emergency vehicles.

The time required responding to medical emergencies or building fires by emergency personnel and apparatus has a significant influence on the outcome of the event. In cardiac arrest cases, literally seconds count in the patient's chance of survival. From the moment of collapse, the likelihood for recovery diminished by 10% for each minute which passes. Likewise, in their early stages, fires grow at a geometric rate. Minutes could mean the difference between a small fire easily contained and a fire causing major property loss and possible injury or death. For these reasons, the City's Fire Services Division is concerned with any physical action which would force delay upon responding emergency vehicles.

- Diverting the "Problem" Traffic to Another Neighborhood Street

Another concern has been the realization that in many instances implementing traffic calming tools would be likely to move the problem rather than solve the problem. In virtually all instances, the traffic being controlled by physical traffic calming tools will not disappear or make major changes in its travel patterns. In most instances the placing of impediments on a particular neighborhood street will merely divert some or all of that traffic to other neighborhood streets.

- Everyone is Inconvenienced

Enforcement and education efforts aimed at controlling speeds or influence driver behavior impact primarily the irresponsible drivers - usually a relatively small percentage of the driving population. On the other hand, physical traffic calming measures create delay and inconvenience for all drivers using the particular street.

- Benefits Sometimes Very Localized

While speed humps are generally very effective in reducing speed in the immediate vicinity of the humps, they often result in higher speeds between the humps as drivers try to “make up” for the delay at the humps. Consequently, while using the speed humps to lower the average speed, it is likely that the top speeds on the street will increase. This result has been clearly documented in many studies regarding the use of speed humps or non-warranted stop signs for speed control.

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1. Contact Information

Name: _____
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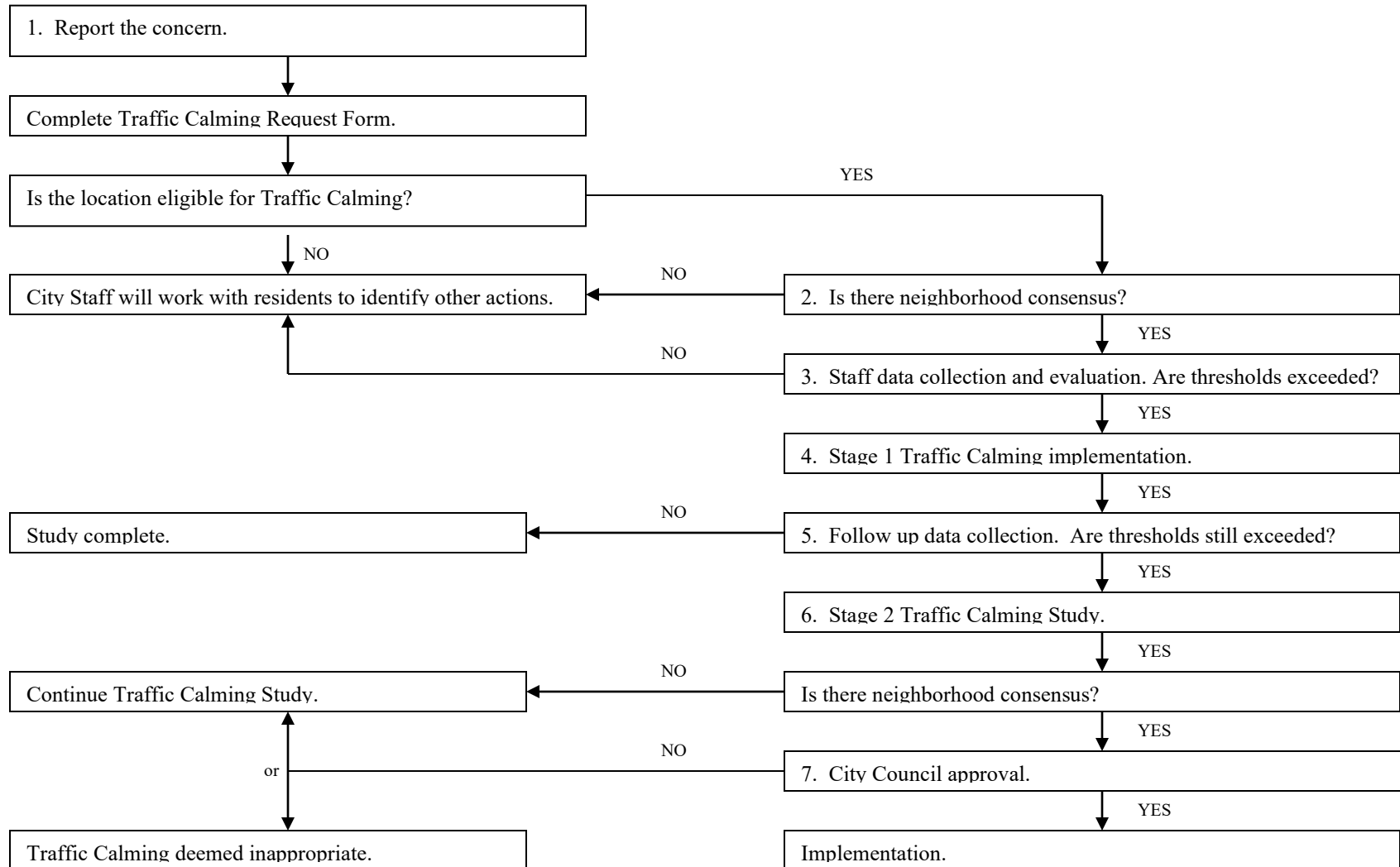
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2. Speed	Percent of vehicles 5 mph over the posted or statutory speed limit (On the segment of the project street having the highest percentage over the limit), divided by 3.	Max of 30
3. Crash Record (Reportable Crashes Only)	Number of crashes per block segment multiplied by 5. Mid-block crashes count as 1. Intersection crashes counts as 1/2 cross street.	Max of 30
4. Elementary, Middle and High Schools	For a public or private elementary, middle or high school within one-quarter mile of the petition area	5
5. Other High Pedestrian Generating Areas	Up to 5 points for each pedestrian oriented facility, such as an ambulatory elderly housing development, library, or a City park on the street or within one-quarter mile of the petition area. For pedestrian oriented facilities grouped together on the subject street or within one-quarter mile of the petition area, up to 5 points for the group.	Max of 10
6. Designated School Walk Route	If the petition area includes one or more Recommended School Walk Routes as designated by the City.	5
	If the petition area includes one or more crossing guard locations	5
7. Designated Bicycle Routes	If the petition area includes one or more subject streets designated as a bicycle route on the Brown County Bicycle and Pedestrian Plan.	5
8. Time on Project List	Any project which has been on the Neighborhood Traffic Calming priority ranking list for the previous 2 or more years. This provides recognition for the length of time a neighborhood project has been on the ranking list.	2
9. Scheduled Road Reconstruction	To take advantage of a pending street reconstruction project, a traffic calming project which is desired for a street that is to be reconstructed will be ranked with others on its own merits, and decisions on whether or not to proceed will be decided by t	As applicable per Items 1-8

NOTES:

- * A project must score 30 or more points to be considered eligible for further inclusion in the NTCP.
- * The point total is considered along with other information when determining the priority of a project.

FINAL PAYMENTS RESOLUTION
October 1, 2024

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. **BAY BEACH PAVILION REROOF**
 GARLAND/DBS, INC.

TOTAL AMOUNT EARNED:	\$ 511,125.85
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 462,173.75
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 0.00</u>
AMOUNT DUE THIS PAYMENT:	\$ 48,952.10

ACCOUNT NUMBER
218650-55201-83098: \$48,952.10
PO #2400050

Adopted _____, 2024

Approved _____, 2024

Mayor

ATTEST:

City Clerk

sap

ZONING ORDINANCE NO. 20-24

**AN ORDINANCE REZONING PROPERTY LOCATED AT
2491 UNIVERSITY AVENUE FROM GENERAL COMMERCIAL DISTRICT TO
HIGHWAY COMMERCIAL DISTRICT
(ZP 24-30)**

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described properties, known as tax parcel 21-1250 which is located at 2491 University Avenue from General Commercial (C-1) District to Highway Commercial (C-2) District.:

2491 UNIVERSITY AVENUE (21-1250)

ALL OF LOT 3, CERTIFIED SURVEY MAP NUMBER 9714, DOCUMENT NUMBER 3054854, BEING PART OF GOVERNMENT LOT 3, SECTION 33, TOWNSHIP 24 NORTH, RANGE 21 EAST, CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

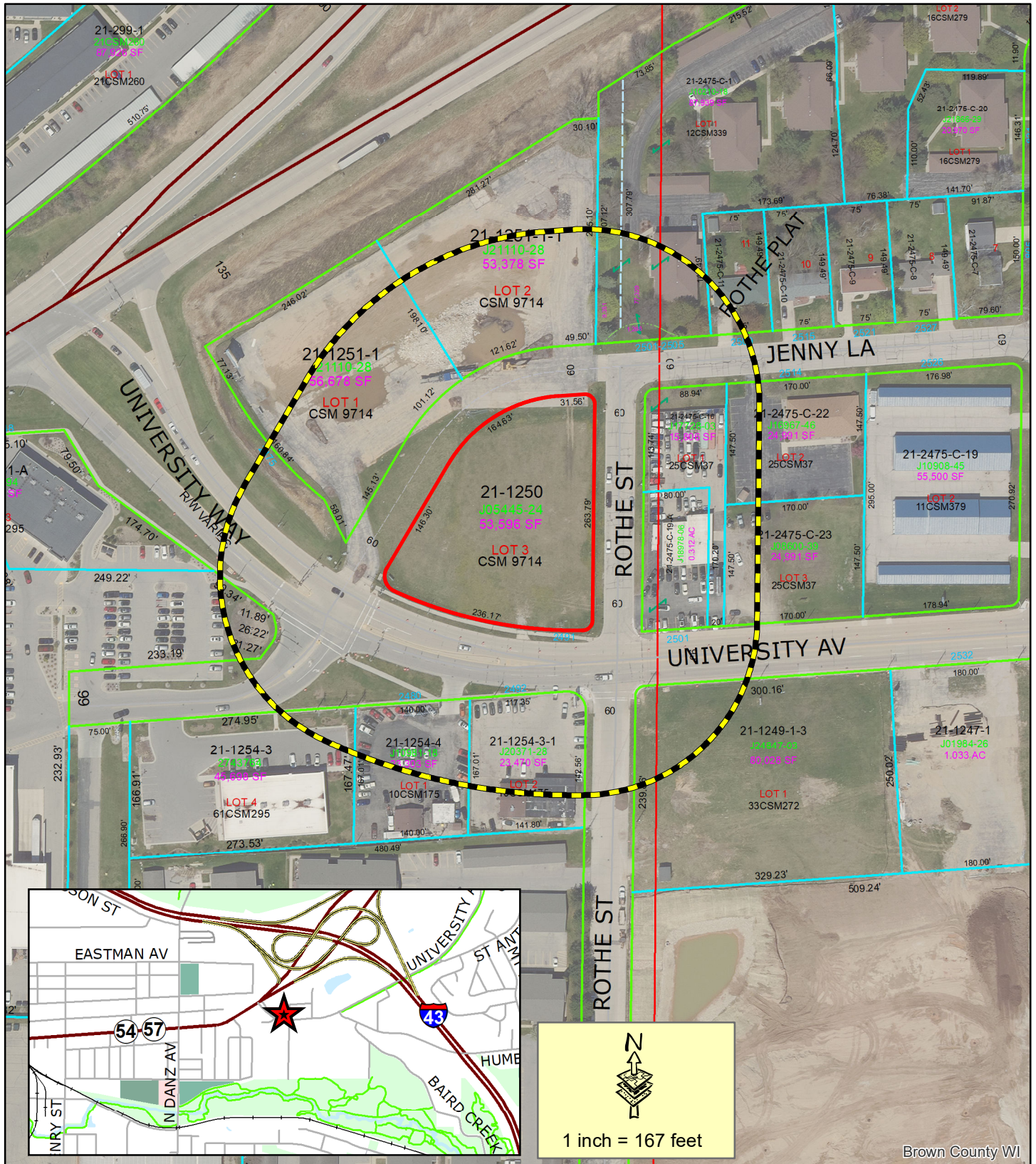
APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

dam
Attachment – Map



- Subject Area
- 200' Property Owner Notice

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

Zoning Petition (ZP 24-30)
Rezone Subject Area
at 2491 University Avenue
from General Commercial (C1) to
Highway Commercial (C2)



ZONING ORDINANCE NO. 21-24

AN ORDINANCE REZONING PROPERTY LOCATED AT 2035, 2041 AND 2045 CRESTWOOD SPRINGS DRIVE, 0 BAYBERRY COURT, AND 0 PACKERLAND DRIVE FROM RURAL RESIDENTIAL DISTRICT TO LOW DENSITY RESIDENTIAL DISTRICT (ZP 24-31)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning the following described properties, known as tax parcels 6H-4449, 6H-4448, 6H-4447, 6H-1247-2, 6H-1247-3 which are located at 2035, 2041 and 2045 Crestwood Springs Drive, 0 Bayberry Court, and 0 Packerland Drive from Rural Residential (RR) District to Low Density Residential (R-1) District:

2035 CRESTWOOD DRIVE (6H-4449)

LOT TWENTY-TWO (22), PLAT OF PINE ACRES ESTATES, CITY OF GREEN BAY, WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

2041 CRESTWOOD DRIVE (6H-4448)

LOT TWENTY-ONE (21), PLAT OF PINE ACRES ESTATES, CITY OF GREEN BAY, WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

2045 CRESTWOOD DRIVE (6H-4447)

LOT TENTY (20), PLAT OF PINE ACRES ESTATES, CITY OF GREEN BAY, WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.

0 BAYBERRY COURT (6H-1247-2)

THAT PART OF LOTS 21 AND 22, SECTION 32, TOWNSHIP 24 NORTH, RANGE 20 EAST, IN THE CITY OF GREEN BAY, WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, LYING WEST OF A LINE WHICH IS 946.91 FEET EAST OF AND PARALLEL TO THE WEST LINE OF THE SAID EAST 16 ACRES OF SAID LOT 24, EXCEPTING THE NORTH 208.71 FEET OF THE 176.81 FEET THEREOF, AND EXCEPTING THEREFROM SUNSET PLAT.

0 PACKERLAND DRIVE (6H-1247-3)

THAT PART OF LOTS 21 AND 22, SECTION 32, TOWNSHIP 24 NORTH, RANGE 20 EAST, IN THE CITY OF GREEN BAY, WEST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BOUNDED ON THE WEST BY A LINE THAT IS 946.91 FEET EAST OF AND PARALLEL TO THE WEST LINE OF THE EAST 16 ACRES OF LOT 24, SECTION 32, TOWNSHIP 24 NORTH, RANGE 20 EAST AND BOUNDED ON THE EAST BY A LINE THAT IS 1749.0 FEET EAST OF

ZONING ORDINANCE NO. 21-24

PAGE 2

AND PARALLEL TO THE WEST LINE OF SAID EAST 16 ACRES OF SAID LOT 24, EXCEPTING THEREFROM THE WEST 31.9 FEET OF THE NORTH 208.71 FEET THEREOF AND EXCEPTING THEREFROM SUNSET PLAT.

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

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 44-82, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2024.

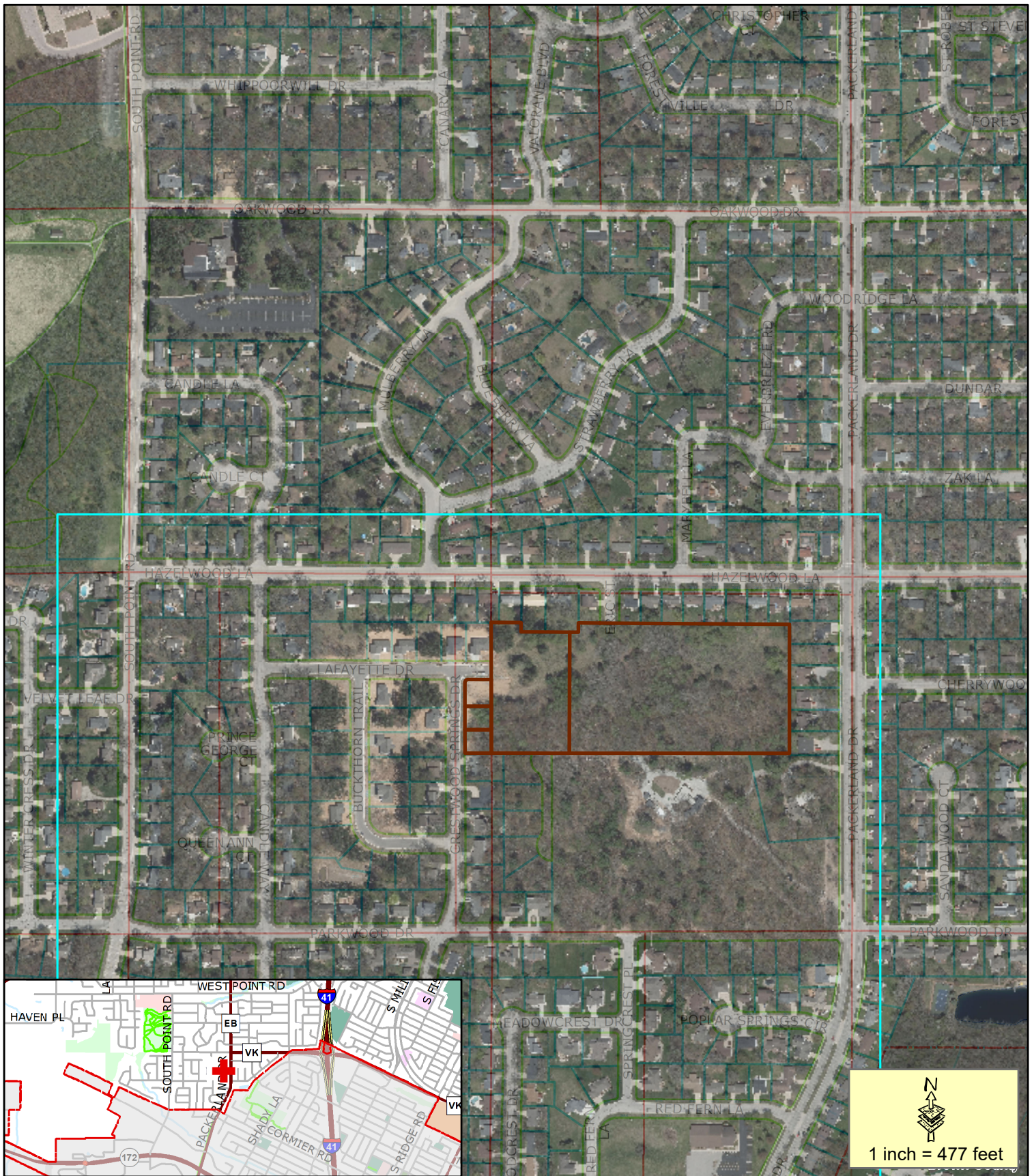
APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

dam
Attachment – Map



- Proposed Rezone Parcels
- 200' Property Owner Notice

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Map prepared by JL

Rezone Request
Properties generally located at 2035, 2041,
and 2045 Crestwood Springs Drive, the
eastern terminus of Lafayette Street and
the southern terminus of Eric Street from RR
Rural Residential to R1 Low-Density Residential

GENERAL ORDINANCE NO. 26-24

AN ORDINANCE
AMENDING SECTION 32-2(g)(5)(i),
GREEN BAY MUNICIPAL CODE,
RELATING TO THE SOLID WASTE
COLLECTION REGULATIONS

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

SECTION 1. Section 32-2(g)(5)(i), Green Bay Municipal Code, is hereby amended to read:

- i. Garbage, recycling, or refuse containers shall be stored during the time period between collection days in the following locations:
 1. Tipper carts shall not be stored within 15 feet of the public right-of-way.
 2. ~~Tipper carts shall not be stored on any street side or alongside of a building unless the cart is completely screened from view of an observer located at the public right-of-way.~~ **Tipper carts may be stored within the front setback of the property or alongside a building behind the building face. Carts do not need to be screened from view.**
 3. Tipper carts ~~shall~~ **may** be stored in the backyard, garage, or any other convenient discreet location.
 4. All tipper carts must be stored with the lids completely closed.
 5. Carts shall not be stored near a furnace, grill or any other heat source.

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 _____, 2024.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

10/01/2024