



AGENDA OF THE COMMON COUNCIL

TUESDAY, JUNE 10, 2025, 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. May 20, 2025.

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Appointments.

- I. Director of Public Works
Valerie Joosten
Effective: June 2, 2025

City Attorney
Lacey Cochart
Effective: June 5, 2025

2. Reappointments:

City of Green Bay/Town of Scott Joint Plan Commission
Eric Rakers, 2775 Classic Dr, Green Bay, WI 54311
Term to expire: June 1, 2028

J. Ordinances - Second Reading for Adoption.

1. General Ordinance No. 09-25
An ordinance amending Section 30-5(1), Green Bay Municipal Code, relating to General Sign Standards (TA 25-02).
2. General Ordinance No. 11-25
An ordinance amending Section 4-10(c), Green Bay Municipal Code relating to license restrictions.

K. Report of the Improvement & Services Committee (June 4, 2025).

1. To approve the request by Department of Public Works to approve and submit to WDNR the annual electronic Compliance Maintenance Annual Report (eCMAR) and Resolution approving the WNDR NR 208 – Compliance Maintenance Annual Report.
2. To approve the request by Department of Public Works to approve Offering Price Reports for the Manitowoc Road Sidewalk project.
3. To approve the request by Department of Public Works to award 2025 ROOT TREATMENT SERVICES contract to Duke's Root Control, Inc. in the amount of \$67,931.15.
4. To approve the request by Department of Public Works to approve the award of contract PARKS 4-25 (EAST RIVER TRAIL-MAIN STREET) to Highway Landscapers, Inc. in the amount of \$578,373.00.
5. To approve the request by Department of Public Works to approve the award of contract CITY HALL 1-25 THIRD FLOOR LIGHTING to Frank O. Zeise Construction Co., Inc. in the amount of \$348,209.00.
6. To approve the request by Department of Public Works to approve the award of contract BRIDGE 2-25 MAIN STREET BRIDGE B-5-311 (HYDRAULIC REHABILITATION PHASE 3) to Lunda Construction Company in the amount of \$675,468.00.
7. To approve the request by Department of Public Works to award contract BRIDGE 3-25 (BRIDGE MAINTENANCE & CONCRETE REPAIRS) at a staff level and report the award at the July 9, 2025 Improvement & Services Committee meeting.

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

- I. Granting of Licenses

- A. Sidewalk Builder

- a. American Custom Concrete, LLC
 - b. Naps Flatwork & Construction
 - c. Total Construction (Joe Mains Concrete)

9. To approve the request by Department of Public Works to award PAVEMENT I-25 CASS STREET RECONSTRUCTION to Peters Concrete Company in the amount of \$258,866.64.

- L. Report of the Protection & Policy Committee.**

1. To hold, until the June 16, 2025 Protection and Policy meeting, an appeal by Natasha Matson regarding the denial of her excess animal permit application.
2. To approve a limited expansion of licensed premises for Cock & Bull at 1237 Main St described as "back parking lot. fence" for the following date: August 16, 2025.
3. To approve a limited expansion of licensed premises for Rosatis Pizza at 745 Huron Rd described as "tent on the outside area on the side of the building for extra standing room" for the following date: June 28, 2025.
4. To approve the listed renewal alcohol beverage license applications, pending the approval of proper authorities (see attached).
5. To approve 2025-26 Massage Establishment License renewal for 1011 Spence Street, Riverfire Massage Therapy.
6. 2025-26 Massage Establishment License renewal at 1315 W Mason, Ping Health Center (no recommendation from Committee, 2-2 vote).
7. To approve a 2025-26 Massage Establishment License renewal for 321 St. George, Exhilarations Plus.
8. To approve a 2025-26 Massage Establishment License renewal for 321 St. George, Integrative Therapeutic Massage.
9. To approve a 2025-26 Massage Establishment License renewal for 810 S Maple, Power Massage by Hope.
10. To approve a 2025-26 Massage Establishment License renewal at 1566 W Mason, Inga's Swedish Massage.
11. To approve a 2025-26 Massage Establishment License renewal at 825 S Huron Rd., Laloo Aesthetics (Elite Spa).
12. To approve updates to the professional services contract with E-Plan Exam including coinciding updates needed to Green Bay's Municipal ordinances.
13. To approve G.O. 12-25 relating to Commercial Building Inspection Authority.

14. To approve G.O. 15-25 relating to License applications.

M. Report of the Green Bay Police Department Granting Operator Licenses.

1. Report of the Green Bay Police Department granting Operator Licenses

N. Report of the Green Bay Police Department Recommending Massage Establishment License Nonrenewal Notices

1. To deny a 2025-2026 Massage Establishment License renewal for 842 S. Military Avenue, VIP Spa.
2. To deny a 2025-2026 Massage Establishment License renewal for 131 S. Military Avenue #109, Seven Day Spa.
3. To deny a 2025-2026 Massage Establishment License renewal for 1235 S. Military Avenue, East Spa.
4. To deny a 2025-2026 Massage Establishment License renewal for 1740 E. Mason Street, Moonlight Spa.
5. To deny a 2025-2026 Massage Establishment License renewal for 1639 Deckner Avenue, Cherry Spa.
6. To deny a 2025-2026 Massage Establishment License renewal for 2685 W. Mason Street, Green Bay Spa.
7. To deny a 2025-2026 Massage Establishment License renewal for 503 S. Military Avenue, Sunrise Spa.

O. Report of the Clerk Recommending Alcohol License Nonrenewal Notices

1. To deny a 2025-2026 Liquor License renewal for 231 N. Broadway, Stage 1.
2. To deny a 2025-26 Liquor License renewal for 700 Bodart St., Jam Rock.

P. Report of the Finance Committee (June 3, 2025).

1. To update the City of Green Bay Debt Policy.
2. To accept the State of Wisconsin DNR Recycling Grant 2025 award of \$433,631.93.

Q. Report of the Park Committee (June 4, 2025).

1. To approve the donation of batting cages at the Joannes Baseball Stadium by the Green Bay Blue Ribbons.
2. To approve the donation of two scoreboards at East River Optimist Park by the Green Bay Optimist Club.
3. To approve the donation of exercise equipment at Fireman's Park by the Fireman's Park Neighborhood Association.
4. To approve the Joannes Aquatic Center Masterplan and Phasing Plan as presented by staff.

R. Report of the Personnel Committee (June 3, 2025).

1. To approve the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Plumbing & HVAC Inspector
 - b. Truck Driver
2. To approve the request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement at the end of June, 2025.
3. To proceed as directed on the Common Council vacancy application process and requirements for applicants before Common Council appointment.
4. To refer to staff regarding the Mayor salary for the next term beginning in 2027.
5. To approve the 2025 City of Green Bay and City of Green Bay International Brotherhood of Electrical Workers Local No.158 labor agreement.

The Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats. for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report the results of the closed session and consider the balance of the agenda.

6. To approve the 2025 City of Green Bay and City of Green Bay Department of Public Works Labor Association labor agreement.

The Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats. for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report the results of the closed session and consider the balance of the agenda.

S. Report of the Traffic, Bicycle, and Pedestrian Commission (May 19 2025).

1. Election of Vice Chair Stephen Larsen.
2. To receive and place on file the April 2025 report by the Police Department on the monthly Traffic Enforcement Unit Traffic Safety Plan.
3. To receive and place on file the report by the Police Department of the 2025 1st quarter serious injury and fatal crashes.
4. To refer to staff for study the possibility to add drive lines and bike lanes on Basten Street from Clement Street to North Danz Avenue.
5. To receive and place on file the request by David Olejniczak to review the intersection of South Henry Street and Melon Avenue for the City to possibly install a four-way stop at this location.
6. To approve the request by Traffic Division to remove the parking restriction (NO PARKING DURING SOCCER GAME) on the north side of 7th Street from Chantel Street to Downer Street.

7. To approve the request by Traffic Division to modify the existing parking restrictions on the south side of School Place north of South Oakland Avenue adjacent to Seymour Park.

T. Report of the Sustainability Commission (May 21, 2025).

1. To receive and place on file the City Sustainability & Resiliency Initiatives Memo.
2. To receive and place on file the Healthy Habitat for All Work Group report.
3. To receive and place on file the Clean Energy Work Group report.
4. To receive and place on file the Staff Report for activities during the month of April.

U. Informational.

1. May Municipal Court Report

V. Resolutions.

1. Resolution drawing final orders to contractors for June 10, 2025.
2. Resolution authorizing a Conditional Use Permit (CUP) at the 2800 Block Humboldt Road (Parcel 21-5668) (ZP 25-13). **[This petition has been withdrawn by the applicant]**
3. Resolution approving the WDNR NR 208 - Compliance Maintenance Annual Report .

W. Ordinances - First Reading.

1. G.O. 12-25
An ordinance relating to Commercial Building Inspection Authority.
2. G.O. 15-25
An ordinance relating to License applications.

X. Committee of the Whole

1. Consideration with possible action on the Memorandum of Understanding with C. Reiss Terminals, LLC for the relocation of the coal piles and redevelopment of the Mason Street site. (Updated and Edited from March 4, 2025 approved MOU)

Y. Presentations by Interested Persons to Fill Alder Vacancy, District 8.

1. Jim Ridderbush, 1054 6th St.
2. Mark Anderson, 1063 Shadow Ln.
3. Megan Borchardt, 1146 9th St.

Z. Appointment of Alder to Fill Vacancy in District 8.

AA. Oath of Office

BB. Referral of Petitions & Communications.

CC. 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.



MINUTES OF THE COMMON COUNCIL

TUESDAY, MAY 20, 2025, 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

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B. ROLL CALL.

Present: Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss

Excused:

Absent:

C. PLEDGE OF ALLEGIANCE.

D. INVOCATION.

E. APPROVAL OF MINUTES.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Craig Stevens to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

I. May 6, 2025.

F. APPROVAL OF THE AGENDA.

Moved by Ald. Melinda Eck, seconded by Ald. Ben Delie to approve.

Moved by Ald. Brian Johnson, seconded by Ald. Alyssa Proffitt to amend, move finance after appointments.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Brian Johnson, seconded by Ald. Joey Prestley to approve as amended.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

G. REPORT BY THE MAYOR.

H. ANNOUNCEMENTS.

I. APPOINTMENTS.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve reappointments.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve new appointments.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

I. Reappointments:

Police and Fire Commission

Rashad Cobb, 1288 Hannah St, Green Bay, WI 54303

Term to expire: May 1, 2030

Green Bay Plan Commission

Ken Rovinski 520 Hubbard Street, Green Bay, WI 54303

Term to expire: May 1, 2028

Sex Offender Residency Board

Craig Coleman 1217 S. Quincy St., Green Bay, WI 54301

Term to expire June 1, 2030

Appointments:

Green Bay Area Room Tax Commission

Brett Vogel, 2670 Van Beek Road, Green Bay, WI 54311

Term to expire: May 1, 2026

J. ORDINANCES - SECOND READING FOR ADOPTION.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to adopt.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

- I. Zoning Ordinance No. 10-25
An Ordinance Zoning certain land located at 2735 University Avenue as a Planned Unit Development District (ZP 25-11)

K. REPORT OF THE REDEVELOPMENT AUTHORITY (MAY 13, 2025).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Brian Johnson to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

- I. To approve issuance of funding commitment letters to General Capital Group for the redevelopment of the former Badger Sheet Metal site at 402 and 420 S. Broadway, 421 Arndt Street, and 419 S. Maple Street (Tax Parcels 3-569, 3-572, 5-574, and 2-947), contingent on the approval of a Development Agreement and subject to final legal approval.

L. REPORT OF THE IMPROVEMENT & SERVICES COMMITTEE (MAY 14, 2025).

Moved by Ald. Ben Delie, seconded by Ald. Melinda Eck to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

- I. To approve the request by Department of Public Works to spend \$70,000.00 on CYVL

Transportation Infrastructure Mapping to complete required bi-annual ratings for 2025.

2. To approve the request by Department of Public Works to execute a service order with Berners-Schober Associates, Inc. in accordance with the previously executed Master Agreement for pre-design/study for the West Side Municipal Garage HVAC for \$95,000.00.
3. To approve the request by Department of Public Works to award contract PARKS 5-25 LEICHT MEMORIAL PARK SITE GRADING at a staff level and report the award at the next Improvement & Services Committee meeting.
4. To approve the request by Department of Public Works to approve the award of contract SIDEWALKS 2025 to Jim Fischer, Inc. in the amount of \$928,475.00.
5. To approve the request by Department of Public Works to approve the award of contract RESURFACING 1-25 (INCLUDING SEWER & WATER) to Peters Concrete Company in the amount of \$2,967,804.30.
6. To approve the request by Department of Public Works to approve the award of contract RESURFACING 2-25 (INCLUDING SEWER & WATER) to Jossart Brothers, Inc. in the amount of \$4,905,798.00.
7. To approve the request by Department of Public Works to approve the award of contract PARKS 3-25 "BAY BEACH PAVILION MECHANICAL UPGRADES" to Milbach Construction Services, Co. in the amount of \$717,724.00.
8. To approve the request by Department of Public Works to approve the award of contract WSG 2-25 LORE LANE TRENCH DRAIN RECONSTRUCTION to Martell Construction in the amount of \$48,888.15.

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

A. Granting of Licenses

I. Sidewalk Builder

- a. Accucut Concrete
- b. N&L Concrete, LLC
- c. Quality Asphalt of Green Bay, LLC
- d. Sommers Construction Company, Inc.
- e. Three Corners Concrete, LLC
- f. Zenture Solutions, LLC

M. REPORT OF THE PROTECTION & POLICY COMMITTEE.

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve an appeal by Diana Buchholz regarding the denial of her operator's license.
2. To approve an appeal by Sue Paremski regarding the denial of her operator's license.
3. To approve a new Massage Establishment License at 110 Packerland (Vital Massage).
4. To approve the renewal of a Massage Establishment License at 1004 Brett Favre Pass (Legendary Hospitality).

5. To approve a liquor application for a Producer Full-Service Retail Sales Application for Noble Roots Brewing Company with a premise description described as "west end of the parking lot, between two outdoor shelters. Beer will be sold and consumed in this area" for the following dates: 7/1, 7/15, 7/29 and 8/12 at the Bay Beach Summer Concert Series.
6. To approve an application for a "Class B" liquor and Class "B" Beer license for Steven R Van Pay at 1610 Cass St (previously licensed as VPR Bar) with a licensed premises described as "bar, kitchen, basement liquor room", with approval of the proper parties.
7. To approve an application for a "Class B" liquor and Class "B" Beer license for Fritanga Nica, LLC at 1706 Main St (formerly Mely's Cake) with a licensed premises described as "behind the bar and cooler, dining area and kitchen area", with approval of the proper parties.
8. To approve an application for a "Class A" liquor and Class "A" Beer license for BAS Venture LLC at 2278 Bay Settlement Rd (formerly Badimalika LLC) with a licensed premises described as "alcohol will be sold & stored in designated areas. Beer is kept in 6 cooler doors & wine secured in aisles near and behind the counter", with approval of the proper parties.
9. To approve an application for a "Class B" liquor and Class "B" beer license for Sandbox Spirits LLC at 2042 Manitowoc Rd (formerly 2WVB, Inc) with a licensed premises described as "main tavern, outdoor beer garden, volleyball courts, horseshoe pits, parking lot area. Basement storage", with approval of the proper parties.
10. To approve an application for a new "Class C" wine and Class "B" Beer license for Crepe Bistro & Cafe at 520 N Broadway, Ste 120 with a licensed premises described as "dining, beer and wine stored at table, open kitchen, liquor stored in fridge in kitchen", with approval of the proper parties.
11. To approve a Reserve application for a "Class B" liquor and Class "B" Beer license for Unity Food Service LLC at 2475 W Mason St with a licensed premises described as "entire

restaurant. Kitchen, bar and dining. Stored down at the basement.", with approval of the proper parties.

12. To approve the listed renewal alcohol beverage license applications, pending the approval of the proper parties (see attached).

13. To approve General Ordinance No. 11-25 relating to License Restrictions.

N. REPORT OF THE GREEN BAY POLICE DEPARTMENT GRANTING OPERATOR LICENSES.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Report of the GreenBay Police Department granting Operator Licenses.

O. REPORT OF THE PLAN COMMISSION. (MAY 12, 2025)

Moved by Ald. Alyssa Proffitt, seconded by Ald. Joey Prestley to approve, except 1.
Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve the request for a Conditional Use Permit (CUP) to allow a three-unit townhome development at the 2800 Block Humboldt Rd (Parcel 21-5668), as recommended by staff.
The approval further requires the following details:
 - (1) The townhome design must include rear-loaded (back of the structure) garages or include a circular driveway in front of the structure, either of which must provide vehicle ingress and egress to Humboldt Road in a forward motion.
 - (2) Safe pedestrian access in the form of steps is provided to the rear yard/northern portion of the property with more level ground from each dwelling unit or from a common area accessible by all dwelling units.
 - (3) A grading plan prepared by a licensed civil engineer be provided that certifies impacts to the environmentally sensitive areas of the lot will not:
 - a. Result in soil erosion, flooding, severe scarring, reduction of water quality, or inadequate drainage control.

- b. Cause erosion or slope instability to neighboring property or cause structural damage to neighboring structures

Submitted by Christopher and Lisa Mau, on behalf of Carol B Dost, property owner. (ZP 25-13 Plan Commission Meeting May 12, 2025).

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to refer to staff.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

2. To approve the request to amend Section 30-5(1), relating to general sign standards submitted by the City of Green Bay Community and Economic Development Department. (TA 25-02 Plan Commission Meeting May 12, 2025).

P. REPORT OF THE FINANCE COMMITTEE. (MAY 13, 2025)

Moved by Ald. Alyssa Proffitt, seconded by Ald. Melinda Eck to approve, except item 1.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve \$500,000 of Tax Incremental District Affordable Housing (TIDAH) funds to be allocated to the New Community Shelter capital campaign project with receipt of application, and \$309,000 of ARPA funds allocated to the JBS project to provide adequate funding for the project budget to match a Wello grant award.

Moved by Ald. Brian Johnson, seconded by Ald. Melinda Eck to open the floor.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Kris Olson, 1342 11th Ave
Tara Yang, 1706 Shadow Dr
Natalie Bomstad, 239 Seminole Ln

Moved by Ald. Brian Johnson, seconded by Ald. Melinda Eck to close the floor.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Melinda Eck, seconded by Ald. Brian Johnson to approve.

Moved by Ald. Joey Prestley, seconded by Ald. Alyssa Proffitt to amend, edit \$309K to \$750K for constructing public restrooms.

Motion Failed.

Yes-None, No-None, Abstain-None.

Moved by Ald. Bill Galvin, seconded by None to refer back to committee.

Motion failed.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to refer to staff--present at next finance meeting the costs for construction of bathroom and identify a funding source.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Brian Johnson, seconded by Ald. Bill Galvin to approve as amended.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

2. To approve the request for a resolution authorizing and providing for the sale and issuance of up to \$117,500 taxable general obligation promissory notes, Series 2025C, and all related details for safe drinking water loan program match on behalf of the Water Utility.
3. To approve the request for the budget amendment resolution from the Department of Public Works (DPW) to reallocate salary savings from unfilled positions to purchase the Cylv Infrastructure Mapping system for the amount of \$70,000.00.
4. To approve the award of the official newspaper for the City of Green Bay to The Press Times for the period from 6/1/2025 to 5/31/2026.
5. To approve the request for the resolution for a 2025 budget amendment for unbudgeted overtime for special events.

Q. REPORT OF THE PARK COMMITTEE (MAY 14, 2025).

Moved by Ald. Ben Delie, seconded by Ald. Alyssa Proffitt to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve the request by Military Avenue Inc. to fundraise for the construction of a shared use Market on Military building and parking lot at Murphy Park.

R. REPORT OF THE PERSONNEL COMMITTEE (MAY 13, 2025).

Moved by Ald. Craig Stevens, seconded by Ald. Alyssa Proffitt to approve, except 2.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Safety Coordinator
2. To refer to staff to seek input from Alderpersons regarding the Common Council vacancy application process and requirements of applicants and finalize a set of suggested questions to be brought back. Applicants will be presented at the June 10, 2025, meeting, at which time the finalists will be selected to present at the June 24, 2025, meeting. (*Communication, Alder Johnson*)

Moved by Ald. Brian Johnson, seconded by Ald. Melinda Eck to approve.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to amend, strike the 2nd sentence.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Kathy Hinkfuss, No-Melinda Eck,, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve as amended.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Kathy Hinkfuss, No-Melinda Eck,, Abstain-None.

S. INFORMATIONAL.

1. Building Report for April 2025

2. Municipal Court Report.

T. COMMITTEE OF THE WHOLE.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve a resolution in support of DS300 voting tabulator purchase by Brown County.

U. RESOLUTIONS.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to suspend the rules and take up all with one roll call vote, except item 5.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Craig Stevens to approve, except item 5.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Resolution drawing final orders to contractors for May 20, 2025.
2. Resolution authorizing a 2025 budget amendment for unbudgeted overtime for special events.
3. Resolution authorizing a 2025 budget amendment to transfer funds to purchase the Cylv Infrastructure Mapping system for the amount of \$70,000.00.

4. Resolution Authorizing and Providing for the Sale and Issuance of up to \$117,500 Taxable General Obligation Promissory Notes, Series 2025C, and All Related Details.

5. Resolution authorizing a Conditional Use Permit (CUP) at the 2800 Block Humboldt Road (Parcel 21-5668) (ZP 25-13).

Moved by Ald. Craig Stevens, seconded by Ald. Melinda Eck to refer to staff.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

6. Resolution in support of DS300 voting tabulator purchase by Brown County.

7. Resolution to accept Sidewalks 2025 and issue assessments.

V. ORDINANCES - FIRST READING.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Craig Stevens to suspend the rules and take up both with one roll call vote.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Joey Prestley, seconded by Ald. Ben Delie to advance.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. General Ordinance No. 09-25
An ordinance amending Section 30-5(1), Green Bay Municipal Code, relating to General Sign Standards (TA 25-02).
2. General Ordinance No. 11-25
An ordinance amending Section 4-10(c), Green Bay Municipal Code relating to license restrictions.

W. REFERRAL OF PETITIONS & COMMUNICATIONS.

None were offered.

X. ADJOURNMENT.

Moved by Ald. Brian Johnson, seconded by Ald. Melinda Eck to adjourn.

Motion Passed.

Yes-Jennifer Grant, Jim Hutchison, William Morgan, Bill Galvin, Craig Stevens, Joey Prestley, Alyssa Proffitt, Brian Johnson, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

GENERAL ORDINANCE NO. 09-25

AN ORDINANCE
AMENDING SECTION 30-5(1),
GREEN BAY MUNICIPAL CODE,
RELATING TO GENERAL SIGN STANDARDS

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

SECTION 1. Section 30-5(1), Green Bay Municipal Code, is hereby amended to read:

- (1) *Permit required.* All signs, except exempt signs as listed in Section 30-6, shall be required to submit a site plan, sign details, **hold harmless agreement, if necessary,** and other information, as regulated in Chapter 44, Article XIX, to the office of the Zoning Administrator, **or their designee,** for review of compliance with all applicable codes. **The Zoning Administrator, or their designee, shall sign completed hold harmless agreements on behalf of the City.**

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, Clerk

law

05/06/2025

GENERAL ORDINANCE NO. 11-25

**AN ORDINANCE
AMENDING SECTION 4-10(c),
GREEN BAY MUNICIPAL CODE,
RELATING TO LICENSE RESTRICTIONS**

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

SECTION 1. Section 4-10(c), Green Bay Municipal Code, is hereby amended to read:

Sec. 4-10(c). License restrictions.

- (c) *Restrictions on location.* The City of Green Bay shall follow Chapter 125 in accordance with issuing a "Class A" or "Class B" less than 300 feet from the main entrance of a public or parochial school, tribal school, as defined in Wis. Stats. § ~~115.002(15m)~~ **115.001(15m)**, hospital, or church.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

law
[Date]



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.I

To approve the request by Department of Public Works to approve and submit to WDNR the annual electronic Compliance Maintenance Annual Report (eCMAR) and Resolution approving the WNDR NR 208 – Compliance Maintenance Annual Report.

BACKGROUND

Each year the City is required to submit an annual report, known as the electronic Compliance Maintenance Annual Report (eCMAR), to Wisconsin Department of Natural Resources for the City's sanitary sewer collection system. A resolution is required for Council approval of the report prior to submittal to WDNR by the Public Works Director. These actions are necessary to maintain compliance with the requirements of ch. NR 208, Wis. Adm. Code. The submittal deadline for the 2024 eCMAR annual report is June 30, 2025.

RECOMMENDATION

To approve the annual eCMAR and forward the corresponding resolution to Council for approval, authorize the Mayor and City Clerk to execute the resolution, and allow the Director of Public Works to forward these documents to WDNR.

FISCAL IMPACT

No additional impacts are associated with this annual report. The City will continue to operate, manage and maintain the sanitary sewer collection system within the Sanitary Sewer Utility budget.

ATTACHMENTS

1. eCMAR 2024 Report - DRAFT v. 5.29.2025
2. 2024 CMAR summary memo
3. 2024 CMAR Resolution-06-10-2025

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

Financial Management

1. Provider of Financial Information			
Name:	Valerie Joosten		
Telephone:	920-448-3112	(XXX) XXX-XXXX	
E-Mail Address (optional):	valerie.joosten@greenbaywi.gov		
2. Treatment Works Operating Revenues			
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?			
● Yes (0 points) ☐			
○ No (40 points)			
If No, please explain:			
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?			
Year: 2024			0
● 0-2 years ago (0 points) ☐			
○ 3 or more years ago (20 points) ☐			
○ N/A (private facility)			
2.3 Did you have a special account (e.g., CWWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?			
● Yes (0 points)			
○ No (40 points)			
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]			
3. Equipment Replacement Funds			
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?			
Year: 2024			
● 1-2 years ago (0 points) ☐			
○ 3 or more years ago (20 points) ☐			
○ N/A			
If N/A, please explain:			
3.2 Equipment Replacement Fund Activity			
3.2.1 Ending Balance Reported on Last Year's CMAR			\$ 3,750,006.92
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)			+ \$ 3,339.71
3.2.3 Adjusted January 1st Beginning Balance			\$ 3,753,346.63
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)			+ \$ 893,381.50

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 652,400.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 3,994,328.13

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

In 2024, the City purchased a sewer vactor truck, a 1-ton pickup, a cab for a UTV and CCTV camera equipment for inspections.

3.3 What amount should be in your Replacement Fund? \$ 3,994,328.13

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	13th - W Mason to Howard Reconstruction	\$530,000	2026
2	13th - W Mason to 9th	\$840,000	2027
3	4th street - Broadway to S Maple Reconstruction	\$190,000	2025
4	Bridge St - Pearl to East Termini	\$40,000	2024
5	Cass Street - Madison to Monroe Reconstruction	\$111,000	2024
6	Chronic Sewer Repairs - Citywide	\$1,000,000	2025
7	Congress St - Madison to Monroe	\$100,000	2026
8	Division - Norwood to Northern Reconstruction	\$515,000	2026
9	Emilie Street - S Webster to Roosevelt	\$340,000	2027
10	Hinkle Street - Frontage Road to Hutson	\$495,000	2026
11	Hinkle - NR Frontage Road to W Mason Reconstruction	\$260,000	2025
12	Infiltration and Inflow program	\$750,000	2026
13	Mather Street - Gray to Locust	\$1,300,000	2026
14	N Irwin - St Clair to N Termini	\$55,000	2025
15	Oakland - Howard to Seymour Ct	\$205,000	2024
16	Oxford - Dousman to Reed Reconstruction	\$170,000	2025
17	Reed - Oxford to Allard Reconstruction	\$105,000	2025
18	resurfacing Program	\$600,000	2025
19	S Maple - Kellog to Mather	\$350,000	2025

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

20	S Roosevelt - Eliza to Grignon	\$300,000	2027
21	Emergency Sewer Repairs - City wide	\$400,000	2025
22	Spring Street - Madison to Monroe Reconstruction	\$110,000	2025
23	Chicago - S Madison to S Monroe	\$95,000	2026
24	Chicago - S Webster to S Roosevelt	\$335,000	2028
25	Christina - S Oakland to Hazel Ave	\$285,000	2029
26	Clay St - E. Mason to Main	\$1,005,000	2028
27	N Maple Ave - Mather to Phoebe	\$215,000	2026
28	Quincy - Chicago to Bodart	\$860,000	2028
29	S. Chestnut - 7th to 8th	\$185,000	2028
30	S Maple Ave - Walnut to Kellogg	\$500,000	2025
31	Sanitary Lift Station Upgrade	\$150,000	2025
32	St Clair - Baird to Roosevelt	\$465,000	2025
33	Mary St. Sewer extended	\$525,000	2025
34	Augusta: Lincoln - Termini reconstruct	\$70,000	2027
35	Elmore: Gray to S. Ashland	\$1,030,000	2026
36	Elmore: Ashland - Broadway	\$270,000	2027
37	N. Jackson: Reber to Eastman	\$100,000	2028
38	Oak Street: Howard - Railroad Crossing	\$190,000	2025

5. Financial Management General Comments

None.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,069	
February	3,363	
March	4,024	
April	4,366	
May	4,312	
June	5,023	1
July	2,657	
August	3,451	
September	4,704	
October	4,409	
November	5,558	1
December	4,968	
Total	50,904	2
Average	4,242	1

6.1.2 Comments:

Energy usage is for the City's pump/lift stations. Data obtained from WPS Utility bills.

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☒ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

In 2024, the City replaced two pumps at the West Point lift station. In addition, the City's electrical division built a mobile emergency pump system that could be used at any of the sanitary lift/pump stations, if needed.

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

The City regularly inspects and maintains its lift stations and pump stations. The City has a technical maintenance worker dedicated to monitoring and maintaining all of the City's lift stations. The City is planning upgrades to its SCADA software in 2025 and is planning electrical and VFD upgrades over the next several years.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 2024

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☐ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Goals set within the 2023 eCMAR report:

1. Continue to update written policies and procedures related to CMOM.
2. Evaluate program goals to continue to improve the operation, maintenance, and management of the City's sanitary sewer system.
3. Evaluate lift station operation and energy usage.
4. Continue to implement the FOG maintenance program. Coordinate with NEW Water regarding FOG outreach.
5. Continue on-going sewer inspection, cleaning and repairs.
6. Focus on monitoring and reducing I/I by developing a workplan and evaluate the feasibility of a lateral replacement program.
7. Continue to participate on the NEW Water I&I Technical Advisory Committee.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

- The City accomplished many goals in 2024; however, certain efforts are on-going.
1. The City completed a full review and update of the SSO Response procedures manual. Staff received refresher training and copies of the manual are kept in Sewer Section vehicles. Updates to the lift station management manual and other SOPs are on-going.
 2. The City continues to review and set CMOM goals annually.
 3. The City is focusing on updating its SCADA software and plan for future VFD upgrades at the lift/pump stations. Evaluation is ongoing and work is expected to occur in 2026.
 4. The City has continued to utilize the FOG BMP program to track grease trap maintenance. Outreach in high FOG areas was done at the end of 2023 and into 2024.
 5. Sewer inspection, cleaning and repairs have continued on the City's rotation schedule.
 6. The City completed planning for a lateral replacement program to be implemented in 2025.
 7. In 2024, the City presented at the NEW Water I&I workshop on the topic of SmartCovers, which the City uses for monitoring depth of flow in the sewers, amount of I&I and for early warning of potential issues.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 2024

☒ Internal and external lines of communication responsibilities ☒ Person(s) responsible for reporting overflow events to the department and the public ☒ Legal Authority [NR 210.23 (4) (c)] What is the legally binding document that regulates the use of your sewer system? City Ordinance Chapter 42 - Utilities; Chapter 8 - Building and Construction (Plumbing) If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2021-12-21 Does your sewer use ordinance or other legally binding document address the following: ☒ Private property inflow and infiltration ☒ New sewer and building sewer design, construction, installation, testing and inspection ☒ Rehabilitated sewer and lift station installation, testing and inspection ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary ☒ Fat, oil and grease control ☒ Enforcement procedures for sewer use non-compliance ☒ Operation and Maintenance [NR 210.23 (4) (d)] Does your operation and maintenance program and equipment include the following: ☒ Equipment and replacement part inventories ☒ Up-to-date sewer system map ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation ☒ A description of routine operation and maintenance activities (see question 2 below) ☐ Capacity assessment program ☒ Basement back assessment and correction ☒ Regular O&M training ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐ What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property? ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements ☒ Construction, Inspection, and Testing ☐ Others: ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐ Does your emergency response capability include: ☒ Responsible personnel communication procedures ☒ Response order, timing and clean-up ☒ Public notification protocols ☒ Training ☐ Emergency operation protocols and implementation procedures ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐ ☒ Special Studies Last Year (check only those that apply): ☐ Infiltration/Inflow (I/I) Analysis ☐ Sewer System Evaluation Survey (SSES) ☐ Sewer Evaluation and Capacity Management Plan (SECAP) ☐ Lift Station Evaluation Report ☒ Others: The City utilized the infiltration and inflow maps included in NEW Water's Inflow and Infiltration Financial Impact Evaluation to inform decision making related to the lateral replacement program. I&I maps have been incorporated into the City's GIS.	0
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Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	34.3	% of system/year
Root removal	1.1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	19.5	% of system/year
Manhole inspections	3.8	% of system/year
Lift station O&M	10	# per L.S./year
Manhole rehabilitation	1.5	% of manholes rehabbed
Mainline rehabilitation	0.9	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	32	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Cleaning: In prior years, SL-RAT ratings of clean pipe were counted towards the sewer cleaning. In 2024, the City began only classifying lines that were jetted as cleaned. The City continues to do SL-RAT inspections; however, they are not reflected in the above data.
Root Removal: Includes lines that are treated with herbicide. The City also cuts roots when observed during televising. The City will begin reporting data for roots cut in 2025.
Flow monitoring: While the City does not currently utilize traditional flow monitoring devices, the City does monitor flows and sewers throughout the City using portable SmartCovers.
Private sewer I/I removal: The City is planning a pilot private lateral replacement program for street reconstruction projects in 2025.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

33.18	Total actual amount of precipitation last year in inches
31.61	Annual average precipitation (for your location)
466.52	Miles of sanitary sewer
13	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
2	Number of basement backup occurrences
106	Number of complaints
12.7	Average daily flow in MGD (if available)
475.6	Peak monthly flow in MGD (if available)
0	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.23	Complaints (number/sewer mile)
37.4	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☒ Yes

☐ No

If Yes, please describe:

Infiltration and inflow is an ongoing concern within the City of Green Bay due to the age of the City's infrastructure and private laterals.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Rainfall was slightly higher in 2024. However, peak monthly flow was less than the prior year.

5.4 What is being done to address infiltration/inflow in your collection system?

Annually, the City televises 20-25% of the city's sanitary sewers for potential issues. Defects are mapped in GIS. The City budgets at least \$1,000,000 annually for repair and replacement of the City's sewers based on the results of the televising. Additional funds have been budgeted beyond the \$1 million to tackle I&I issues and additional repair/replacement is done during street reconstruction or resurfacing. In 2025, the City is planning to pilot a lateral replacement program for street reconstruction projects. The City is evaluating new software to improve the process of planning and prioritizing repairs. The City uses the I/I feature in the Smart Cover System and has repositioned the Smart Covers in locations to monitor I/I. I/I will be a continued focus going forward.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Green Bay Sewage Collection System

Last Updated: Reporting For:
5/29/2025 **2024**

Resolution or Owner's Statement

Name of Governing Body or Owner:	City of Green Bay
Date of Resolution or Action Taken:	2025-06-10
Resolution Number:	
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

The City evaluates rates annually and revenues collected fund the Sanitary Sewer Utility. The City will continue to fund the equipment replacement fund and budget for operating expenses and capital projects.

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

No SSOs were reported in 2024. However, the City will continue to review and make improvements to its CMOM and set goals to continue to improve the operation, management and maintenance of the system.

In 2024, the City hired an additional sewer maintenance worker for the Sewer Section. Sewer section staff completed additional NASSCO training. The City kept the number of basement back-ups cause by the City to a low number. The FOG BMP program continues to track grease trap maintenance by restaurant owners. The City remained on schedule to proactively clean, inspect and maintain the City's sewer system on the set rotation. In 2024, the City updated the SSO emergency response plan. In 2025, the City will continue to focus on reducing I/I, FOG outreach, and continue to improve processes related to maintenance and planning repairs.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 4.00

The City will continue to review and implement its CMOM program and set goals related to the operation, management and maintenance of the City's sanitary sewers.



Public Works Department
100 North Jefferson Street - Room 300
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Administration | Engineering | Traffic 920.448.3100
Operations 920.448.3535
Parking 920.448.3431
Fax 920.448.3102

TO: Improvement & Services Committee

FROM: Valerie Joosten – Utility Manager

DATE: May 29, 2025

RE: Compliance Maintenance Annual Report Summary

Each year the Public Works Department is required to submit a report to the Wisconsin Department of Natural Resources (WDNR) as to the status of the City's sanitary sewer collection system. This is done through the electronic Compliance Maintenance Annual Report (eCMAR).

The City's eCMAR is complete and ready for submittal to the Wisconsin Department of Natural Resources (WDNR). The report documents the compliance status of the City's sanitary sewer collection system for 2024.

The eCMAR consists of two sections, Financial Management and the Sanitary Sewer Collection Systems.

The Financial Management section of the report addresses whether the City has sufficient revenue to cover operational and maintenance expenses and ensures that the City is planning for capital projects and expenses, related to the City's sanitary sewer collection system. The report collects data related to energy efficiency and usage of the collection pumping systems. In 2024, the City received an "A" rating for the Financial Management section.

The Sanitary Sewer Collection System section of the report addresses the various components of the City's CMOM (Capacity, Management, Operations & Maintenance) program and addresses the City's performance related to the maintenance, management and operation of the City's sanitary sewer collection system. The City's written CMOM plan has been in place since 2015, following an EPA mandate. WDNR regulations required the implementation of a CMOM for collection facilities beginning in 2016. The CMOM plan is a living document that is reviewed, revised, and implemented on an annual basis. The City receive an "A" rating in 2024 for the Sanitary Sewer Collection System section of the report.

As indicated in the eCMAR report, the City has the necessary systems in place to effectively operate, manage and maintain the sanitary sewer collection system. The City will continue to review and make improvements to its CMOM and set goals to continue to improve the operation, management and maintenance of the system.

A summary of the City's performance since 2006 is provided in the following table.

City of Green Bay – eCMAR Rating and Data Summary

Year	Financial Rating	Sewer System Rating	Overall Rating	% System Cleaning	% System Televised	Total No. of Sewer Complaints	Back-ups from City Main	Sanitary Sewer Overflow (SSO)
2006	A	A	A	33.53 ¹	3.19	323	207	0
2007	A	A	A	30.6 ¹	3.2	332	249	0
2008	A	A	A	29.3 ¹	2.9	364	239	0
2009	A	C	C+	8.85	3.5	359	267	2
2010	A	A	A	11.37	2.4	317	238	0
2011	A	A	A	24.75	10.59	299	72	0
2012	A	A	A	19.5	9.7	281	57	0
2013	A	A	A	43	19.4	272	43	0
2014	A	A	A	31.2	34.9	321	25	0
2015	A	A	A	31.03	16.04	248	42	0
2016	A	A	A	38.06	16.44	178	13	0
2017	A	A	A	61.9	16.1	174	11	0
2018	A	A	A	71.6	25.9	214	6 ²	0
2019	A	A	A	58.1	25.0	182	7 ²	1
2020	A	A	A	55.4	19.6	192	6 ²	0
2021	A	A	A	40.94	21	160	12	0
2022	A	A	A	43.2	23.8	159	7	0
2023	A	A	A	43.4	21.4	140	6	0
2024	A	A	A	34.3 ³	19.5	106	2	0

Notes: ¹ Double counting of footages

² Excludes complaints due to flooding, contractor damage, and water main breaks

³ Beginning in 2024, the City is no longer including SL-RAT inspections to calculate the % of system cleaned. The City continues to use SL-RAT, but it is used for inspection purposes to determine whether more frequent cleaning is needed.

Action Requested

The Public Works Department requests the Improvement & Service Committee and Common Council adopt the Resolution approving the WDNR Compliance Maintenance Annual Report, authorize the Mayor and City Clerk to execute the resolution, and allow the Director of Public Works to forward these documents to WDNR. These actions are necessary to maintain compliance with the requirements of ch. NR 208, Wis. Adm. Code. The submittal deadline for the 2024 annual report is June 30, 2025.

**RESOLUTION APPROVING THE
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE ANNUAL REPORT
June 10, 2025**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of "C" or less) and/or an overall grade point average (<3.00); and

WHEREAS the City of Green Bay (City) scored an "A" in Financial Management; and

WHEREAS the City scored an "A" in Collection System Management; and

WHEREAS the City scored an "A" as an overall grade.

NOW, THEREFORE, BE IT RESOLVED that the following voluntary actions will be taken by the City in 2025:

1. Continue to review and update policies and procedures pertaining to the financial management of the City's Sanitary Sewer Utility;
2. Continue to review and implement written policies and procedures as it relates to the management, operation and maintenance of the City's sanitary sewer collection system;
3. Continue to review, update, and implement the City's Capacity, Management, Operation and Maintenance (CMOM) program;
4. Continue to evaluate program goals related to the CMOM program to continue to improve the operation, management and maintenance of the City's sanitary sewer collection system.

Adopted _____, 2025

Approved _____, 2025

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.2

To approve the request by Department of Public Works to approve Offering Price Reports for the Manitowoc Road Sidewalk project.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Manitowoc Rd Sidewalk Pricing

Offering Price Report Summary for Manitowoc Rd Sidewalk

Parcel No.	Owner	Temporary Area(SF)	Fee Simple(SF)	Cost
1	Indian Head Oil Co., LLC	1688	51	\$ 3,900.00
2	Bradley J Clark & Allison M. Clark	350		\$ 200.00
3	Javier C. Lopez & Silvia R. Lopez	472		\$ 200.00
4	Rhode Properties, LLC	1037		\$ 1,400.00
5	Carib Investment Group, LLC	1037		\$ 3,900.00
6	Kos Hatcheries, LLP	1204		\$ 600.00
7	Moski Corporation	499		\$ 200.00
8	Daniel L Karbon	424		\$ 200.00
9	Roberto Carlos Vallarta Delgadillo & Nely Vallarta	424		\$ 200.00
10	David L & Priscilla G Smith	420		\$ 200.00
11	Kevin M. DeGreef, Amanda L. DeGreef, Earl R. Peterson & Nancy L. Peterson	400		\$ -
12	Clifford F. Hayes & Donna M. Hayes	753		\$ 300.00
		Total		\$ 11,500.00



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.3

To approve the request by Department of Public Works to award 2025 ROOT TREATMENT SERVICES contract to Duke's Root Control, Inc. in the amount of \$67,931.15.

BACKGROUND

The City contracts for annual root treatment of sanitary sewer lines affected by roots. Roots are retreated two years after the first treatment and every 3 years, thereafter, until the sewer line is lined or repaired. The City previously conducted this work under a 5-year contract with Duke's Root Control, Inc., which expired in 2024. In 2025 the City's Purchasing Division approved a sole source procurement process for this contract.

RECOMMENDATION

To award the 2025 ROOT TREATMENT SERVICES contract to Duke's Root Control, Inc.

FISCAL IMPACT

\$67,931.15 This work is budgeted for under the 2025 Sanitary Sewer Utility budget.

ATTACHMENTS

None



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.4

To approve the request by Department of Public Works to approve the award of contract PARKS 4-25 (EAST RIVER TRAIL-MAIN STREET) to Highway Landscapers, Inc. in the amount of \$578,373.00.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Parks 4-25 East River Trail - Main Street



Parks, Recreation & Forestry Department
100 North Jefferson Street - Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

05/22/25

To: Steven Grenier, P.E.

From: Kaurie Mihm, PLA

Re: Parks 4-25 East River Trail-Main Street

CC: Dan Ditscheit, PLA
James Brunette, P.E.
Emma Browne, P.E.

The Parks, Recreation and Forestry Department supports awarding the Base Bid without Alternates for Parks 4-25 East River Trail-Main Street to the lowest responsive and responsible Bidder Highway Landscapers, Inc., for the Base Bid amount of \$578,373.00. Below is a summary of the bids received.

Bidder	Base Bid	Alt. #1	Alt. #2
Vinton Construction Company	\$624,828.01	\$75,385.42	\$199,748.22
Highway Landscapers, Inc.	\$578,373.00	\$71,994.50	\$250,921.10
DE GROOT, INC.	\$711,270.51	\$90,159.64	\$250,698.74

Kaurie Mihm, PLA



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.5

To approve the request by Department of Public Works to approve the award of contract CITY HALL I-25 THIRD FLOOR LIGHTING to Frank O. Zeise Construction Co., Inc. in the amount of \$348,209.00.

BACKGROUND

Contract work includes replacement of florescent lighting and metal ceiling on 3rd floor as well as reconfiguration of offices to make necessary space for employee offices.

RECOMMENDATION

Award the contract to the lowest responsive bidder.

FISCAL IMPACT

Funding for this project was included in CIP request. The project is within budget.

ATTACHMENTS

- I. QuestCDN_project bidsr results_City Hall I-25

CITY HALL 1-25 THIRD FLOOR LIGHTING

Quest Number: 9675711

Closing Date: Tue, 05/27/2025 02:00 PM CDT

Posting Type: Construction Project

Owner: Green Bay WI, City of

Solicitor: Green Bay WI, City of

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Trista Hobbs
Email:	trista.hobbs@greenbaywi.gov
Phone:	920-448-3114
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Frank O. Zeise Construction Co., Inc.	Beckie McDermid	920-437-5426	bmcdermid@zeiseconstruction.com	\$ 348,209.00		



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.6

To approve the request by Department of Public Works to approve the award of contract BRIDGE 2-25 MAIN STREET BRIDGE B-5-311 (HYDRAULIC REHABILITATION PHASE 3) to Lunda Construction Company in the amount of \$675,468.00.

BACKGROUND

The contract work includes hydraulic rehabilitation of the east leaf of the Ray Nitschke Memorial Bridge. This contract is the final phase of hydraulic rehabilitation for the bridge.

RECOMMENDATION

To award the contract to the lowest responsive bidder.

FISCAL IMPACT

Project costs will be partially reimbursed by the 1.2 million dollar SMA with the state, the remainder of funds were allocated for in the 2025 CIP.

ATTACHMENTS

- I. QUESTCDN_Project Bid Results - BRIDGE 2-25

BRIDGE 2-25 MAIN STREET BRIDGE B-5-311 (HYDRAULIC REHABILITATION PHASE 3)

Quest Number: 9656261

Closing Date: Tue, 05/20/2025 02:00 PM CDT

Posting Type: Construction Project

Owner: Green Bay WI, City of

Solicitor: Green Bay WI, City of

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Kayla Wasielewski
Email:	kayla.wasielewski@greenbaywi.gov
Phone:	920-448-3134
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
LUNDA CONSTRUCTION	Lunda Estimating	715-284-9491	wiquotes@lundaconstruction.com	\$ 675,468.00		
Zenith Tech, INC. bridge	JASON SAMZ	715-241-6992	ztiquote@walbecgroup.com	\$ 806,370.00		



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.7

To approve the request by Department of Public Works to award contract BRIDGE 3-25 (BRIDGE MAINTENANCE & CONCRETE REPAIRS) at a staff level and report the award at the July 9, 2025 Improvement & Services Committee meeting.

BACKGROUND

This annual bridge contract includes preventative maintenance activities on structures across the City. Time constraints to award and complete the work in the summer of 2025 and the limited summer Common Council meeting schedule are the reason for the request to approve the award at a staff level.

RECOMMENDATION

To approve award of the project at a staff level to the lowest responsive bidder.

FISCAL IMPACT

Project costs were allocated for in the 2025 CIP.

ATTACHMENTS

None



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.8

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

I. Granting of Licenses

A. Sidewalk Builder

- a. American Custom Concrete, LLC
- b. Naps Flatwork & Construction
- c. Total Construction (Joe Mains Concrete)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # K.9

To approve the request by Department of Public Works to award PAVEMENT I-25 CASS STREET RECONSTRUCTION to Peters Concrete Company in the amount of \$258,866.64.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.I

To hold, until the June 16, 2025 Protection and Policy meeting, an appeal by Natasha Matson regarding the denial of her excess animal permit application.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 6_2_25 Mattson Brott Excess Animal Denial
2. 6_2_25 Matson OTL App

May 09, 2025

Attn: Natasha Matson and James Brott,

The excess animal permit which you have applied for to keep 4 dogs and 5 cats on the premises has been denied following neighbor objections and nuisance related concerns.

(d) Exotic or excess animal permit

(1) Applications.

a. Application for an exotic or excess animal permit shall be made to the City Clerk on a form supplied by the City Clerk's Office.

b. Upon receipt of an application, the City Clerk shall forward the application to the Humane Officer for verification of the veracity of the application as well as research into the qualifications of the applicant in accordance with the requirements of this section.

c. All applications shall be accurately completed in its entirety or shall be rendered void by the City Clerk.

d. A permit may be granted without further review by the Common Council in the event the Humane Officer approves of the application.

e. Each permit shall expire upon the death of the animal which is the subject of the permit.

(2) *Factors to be considered.* In determining whether a permit under this section shall be granted, the Humane Officer shall consider the number and type of animals to be possessed, the applicant's criminal record, including any animal related police calls for service, known prior history of the animals, health of the animals, whether proper licenses and vaccinations have been obtained, the condition of the applicant's residence where the animals will be kept, the likelihood of a public or private nuisance being created, and any other factors determined to be relevant by the Humane Officer.

(3) Denial.

a. If the Humane Officer determines that any portion of the application is false or that the applicant does not possess the necessary qualifications, the application may be denied by the Humane Officer.

b. The Humane Officer shall notify any applicant so denied.

c. Any applicant whose application has been denied by the Humane Officer may appeal such determination to the Protection and Policy Committee. Upon appeal, the Protection and Policy Committee shall determine if the applicant possesses the qualifications of this section. After making such determination, the Protection and Policy Committee shall forward its recommendation to the Common Council.

Thank you,
Officer Meves

A handwritten signature in dark ink, appearing to be "M. Meves", enclosed within a large, horizontal oval. To the right of the signature, the number "4612" is handwritten.



We are asking for an appeal because we gave Tucker back to the original owners. He was the main cause of the barking.

We are trying our hardest to not be a nuisance house anymore. We also kicked out the soul nuisance causer. I know we cant fix the problem over night but we are trying and doing everything that is asked including going from 4 dogs to 3. The reason we need the permit in the first place. My husband left me and our 3 kids so we had to move back in with my parents. We had already had dog. They had 2 dogs. It wasn't suppose to be permanent. After these events of the last couple weeks. With "Cavse" out and my nephew moving out and my mom not in the best health someone has to be here to take care of her. So we are just staying here. Please reconsider we are trying to make thing better. 5/15/25
Thank You - Natasha
matson



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.2

To approve a limited expansion of licensed premises for Cock & Bull at 1237 Main St described as "back parking lot. fence" for the following date: August 16, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 6_2_25 LELP 1237 Main



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

Temporary Expansion of Liquor License
City of Green Bay Clerk's Office

*All requests are heard before the Protection & Policy Committee
and Common Council meeting, subject to complaint.*

Licensed Premises Information

Liquor License Applicant: COCK & BULL J. DARRELL FREIB JR

Business dba Name: COCK & BULL

Licensed Address: 1237 MAIN ST. GREEN BAY, WI 54302

Liquor/Beer Agent Name: J. DARRELL FREIB JR

Corporate Information

Business Legal Name (as on WI State Sellers Permit): COCK & BULL PUB

Business Mailing Address: 1237 MAIN ST. GREEN BAY, WI 54302

Business Contact Name/Position: J. DARRELL FREIB JR

Business Phone: 920-455-2934 Business Email: N/A

Date(s) of Events: AUG 16 2025

Have you had this event previous years? Yes ☐ No ☒

If so, please provide the dates: N/A

Proposed License Description: BACK PARKING LOT

Fence

Description of the Event: 40th ANNIVERSARY
FUNDRAISER FOR BOYS & GIRLS CLUB

Security at the Event: OWNERS' SECURITY

Is this Event in taking place during a Special Event? Yes ☐

No ☒

Alcohol cannot be sold on City Right of Way and only beer may be taken out of the licensed premises into the special event if adjacent to you location.

☐ Detailed Map for Event.

The information on this form is true and correct to the best of my knowledge. I understand the temporary expansion of the license premises requires approval from Committee/Council and is subject to complaint.

9 D. King Jr.
Applicant Signature

920-455-2934
Phone Number

—
Email Address

5-8-2025
Date



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.3

To approve a limited expansion of licensed premises for Rosatis Pizza at 745 Huron Rd described as "tent on the outside area on the side of the building for extra standing room" for the following date: June 28, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 6_2_25 LELP 745 Huron

From: noreply@civicplus.com
Sent: Friday, May 23, 2025 12:14 PM
To: ClerksFrontDesk
Subject: Online Form Submittal: Limited Expansion of License Premise

Limited Expansion of License Premise

Licensed Premises Information

Liquor License Applicant Here On Huron LLC

Business dba Name Rosatis Pizza

Licensed Address 745 Huron Rd

City Green Bay

State WI

Zip Code 54311

Liquor/Beer Agent Name Zachary Andrews

License Type Class "B" Beer & "Class B" Liquor

E-mail zachandrews75@yahoo.com

Event Information

Date(s) of Events June 28th 2025

Is this Event in taking place during a Special Event? Unsure

Have you had this event in previous years? No

Proposed License Premises: Area on the side of the building for extra standing room

Description of the Event: Hosting a private retirement party that requires us to put a tent on the outside

Detailed Map for Event. [Scan_0001.pdf](#)

Security Plan We will have several managers on staff that night to handle any situation that might arise

Next Steps

The information on this form is true and correct to the best of my knowledge. I understand the temporary expansion of the license premises requires approval from Committee/Council and is subject to complaint.

Yes

Electronic Signature Agreement I agree.

Electronic Signature Zachary J. Andrews

Field not completed.

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

CORPORATE:
80-CHAM STREET CONDO RETALS, LLC
PROJECT NAME:
ROASTIN' PEZA MHO ADOMTIN

PROPERTY OFFICE CONTACTS:
PAUL A. MOFFITT

PROJECT LOCATION:
946 E. HARBOR ROAD

MANAGER: NATHANIEL SIKAKA
27-00000

OWNER:
SCHOEN STREET CONDO RENOV., LLC
ATTN: ERIC KAVIA
2700 BLUE SPRING DR.
GREEN BAY, WI 53011
PH: 220-217-1846

vierblicher
Kleiner Kramel
Kleiner Kramel

Vicinity Map
(not to scale)[illegible]

DATE:	04-04-25
PROJECT NO:	210027
SHEET NO.	C1.0
DRAWING NO.	S-3904



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.4

To approve the listed renewal alcohol beverage license applications, pending the approval of proper authorities (see attached).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 6_2_25 Liquor License Renewals (2)

Address	Legal Entity	Trade Name	Agent	License Type
2294 MANITOWOC RD	INDIANHEAD OIL CO	CIRCLE K #2746525	JESSE CHARTIER	Class A Combo + Cig
1264 MAIN ST	THE ROUNDABOUT LLC	THE ROUNDABOUT	AMY J GUSTAFSON	Class B Combo
139 N BROADWAY	GATHER ON BROADWAY, LLC	GATHER ON BROADWAY	THOMAS EVERMAN	Class B Combo
2255 MAIN ST	APPLETON INDOOR GOLF, LLC	GREEN BAY INDOOR GOLF	MICHAEL MOLDENHAUER	Class B Combo
745 S HURON RD	HERE ON HURON LLC	ROSATIS PIZZA	ZACHARY ANDREWS	Class B Combo
850 KEPLER DR, SUITE B	BE'S REFRESHMENTS	STONEWOOD	SCOTT JOHNSTON	Class B Combo
	BAKER & MAC ARTHUR, INC	SOMEPLACE ELSE	WILLIAM BAKER	Class B Combo
704 BELLEVUE ST	CHERI'S PLACE LLC	CHERI'S PLACE	CHERYL SKENADORE	Class B Combo
1285 MAIN ST	FAMILY DOLLAR STORES OF WISCONSIN, LLC	FAMILY DOLLAR #21604	JOSHUA NIGBOR	Class A Combo + Cig
514 W WALNUT ST	FAMILY DOLLAR STORES OF WI LLC	FAMILY DOLLAR #26961	JOSHUA NIGBOR	Class A Combo + Cig
550 N MILITARY AV	FAMILY DOLLAR STORES OF WI	FAMILY DOLLAR #24158	JOSHUA NIGBOR	Class A Combo + Cig
708 LIME KILN RD	FAMILY DOLLAR STORES OF WISCONSIN, LLC	FAMILY DOLLAR #28813	JOSHUA NIGBOR	Class A Combo + Cig
1165 W MASON ST	WALGREEN CO	WALGREENS #03115	JARED D. NICKS	Class A Combo + Cig
1401 E MASON ST	WALGREEN CO	WALGREENS #03088	DUSTIN D PRIEBE	Class A Combo + Cig
2204 UNIVERSITY AV	WALGREEN CO	WALGREENS #3253	PATRICK BOUCHER	Class A Combo + Cig
1995 MAIN ST	WALGREEN CO	WALGREENS #05746	BRYANT PHILLIPS	Class A Combo + Cig
116 N MILITARY AV	WALGREEN CO	WALGREENS #11339	JASON JARMUSKIEWICZ (2/7/2024)	Class A Combo + Cig
1570 ELIZABETH ST	BAEB ZUEGE, LLC	CUBBY HOLE	JAMIE ZUEGE	Class B Combo
1939 MAIN ST	DEGROOT INVESTMENTS LLC	WHISKEY BARREL SALOON	JAMIE DEGROOT	Class B Combo
200 DOUSMAN ST	FAR ENTERPRISES, LLC	THE DEPOT	ROGER S ZAMARDA	Class B Combo
201 N WASHINGTON ST	BARNYS LLC	BLACK SADDLE SALOON	MAXWELL BARNOWSKY	Class B Combo
2475 W MASON ST	UNITY FOOD SERVICE LLC	THE HOT	MINGCHEN SHI	Class B Combo
416 DOUSMAN ST	CHIP STACKS, INC	GLASS NICKEL PIZZA CO	DANIEL KRAUSE	Class B Combo

Re: massage licenses for next week's P&P

From Steve Mahoney <Steve.Mahoney@greenbaywi.gov>

Date Wed 5/28/2025 12:47 PM

To Lacey Cochart <Lacey.Cochart@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>

The following addresses are approved for massage establishment licenses by the pd:

1011 Spence St
1235 S Military
1315 W Mason
110 Packerland
Both places at 321 St George St
810 S Maple
1566 W Mason
825 S Huron Rd

We are still dealing with 519 E Walnut as there seems to be issue with his paperwork



Steve Mahoney

Lieutenant of Community Services Division
OIC GBPD Dive team
Green Bay Police Department
920.448.3200 ext 0903
steve.mahoney@greenbaywi.gov

From: Lacey Cochart <Lacey.Cochart@greenbaywi.gov>

Sent: Wednesday, May 28, 2025 11:58 AM

To: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>

Subject: RE: massage licenses for next week's P&P

Yes, nonrenewals go to Council for the 6/10 meeting, so that list and supporting memos needs to be completed by early next week.



Lacey Cochart

Interim City Attorney
City of Green Bay
920.448.3084
greenbaywi.gov/law

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From: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>

Sent: Wednesday, May 28, 2025 11:48 AM

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

Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>; Lacey Cochart <Lacey.Cochart@greenbaywi.gov>

Subject: Re: massage licenses for next week's P&P

We will have the list of places we are recommending approval to you by 3pm. I believe those we recommending non renewal go straight to full council. I believe that is what Lacey said
Sent from my iPhone

On May 27, 2025, at 1:33 PM, Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Greetings!

Can you verify if you've approved/denied the following licenses? We are creating the agenda tomorrow.

✖	4004 Brett Favre Pass	3/15/2025 Dennis Doucette	dmd@legendaryhdm.com	305-710-2214 Legendary Hospitality LLC
Y	1011 Spence St	3/15/2025 Greg Dickert	gregdickert@yahoo.com	920-419-4916 Riverfire Massage Therapy (920) 540-0166 East Spa
Y	1235 S Military	3/12/2025 Lan Hou	maryhou66@gmail.com	312-375-4526 Seven Day Spa
Y	131 S Military , #109	3/24/2025 Yan Sheng	yansheng1965@gmail.com	920-737-9558 Ping Health Center (920) 246-8264 Cherry Spa
Y	1315 W Mason	2/28/2025 Liping Yang	marysuntl2016@gmail.com	920-973-2363 Moonlight Spa (920) 489-7320 Green Bay Spa
Y	1639 Deckner	2/28/2025 Erling Gaol	gaoetling001@gmail.com	920-396-4606 Sunrise Spa (920) 265-6370 Vital Massage
Y	1740 E Mason #3	2/28/2025 Qing Liu	liuqing2363@gmail.com	(312) 809-8388 Aroma
Y	2685 W Mason	2/28/2025 Daxue Gong	Duanecgrandaw@gmail.com	
Y	503 S Military	2/28/2025 Dianyong Mei	manniwang8@gmail.com	
NEW	110 Packerland	3/11/2025 Kelly Englebrecht	klyengl96@gmail.com	
NEW	900 Cedar Street	3/15/2025 Zhenyan Li	yll603466@gmail.com	
NEW	519 E Walnut St	4/7/2025 Yuanbao Ding	dingyuanbao15@gmail.com	312-714-7781 Yuan Foot Spa
Never approved	989 W Mason	5/2/2025 Weiwen Zhu	weiwenzhu898@gmail.com	920-305-6963 Tulip Spa
Y	321 St George St	4/10/2025 Karen Rude Pierce	karenlrp80@gmail.com	920-327-3353 Exhiliartions Plus Integrative Thera.
Y	321 St George St	4/12/2025 Sonia Menning Lucia Hope Van	sunnybeth1@gmail.com	920-265-6144 Massage
Y	810 S Maple	4/14/2025 Gheem	powermassagebyhope@gmail.com	920-217-0653 Power Massage by Hope
Y	1566 W Mason	5/6/2025 Inga Centers	ingacenters@outlook.com	920-562-0632 Inga's Swedish Massage Laloo aesthetics (Elite
Y	825 S Huron Rd	5/6/2025 Dominique Lyons	dominique@elitewellnessgb.com	920-469-0602 Spa)
Y	842 S Military	5/6/2025 Xiaodong Wang	xwang97wp@gmail.com	920-785-9027 VIP Spa

Celestine Jeffreys, Clerk

greenbaywi.gov/clerk

920.448.3010

100 N. Jefferson, Rm 106

Hours: Monday to Thursday--7:30 am to 5:00 pm; Friday—7:30 am to 11:30 am

Re: massage licenses for next week's P&P

From Steve Mahoney <Steve.Mahoney@greenbaywi.gov>
Date Thu 5/29/2025 8:18 AM
To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

I made an error. please take off 1235 s military on the P&P agenda as a license that we are recommending approval. We will be recommending non renewal of that license. I referecne your email asking about the other places:

131 S Military , #109
1639 Deckner
1740 E Mason #3
2685 W Mason
503 S Military
842 S Military

We will be recommending non renewal so Solomon and I are typing up the memos for each place for Lacey to go over as full council decides those.



Steve Mahoney

Lieutenant of Community Services Division
OIC GBPD Dive team
Green Bay Police Department
920.448.3200 ext 0903
steve.mahoney@greenbaywi.gov

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Wednesday, May 28, 2025 4:17 PM
To: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>
Subject: Re: massage licenses for next week's P&P

Okey dokey!

Celestine Jeffreys, Clerk

greenbaywi.gov/clerk
920.448.3010
100 N. Jefferson, Rm 106
Hours: Monday to Thursday--7:30 am to 5:00 pm; Friday—7:30 am to 11:30 am

From: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>
Sent: Wednesday, May 28, 2025 4:07 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: massage licenses for next week's P&P

I don't have my list in front of me. Any that I didn't email saying we recommending for renewal we will be writing a memo for city attorney I can confirm tomorrow



Steve Mahoney

Lieutenant of Community Services Division
OIC GBPD Dive team
Green Bay Police Department
920.448.3200 ext 0903
steve.mahoney@greenbaywi.gov

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Wednesday, May 28, 2025 3:43 PM
To: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; Lacey Cochart <Lacey.Cochart@greenbaywi.gov>
Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>
Subject: Re: massage licenses for next week's P&P

Thanks, Steve!

What about these 6 addresses:

131 S Military , #109
1639 Deckner
1740 E Mason #3
2685 W Mason
503 S Military
842 S Military

Celestine Jeffreys, Clerk

greenbaywi.gov/clerk

920.448.3010

100 N. Jefferson, Rm 106

Hours: Monday to Thursday--7:30 am to 5:00 pm; Friday--7:30 am to 11:30 am

From: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>

Sent: Wednesday, May 28, 2025 12:47 PM

To: Lacey Cochart <Lacey.Cochart@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>

Subject: Re: massage licenses for next week's P&P

The following addresses are approved for massage establishment licenses by the pd:

1011 Spence St
1235 S Military
1315 W Mason
110 Packerland
Both places at 321 St George St
810 S Maple
1566 W Mason
825 S Huron Rd

We are still dealing with 519 E Walnut as there seems to be issue with his paperwork



Steve Mahoney

Lieutenant of Community Services Division

OIC GBPD Dive team

Green Bay Police Department

920.448.3200 ext 0903

steve.mahoney@greenbaywi.gov

From: Lacey Cochart <Lacey.Cochart@greenbaywi.gov>

Sent: Wednesday, May 28, 2025 11:58 AM

To: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>

Subject: RE: massage licenses for next week's P&P

Yes, nonrenewals go to Council for the 6/10 meeting, so that list and supporting memos needs to be completed by early next week.



Lacey Cochart

Interim City Attorney

City of Green Bay

920.448.3084

greenbaywi.gov/law

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From: Steve Mahoney <Steve.Mahoney@greenbaywi.gov>

Sent: Wednesday, May 28, 2025 11:48 AM

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

Cc: Solomon Ayres <Solomon.Ayres@greenbaywi.gov>; William Paape <William.Paape@greenbaywi.gov>; Stacy Menke <Stacy.Menke@greenbaywi.gov>;

Lacey Cochart <Lacey.Cochart@greenbaywi.gov>

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NEW	110 Packerland	3/11/2025	Kelly Englebrecht	klyengl96@gmail.com	
NEW	900 Cedar Street	3/15/2025	Zhenyan Li	yli603466@gmail.com	
NEW	519 E Walnut St	4/7/2025	Yuanbao Ding	dingyuanbao15@gmail.com	312-714-7781 Yuan Foot Spa
Never approved	989 W Mason	5/2/2025	Weiwen Zhu	weiwenzhu898@gmail.com	920-305-6963 Tulip Spa
Y	321 St George St	4/10/2025	Karen Rude Pierce	karenlrp80@gmail.com	<u>920-327-3353</u> Exhiliartions Plus Integrative Thera.
Y	321 St George St	4/12/2025	Sonia Menning Lucia Hope Van	sunnybeth1@gmail.com	<u>920-265-6144</u> Massage
Y	810 S Maple	4/14/2025	Gheem	powermassagebyhope@gmail.com	<u>920-217-0653</u> Power Massage by Hope
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Y	842 S Military	5/6/2025	Xiaodong Wang	xwang97wp@gmail.com	<u>920-785-9027</u> VIP Spa

Celestine Jeffreys, Clerk

greenbaywi.gov/clerk

920.448.3010

100 N. Jefferson, Rm 106

Hours: Monday to Thursday--7:30 am to 5:00 pm; Friday--7:30 am to 11:30 am



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.9

To approve a 2025-26 Massage Establishment License renewal for 810 S Maple, Power Massage by Hope.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 810 S Maple Ave--Power Massage Floor Plan
2. 810 S Maple Ave--Power Massage Insurance
3. 810 S Maple Ave--Power Massage License
4. 810 S Maple Ave--DL License
5. 810 S Maple Ave--Power Massage Application



Report to the
Protections & Policy Committee
of the City of Green Bay

MEETING DATE

May 12, 2025

PREPARED BY

Bill Paape, Inspections Supervisor

AGENDA ITEM

To approve updates to the professional services contract with E-Plan Exam including coinciding updates needed to Green Bay's Municipal ordinances.

BACKGROUND

The City of Green Bay has contracted with E-Plan Exam for our commercial building and HVAC delegated plan review needs since March of 2024. This partnership has proven extremely valuable for the review, inspection and services provided to City of Green Bay residents and business partners by shortening plan review times significantly.

We would like to add to our contractual services, plumbing plan reviews, along with the ability to issue variances for building and HVAC projects which is currently performed only by the State of Wisconsin. Please note the added variance reviews will apply to request made to the Dept. of Community and Economic Development/Inspections and the Fire Department.

We are also requesting to modify our ordinance language to include plan review oversight for all buildings, regardless of size. By doing so, this will provide a proactive approach to ensuring all new construction and alteration is code compliant upfront, versus having to making costly changes after construction has already occurred.

These changes and modifications will allow the City of Green Bay to provide an even better customer service experience for those we serve by improving plan review turnaround times from four plus weeks down to no more than 15 business days. It also will enhance the safety of all structures within our City via a very thorough plan review for all buildings. And the changes will reduce the time it would take to have a variance reviewed and a determination made.

RECOMMENDATION

To approve updates to the professional services contract with E-Plan Exam including coinciding updates needed to Green Bay's Municipal ordinances.

FISCAL IMPACT

ATTACHMENTS

1. Professional Services Agreement-update
2. 8-47 Municipal Ordinance language update
3. Plumbing Plan Review Summary from E-Plan



E-Plan Exam & Green Bay A Renewed Plumbing Plan Review Partnership



What E-Plan Exam Brings to the Table

E-Plan Exam is Wisconsin's leading municipal plan review partner, offering faster, cost-effective, and expert plumbing plan reviews. Our proven approach helps cities retain control, improve efficiency, and generate revenue while ensuring code compliance.

- **Faster Reviews:** Guaranteed 15-business-day turnaround vs. 1-3 months at the state.
- **Revenue Retention:** Green Bay keeps a share of fees instead of losing them to the state.
- **Optimized Resources:** Shifting plan reviews to E-Plan Exam frees city staff for inspections and enforcement, improving field operations.
- **Expertise & Accuracy:** Licensed master plumbers ensure code compliance, reducing rework and liability risks.

Why Transition Plumbing Plan Review?

Green Bay's plumbing plan reviews **likely currently operate at net neutral** when factoring in labor costs. However, with increasing demand for inspections and enforcement, self-performing these reviews may **limit staff capacity where it's needed most**. Transitioning to E-Plan Exam allows the city to **reallocate resources for greater efficiency without adding costs**.

How the New Fee Schedule Benefits Green Bay

Green Bay's updated plumbing fee schedule reflects market rates, unlike **the state's outdated fees (mostly unchanged since 1997)**. Under the proposed revenue-sharing model, a portion of plumbing plan review fees returns directly to the city, creating a sustainable funding stream.

- **Revenue Shift:** A slight decrease (<\$3K) in net review revenue is offset by increased **inspection capacity** as well as the proposed increase in the fee schedule.
- **Citywide Development Readiness:** Inspectors gain more time for **higher-value fieldwork** instead of administrative reviews.
- **Improved Applicant Service:** Faster reviews mean fewer project delays and lower costs.

What This Means for Green Bay

- **Stronger Financial Model:** Green Bay retains a share of plumbing plan review fees **without ever operating at a deficit for Green Bay**.
- **Enhanced Inspection Oversight:** More focus on fieldwork, improving project quality and enforcement.
- **Faster Approvals:** Shorter backlogs benefit developers, homeowners, and businesses.
- **Proven Success:** E-Plan Exam's partnership with Green Bay on other trades has already improved plan review & inspection team's efficiency.
- **Free unlimited plumbing code consultations by E-Plan Exam staff.**

With major development ahead, this shift positions Green Bay to provide best-in-class inspection services for its citizens.



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.13

To approve G.O. 12-25 relating to Commercial Building Inspection Authority.

BACKGROUND

Consideration with possible action to approve G.O. 12-25 relating to Commercial Building Inspection Authority.

RECOMMENDATION

Law Department recommends approval of the ordinance.

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 12-25 Relating to Commercial Building Permit Authority

GENERAL ORDINANCE NO. 12-25

AN ORDINANCE REPEALING AND RECREATING SECTION 8-47(e)(3)(b), GREEN BAY MUNICIPAL CODE, RELATING TO COMMERCIAL BUILDING INSPECTION AUTHORITY

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

SECTION 1. Section 8-47(3)(b), Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 8-47(e)(3)(b). Buildings covered by State Building Code

- (a) *Agent Municipality Status.* The City of Green Bay has adopted Appointed Agent Municipality Status in accordance with SPS 361.60 and SPS 382 of the Wisconsin Administrative Code. As such, the City assumes plan examination and inspection responsibilities for the Department of Safety and Professional Services (DSPS) as outlined in this section.
- (b) *Scope of Jurisdiction.* The City shall exercise plan review and inspection authority for all commercial buildings and structures, regardless of size, and all plumbing projects governed by SPS 382, including any plumbing project involving more than six (6) fixtures for installations outlined in SPS Table 382.20-2. This includes, but is not limited to, new construction, additions, relocated buildings, repairs and alterations to buildings and structures.
- (c) *Municipal Responsibilities.*
 - (1) The City shall provide commercial building inspections through certified inspectors as required under SPS 305.
 - (2) The City shall provide plan examination services for all applicable commercial building, structural, and plumbing plans, in accordance with SPS 361 and SPS 382.
- (d) *Plan Examination Requirements.* Drawings, specifications, and calculations shall be submitted for municipal review and approval for all commercial projects within city limits, including but not limited to the following:
 - (1) New construction of any size commercial building or structure.
 - (2) Additions of any size to existing commercial buildings, structures, or building systems, including plumbing, HVAC, fire alarm, or fire suppression systems.
 - (3) Modifications to existing plumbing, HVAC, fire alarm, or fire suppression systems.
 - (4) Component and system replacements where plan review is required under SPS 361 or SPS 382.
 - (5) All plumbing projects involving more than six fixtures, regardless of total building size or use.
 - (6) Any other project required by SPS 361.30 or SPS Table 382.20-2 to undergo plan review.

(e) *Jurisdiction Waiver Provisions.*

(1) The City may elect to waive jurisdiction for a specific project, project type, or component, in which case plans shall be submitted to the Department for review.

(2) Where DSPS waives jurisdiction and the City agrees to accept the review, the City shall assume plan review responsibility under this section.

(f) *Plan Submission Procedures.* Applicants shall provide the following for plan review and permitting:

(1) A completed building permit application.

(2) A completed plan review application on the appropriate State of Wisconsin form or equivalent municipal form.

(3) Payment of plan review fees in accordance with the City's adopted fee schedule. Fees apply to all commercial building and plumbing projects.

(4) One complete electronic set of documents, including:

(a) Signed and sealed construction drawings prepared in accordance with SPS 361.31 and/or SPS 382.20.

(b) Specifications related to the building and system design.

(c) Component/system plans for plumbing, HVAC, fire alarm, fire suppression, or other applicable trades.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

law
06/24/2025



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # L.14

To approve G.O. 15-25 relating to License applications.

BACKGROUND

Consideration with possible action to approve G.O. 15-25 relating to License applications.

RECOMMENDATION

Law Department recommends approval.

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 15-25 Relating to Section 4-4(d) Full-Service Retail Outlets License applications

GENERAL ORDINANCE NO. 15-25

AN ORDINANCE CREATING SECTION 4-4(d), GREEN BAY MUNICIPAL CODE, RELATING TO LICENSE APPLICATIONS

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

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

(d) *Full-Service Retail Outlet.*

- (1) *Full-Service Retail Outlet Defined.* “Full-Service Retail Outlet” shall be defined as set forth in Wis. Stat. § 125.29(7), 125.52(4), and 125.53(3). Full-Service Retail Outlet does not include on-premise sales by a brewer, winery, manufacturer, or rectifier.
- (2) *Temporary Full-Service Retail Outlet Defined.* A “Temporary Full-Service Full-Service Retail Outlet will be located on the proposed premises for a period not to exceed four days.
- (3) *Application Process, Standards and Criteria for Approval.* Any application for a Full-Service Retail Outlet shall be presented to the City on the current form established by the Department of Revenue, Division of Alcohol Beverages. The standards and criteria for approval shall be as set forth in this Chapter.
- (4) *Application Deadlines.* Any application for a Full-Service Retail Outlet shall be submitted at least 15 days prior to the requested issuance of the license. Any application for a Temporary Full-Service Retail Outlet shall be submitted as set forth in Section 4-3(9) of the Municipal Code.
- (5) *Requirements and Restrictions.* The City may establish requirements and restrictions on any Full-Service Retail Outlet consistent with the provisions set forth in this Chapter.
- (6) *Scope of Alcohol Beverages Offered for Sale.* Pursuant to Wis. Stat. § 125.29(7)(d)2., 125.52(4)(d)2., and 125.53(3)(d)2., the City may limit the scope of alcohol beverages offered for sale at a Full-Service Retail Outlet with respect to alcohol beverages that are not of the same type as those produced by the person holding the production permit(s).
- (7) *Approval By City Clerk of Temporary Full-Service Retail Outlets.* Unless prohibited by the Wisconsin Statutes or Wisconsin Administrative Code, the City Clerk may approve an application for a Temporary Full-Service Retail Outlet for the sale of fermented malt beverages and wine in the same manner as set forth in Section 4-3(9) of the Municipal Code. Any application for a Temporary Full-Service Retail Outlet not covered by this Section shall be approved by the Common Council.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

Law
06/24/2025

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

June 10, 2025

The Protection and Welfare Committee wishes to request that the following applications for

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Bacon, Jaden T	Petrie, Kiley R
Berg, Mariah J	Ringstad, Tina M.
Beronio, Catherine B.	Schermer-Stevenson,
Carlson, Pamela L.	Spartichino, Nick W.
Champeau, Kelsie R	Steele, Brett L
Champeau, Kevin J	Stein, Leah C.
Chojnacki, Michael F	Thielke, Tina M
Christensen, Matiah L.	Weber, Aaron M
Deitz, Joseph A	Wilde-Johnson, Alexander G
Devillers Heise, Heather A	
Dohegan, Maggie M.	
Duquaine, Robert J	
Gonzales, Ricky S	
Gorst, Christine A	
Heimerl, Judy A	
Herres, Heather R.	
Jacobe, Jill M	
Jaworski, Independence A.	
Jennings, Beth A.	
Kaur, Jasveer	
Kiiskila, Leslie B.	
Kohn, Meghan S	
Loberger, Wendy L	
Manteufel-Kocken, Steven M.	
Manthe, Katelyn M.	
McKellip, Mikah J.	
Miller, Jesse J	
Miller, Sandi L	
Nemetz, Briana S	
Ortiz, Jasmin I	
Peterson, Bronte M	



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 842 S. Military Avenue

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 842 S. Military Avenue for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(c)—Licensee has one (1) instance where they violated a provision of this Code. (see prior violation of ordinances).

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony in past 5 years)

- Passed

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- April 2025 Cited for Violation of Massage Regulations (2 signs lit up, no proof of insurance, no ledger with employee information) Pending

4. Unlicensed/Unqualified Personnel

- The owner Xiaodong (NMI)Wang does not have a massage therapist license, but his employee An-Lin Chen is licensed through February of 2027.

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)

- Passed



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

6. Prior Revocation or Suspension

- Passed

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)

- Passed



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 131 S. Military Avenue #109

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 131 S. Military Avenue #109 for the reason(s) indicated below:

GROUND S FOR DENIAL

- Sec. 10-95(g)(1)(c)—Licensee has one (1) instance where they violated a provision of this Code. (see Unlicensed/Unqualified Personnel, where unlisted employee was found working at the establishment).
- Sec. 10-95(g)(1)(d)— Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.
- Sec. 10-95(g)(1)(k)—Employee convicted of a criminal offense involving exposing intimate parts for the purpose of sexual arousal, gratification, humiliation, degradation.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony in past 5 years)

- Employee listed on application Ban Xiaohong Guilty of:
 - i. Misdemeanor prostitution Kane County IL 08/30/2012
 - ii. Three (3) counts of Practicing Massage without a license Lake County IL (sentenced on all counts on 07/23/20)
 - iii. Two (2) counts of Prostitution and one (1) count Keeping a house of prostitution Macomb County, MI (sentenced 08/08/2024)

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

- Yan (NMI) Sheng (business owner) cited for not having employee listed on application 04/16/2025. The employee Ban Xiaohong has since been added to renewal application. Case Pending

4. Unlicensed/Unqualified Personnel

- Yan (NMI) Sheng (business owner) had Ban Xiaohang working at the massage establishment when she wasn't listed on the massage application as required per ordinance

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)

- Yan (NMI) Sheng (business owner) phone number for her previous massage establishment was listed on websites Skipthegames.com, Rubsguide.com and Hot.com which are known for listing of sexual services

6. Prior Revocation or Suspension

- Passed

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)

- Yan (NMI) Sheng (business owner) has prior massage establishments that have been associated with illegal sexual contact and advertising. She has been cited for violating the current massage establishment ordinance in Green Bay. Her employee has multiple counts of prostitution and keeping a house of prostitution and operating without a massage license in other states.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 1235 S. Military Avenue

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 1235 S. Military Avenue for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(d)— Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony in past 5 years)

- Passed

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- Passed

4. Unlicensed/Unqualified Personnel

- Passed

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)

- Phone number for massage establishment was listed on websites Skipthegames.com, Rubsguide.com and Adultlook.com which are known for listing of sexual services

6. Prior Revocation or Suspension

- Passed



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)

- Hou (NMI) Lan, the owner of East Spa, has operated without a state massage license in the past, was cited and found guilty of this charge from 2021 but now she is current with her licensing. There was an allegation reported to the Green Bay Police Department of inappropriate touching of genitals and further sexual favors from 2023. The reporting party said that he didn't have time to be a victim and no charges were filed



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 1740 E. Mason Street

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 1740 E. Mason Street for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(c)—Licensee has two (2) instances where they violated a provision of this Code. (see prior violations of ordinances).
- Sec. 10-95(g)(1)(d)— Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony in past 5 years)

- Passed

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- In August 2024 the owner, Qing (NMI) Liu, was cited and found guilty of Violation of Massage Therapy work. Liu had (2) Therapists performing massages that weren't licensed
- In April 2025 owner, Qing (NMI) Liu was Cited and found guilty of Operating massage/Bodywork without a License and violation of Massage regulations (License not displayed, only employing licensed therapists, keeping records of employees, no proof of insurance and only one sign displayed)

4. Unlicensed/Unqualified Personnel



**INTEROFFICE MEMORANDUM
GREEN BAY POLICE DEPARTMENT**

- In both August 2024 and April 2025 owner, Qing (NMI) Liu was cited and found guilty of not having licensed massage therapists performing massages
- 5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)**
- Phone number for massage establishment was listed on websites Bedpage, The Erotic Review, hot.com and Adult Search. Adult search lists the establishment as an “Erotic Massage Parlor-Green Bay)
- 6. Prior Revocation or Suspension**
- Passed
- 7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)**
- Owner, Qing (NMI) Liu, besides the things listed, was also cited and found guilty for operating without a licensed massage therapist in March of 2021.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 1639 Deckner Avenue

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 1639 Deckner Avenue for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(d)—Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony (in past 5 years))

- Per a background check, in 2016 the owner, Er Ling Gao, was charged with Disorderly Conduct and Prostitution/Business related in Pennsylvania. Pled down to Disorderly Conduct

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- Passed

4. Unlicensed/Unqualified Personnel

- Passed

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

- Phone Number for massage establishment was listed on website USA Sex Guide which advertises itself to be a “free forum for the exchange of information between men looking for sex with women”

6. Prior Revocation or Suspension

- Passed

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity

- The owner, Er Ling Gao (owner) was the subject to investigations from Madison PD for alleged prostitution/human trafficking in 2017. No charges ever filed.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 2685 W. Mason Street

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 2685 W. Mason Street for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(d)— Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony (in past 5 years))

- Passed

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- Passed

4. Unlicensed/Unqualified Personnel

- In a background check it was discovered that in 2000 the applicant, Xia (NMI) Liao, was Cited/convicted by Green Bay Police for allowing unlicensed person to perform massages

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)

- Phone Number for massage establishment was listed on websites Skip the Games, Adult Look, and Bedpage.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

6. Prior Revocation or Suspension

- Passed

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)

- Applicant, Xia (NMI) Liao was pulled over on a traffic stop in 2024. She listed her address as 424 s Military which was another Massage establishment which has since moved to 2685 W Mason St and changed names



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: Green Bay City Council
From: Lt Steve Mahoney/ Lt Solomon Ayres
Re: Summary of reasons for denial at 503 S. Military Avenue

The Green Bay Police Department is responsible for conducting a review of the applications for massage licenses, including renewals, pursuant to Green Bay Municipal Code Ch. 10. Using the criteria below, the Green Bay Police Department is recommending denial of the massage license renewal application received for the establishment located at 503 S. Military Avenue for the reason(s) indicated below:

GROUND(S) FOR DENIAL

- Sec. 10-95(g)(1)(d)—Establishment has advertised for massage therapy that involves sexual acts or contact with intimate parts.

CRITERIA

1. False or Misleading Information

- Passed

2. Criminal History (Applicant or listed employee convicted of a crime related to Prostitution, Sexual offenses, Drug related offenses, Crimes against Person/property, or Felony (in past 5 years))

- Owner Mei (NMI) Dianyong has a charge of promoting Human trafficking in Kentucky from 2024 disposition is unknown

3. Prior violation of ordinances/Laws (violated Green Bay Massage Ordinance in last 3 years)

- Passed

4. Unlicensed/Unqualified Personnel

- Owner Mei (NMI) Dianyong does not have a license to perform Massages through Wisconsin

5. Illegal or Inappropriate Advertising (business or affiliate advertises or has history of advertising services involving sexual acts, contact intimate parts, misrepresentation of licensed services)

- Phone Number for massage establishment was listed on websites GreenBay.wi.assortlist.com and Hot.com which are known to be illicit websites



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

6. Prior Revocation or Suspension

- Passed

7. Public Safety Concerns (the applicants business history/conduct raises concerns about public safety, public health or moral integrity)

- Hua Keller (listed employee) was suspect at another massage establishment in Green Bay, WI where she was accused of touching a male's genitals. The male reported it and wanted something done but did not want to give a statement or be a victim as he was a grown man



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: City of Green Bay Common Council
From: Lt Steve Mahoney, and Lt Solomon Ayres
Re: Summary of Reasons for Denial at 231 N Broadway

The Green Bay Police Department is recommending denial of the liquor license application renewal at 231 N Broadway for the following reasons. The listed calls are only the calls that were cause for concern such as; disturbances, noise complaints, and liquor law violations. There were many other calls and call types that are not listed here because the complaints were deemed unfounded by officers on scene.

Grounds for denial:

Sec. 4-9(b)(8) GBMC—Violation of any restriction, stipulation, or agreement entered with the City, or signed in consideration of a license issued.

History:

1. **Violation of Stipulation:** On 4/5/24 officers received info that there was a violation of stipulation agreement for advertising all you can drink special on St Patrick's Day. Owner (henceforth referred to as "Alex") was given a written warning.
2. **Violation of Stipulation:** On 4/5/24 officers received information that there was a violation of stipulation agreement for advertising free open bar on election day. Alex was given a written warning.
3. **Violation of Stipulation/Weapons Call:** On 4/21/24 there was a weapons call where someone shot round through bar, and it was later discovered a patron was struck. It took several minutes for Stage 1 to call police regarding the shots fired. Alex cooperated with the investigation but was not using his ID scanner which is a violation of stipulation. Bar owner cited.
4. **Disturbance:** On 7/7/24 there was a disturbance that stemmed from an incident that originally occurred on the 4th of July where two parties recognized each other. A male subject was arrested for Disorderly Conduct (DC) and resisting. Staff called the police. Several disturbances occurred after this initial call.
5. **Disturbance:** On 7/11/24 there was a disturbance in the female's bathroom. Both females were cited for DC and battery.
6. **Disturbance:** On 7/18/24 there was a disturbance, and a female was taken to jail on warrants.
7. **Disturbance:** On 8/3/24 there was a large disturbance which resulted in one person arrested for DC, and another for battery to Law Enforcement Officer and other charges.
8. **Nuisance:** 08/03/2024 - NUISANCE REPORT INITIATED
9. **Violation of Stipulation:** On 9/28/24 there was a noise complaint that came in at 11:06pm officers noted that the music was loud outside as front door was open and security was asked to shut the door which helped with the noise.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

10. **Violation of Stipulation:** On 12/1/24 there was a noise complaint at approximately 1:06am. Officers indicated that the bass was so loud that the front of the building was shaking and vibrating. Officers spoke with Pierre who was head of security, who turned down music and was warned for loud noise.
11. **Violation of Stipulation:** On 12/31/24 officers were conducting crime prevention checks for the bars on Broadway. Stage 1 had the curtains closed with people inside on the ballroom side. Alex stated it was just staff inside. He was advised that curtains needed to be open, and he received a written warning for violation of stipulations. Alex reached out regarding the incident, and Officer Robinson requested video to show that the area was not open to the public at the time in question to potentially void the warning and no video was ever provided. Alex later stated that he didn't provide the video because he didn't want it used against him.
12. **Disturbance:** On 2/15/25 there was a disturbance that officers observed in front of Stage 1. One male refused to speak with officers and left. Neither party wanted anything done. A follow up was conducted, requesting video regarding this incident. A female was struck in the face by a male and was bleeding. Two males that were fighting left when police pulled up. None of the parties were identified.
13. **Disturbance:** On 2/22/25 there was a disturbance that started inside Stage 1 that spilled outside to the parking lot across the street. One person was tasered one female jailed on DC and battery and another jailed on a warrant and DC. A female threw a drink in face of another female and kicked at another female. The fight then resumed outside in the parking lot.
14. **Violation of Stipulation:** On 3/1/25 there was a disturbance inside the bar. No patron or staff notified the police of the incident. It was brought to the attention of the Green Bay Police Department by a Facebook post. When officers asked Alex about it, he stated that there was a fight but it was quickly separated, and it didn't seem like something that should've ended the night early. He also stated that they did end up shutting down early as he felt people could not keep their cool. The owner was given a written warning for disorderly house.
15. **Disturbance:** On 3/8/25 officers observed a verbal disturbance outside of the bar. When officers approached all parties involved split up and didn't want to speak with officers. No enforcement action was taken.
16. **Violation of Stipulation:** On 3/15/25 officers observed the curtains were closed on the event side of the bar. The owner was issued a warning for violation of stipulation agreement. Video was requested and it was shown that this event space was closed off to the public and not in use.
17. **Disturbance:** On 4/11/25 officers heard loud noises which sounded like a disturbance. Officers noted a strong odor of THC. Video confirmed people were smoking something and dropped it when police arrived and their actions would lead a reasonable person to believe they were smoking THC. Owner cited for disorderly house. Several other disturbances occurred this night and the bar was shut down and the establishment cleared out without an issue. Alex flagged officers down as they were across the street. Video shows this. ***One citation was dropped due to this. Only received one sustained citation from this night.***



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

18. **Violation of Stipulation:** On 4/26/25 officers cited owner for violation of stipulation agreement for having his curtains closed.

Police Department Meetings with Stage 1

1. **4/4/23:** Green Bay Police Department Community Police Officers conduct their initial meeting with Stage 1 owner (Alex) to explain and sign stipulation agreement
2. **11/29/23:** Meeting with Alex (Lt Mahoney, Lt Bloch, Captain Allen and Chief Davis)
3. **12/5/23:** Meeting with Alex after a large disturbance (Lt Mahoney, Officer Lentz, and Officer Robinson)
4. **5/1/24:** A meeting with Alex was conducted on teams with Green Bay Police command staff.
5. **5/3/24:** A Green Bay Police Sergeant reached out to Stage 1 about a scheduled performance and offered extra patrols.
6. **6/24/24:** Scheduled meeting with Alex at Shawano Community Policing center with Community Police
7. **7/10/24:** Scheduled meeting Alex at Shawano Community Policing center with Lieutenants about the aftermath of a concert
8. **8/9/24:** Scheduled meeting with Alex at Shawano Community Policing center (Lt. Mahoney)
9. **8/10/24:** Alex borrowed a light standard from Green Bay Police Department
10. **10/18/24:** Alex borrowed a light standard from Green Bay Police Department
11. **3/7/25:** Alex scheduled a meeting with Lieutenant Mahoney of Green Bay Police Department
12. **3/21/25:** Alex was informed of the final decision about their curtains. Alex asked about officers body worn cameras, and alarm responses.
13. **4/15/25:** Green Bay Police Department met with Stage 1 staff and Alex invited a staff member from We All Rise. (Lieutenants Mahoney and Ayres, Community Police Officer Robinson, and commander Warych)
14. **4/17/25:** Green Bay Police Department met with Alex as he believes officers messed with his camera system due to a camera "glitch" on an alarm call. Alex also voiced concerns about legal THC for people smoking on the outdoor patio.
15. **5/2/25:** Green Bay Police Department inquired about video for an incident. It was explained to Alex that he has 5 days to comply. Alex didn't want to provide video of events that took place after closing time without talking to the detective assigned to the call.

Citations from City of Green Bay Municipal Court Website

- 04/21/2024 – Violation of Stipulation Agreement – Guilty
- 04/11/2025 – Disorderly House (X3) – Pending
- 04/26/2025 – Violation of Stipulation Agreement – Pending



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

June 9, 2025

To: City of Green Bay Common Council
From: Lt Steve Mahoney, and Lt Solomon Ayres
Re: Summary of Reasons for Denial at 700 Bodart Street

The Green Bay Police Department is recommending denial of the liquor license renewal application at 700 Bodart Street.

Grounds for denial:

Violation of Sec. 4-9(b)(2) GBMC. "Activity by any licensee or operator that directly interferes with police officers, or otherwise violates the law in a manner substantially related to the operation of the licensed facility.":

Weapon Call: On 01/27/2024

The following is the video evidence collected from Jam Rock bar. The video does not have audio.

04:51 (According to the footage obtained from the bar), the owner of the bar, Recordo Neil, allowed a male patron, Kendron Bolden Bolden, inside of the bar which at that time was closed to the public.

04:51 – 04:54: On the video bar owner Recordo Neil speaks with the Kendron Bolden from opposite sides of the bar for a few minutes and it would appear that bar owner Recordo Neil and Kendron Bolden are in what looks to be a heated discussion given the reaction of the uninvolved male in the video, and the outcome of their discussion.

04:54: Bar owner Recordo Neil lashes out, grabbing the front of Kendron Boldens jacket and pulling his (Kendron Boldens) upper body across the bar. He then grabs a bottle and throws it at the area of Kendron Boldens head. It is uncertain whether that bottle actually hit Kendron Bolden as it kept flying past Kendron Bolden in the video. Bar owner Recordo Neil quickly rearms himself with another bottle that he holds down by his right side, while Kendron Bolden stands out of striking distance.

04:54:40: Kendron Bolden removes his shirt, squares up as if to start boxing with the bar between them. Bar owner Recordo Neil walks away and into an office in the southwest corner of the bar.

04:54:59: Bar owner Recordo Neil exits the office and comes back out into the main bar.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

04:55:05: Bar owner Recordo Neil turns around to go back into the office and turns off the lights. (You can see him through the door).

04:55:15: Bar owner Recordo Neil makes his way around the bar walking directly toward Kendron Bolden, and makes a clear “gun cocking” motion with both hands at which point a glimpse of a handgun can be seen.

04:55:20: Bar owner Recordo Neil squares up chest to chest with Kendron Bolden and they begin pushing and shoving. Kendron Bolden is moving bar owner Recordo Neil backward and a handgun shaped object can be seen in bar owner Recordo Neils hand, behind his back.

04:55:38: Bar owner Recordo Neil transition his position to holding the gun straight down at his right side, while blading his body to Kendron Bolden as Kendron Bolden is disengaging.

04:55:41: Kendron Bolden reengages physical contact, while bar owner Recordo Neil stiff arms him with a left arm, holding the gun above his head pointed at the sky with his right hand.

04:55:42: Bar owner Recordo Neil starts walking toward the bar in the appearance of an effort to place the gun on the bar, but Kendron Bolden grabs him from behind and appears to go for the gun.

04:55:43: Bar owner Recordo Neil and Kendron Bolden are fighting over the gun which takes them from the bar to a stool near the West wall of the bar. Bar owner Recordo Neil stumbles through stools with Kendron Bolden wrapping him up from behind. Bar owner Recordo Neil is attempting to maintain control of the handgun.

04:55:55: Bar owner Recordo Neil swings his left arm around and is able to turn on Kendron Bolden to wrestle him to the ground. In the midst of this action, he loses the gun and it falls to the middle of the floor.

04:56:00: Bar owner Recordo Neil can be seen presumably kneeling over Kendron Bolden repeatedly punching him with, at times, both hands what appears to be a closed fist.

04:56:38: Bar owner Recordo Neil stops punching Kendron Bolden and stands up.

04:56:43: Bar owner Recordo Neil kicks/stomps Kendron Bolden presumably in the upper torso to face area judging by the location of where he was punching. He then stands over Kendron Bolden possibly talking to him.

04:57:01: Bar owner Recordo Neil walks away, picks up the gun, straightens out a couple stools.

04:57:14: Video ends.

12:08:07: Weapons call for 700 Bodart St dispatched to Green Bay Police Department.



INTEROFFICE MEMORANDUM GREEN BAY POLICE DEPARTMENT

Per the video, another male employee is in the bar. Per the report, that male and another female employee (Jessica Radunzel) who was in the bar at this time are hiding in the bathroom. In employee Jessica Radunzel's statement she informs officers that she heard a gunshot while hiding in the bathroom, and that shortly after the sound of the gunshot the male employee who was hiding with her left the bathroom, and apparently exited the bar. Per officers who responded bullet fragmentation evidence was collected and placed into an evidence locker at the Green Bay Police Department.

The video is approximately 6 minutes long. Neither bar owner Recordo Neil, nor these two employees contacted police during this disturbance. Police were not contacted until more than 7 hours later.

At this time, the court case for the incident is still pending. There is a plea hearing set for July 31st with the Brown County District Attorneys Office, where his criminal case will be settled.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # P.I

To update the City of Green Bay Debt Policy.

BACKGROUND

Attached is the redlined version of the previous policy approved by City Council in 2013 and a clean copy.

The redline version was reviewed and updated with the assistance of the bond council at Foley & Lardner LLP and municipal advisors at Ehlers.

The policy basics have not changed but have been updated to current language, compliance, and offerings.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Redline v I-5 GB Debt Policy
2. City of Green Bay - Debt Policy



CITY OF GREEN BAY
DEBT ~~SERVICE~~ POLICY

CITY OF GREEN BAY DEBT POLICY	
Title: Debt Policy	Policy Reference: Chapter 10
Policy Source: Finance Department	Legal Review Date: February 26, 2013 _____, <u>2025</u>
Finance Committee Approval: March 27 <u>June 3, 2013</u> <u>2025</u>	City Council Approval: April 3 <u>June 10, 2013</u> <u>2025</u>

10.1 Definition

~~10.1~~ A debt policy is a tool which sets rules and provisions for the management of existing debt, compliance with post-issuance requirements for tax-exempt debt, issuance of additional debt, and prompt and timely payment of all debt service. Such a policy improves the quality of decisions, provides justification for the structure of debt issuance, identifies policy goals, demonstrates a commitment to long-term financial planning and ~~maintains the City's~~ supports the maintenance or improvement of the credit rating of the City of Green Bay (the "City"). A ~~well-managed~~ well-managed debt program should allow for funding of capital projects within anticipated funding sources.

10.2 Purpose

~~10.2~~ This policy will be a positive factor in the municipal market's assessment of the ~~City of Green Bay's~~ City's credit quality. ~~The City's financial condition and credit ratings should always be the primary considerations when considering the issuance of debt.~~ A debt policy sets forth parameters which will provide for consistency and continuity in the decision process. This leads to better ~~long-term~~ long-term planning and financial health which allows the City to attain as well as maintain the highest bond rating it deserves. The City recognizes that access to capital markets over the long term is dependent upon the City's unwavering commitment to full and timely repayment of debt.

10.3 Policy

~~10.3~~ The City ~~of Green Bay~~ will confine long-term debt to capital improvements, ~~long-term~~long-term fixed assets which outlive the debt issued for them or to refund existing debt. The capital improvements program includes projects to acquire, plan, design, construct, improve, and equip all or any part of its facilities or systems, promote economic development, or to secure quality of life issues. The City may also consider issuing long-term debt to provide direct assistance to developers or other private parties for projects that generate economic benefits for the City such as creation of housing or employment opportunities. The City's Finance Director and Treasurer will work with its ~~Finance Director, Treasurer and paying~~fiscal agent to make sure ~~there is adequate funding for its funds are available to pay~~ debt service ~~and make payments prompt and timely on its~~on the City's outstanding debt obligations when due.

10.4 Types of Debt

10.4.1 General Obligation Bonds and Promissory Notes

The defining feature of general ~~obligation~~obligations is the source of funds that secures ~~its~~their repayment: an ad valorem irrepealable tax levied on all taxable property within the limits of the ~~municipality at~~City effective on the ~~time~~date the general obligation is issued. Chapter 67 of the Wisconsin ~~statutes~~Statutes governs the issuance of various general obligations known as “general obligation” bonds or notes.

General obligation bonds may be issued by a municipality to finance specific projects as ~~allowed by~~described in Section 67.05(5) of the Wisconsin ~~State Statute~~Statutes that are undertaken for a public purpose. General obligation bonds may not be issued unless a permissive referendum notice to the electors has been published within 15 days after the date of adoption of the initial resolution approving the issuance of such general obligation bonds and, within 30 days after the date of adoption the initial resolution, no electors have petitioned the City clerk to hold a referendum to approving said initial resolution. The term of general obligation bonds is limited to not later than 20

[Link-to-previous setting changed from on in original to off in modified.]

years from the original date of issuance, except that when bonds are issued for sewerage purposes, the term is limited to not later than 50 years from the original date of issuance.

General obligation promissory notes may be issued for any public purpose as described in Section 67.12(12)(a). Unlike bonds, the issuance of notes is not limited to projects specified in Section 67.05(5). Therefore, notes can be issued to fund general and current capital expenses other than those permitted in connection with bonds. The term of notes is limited to ~~ten~~ not later than 20 years from the original date of issuance. Any refunding note shall be paid within 10 years after the original date of the refunding note and within 20 years after the issuance date of the original promissory note.

The City ~~of Green Bay~~ shall limit issuance of general obligation bonds and notes exclusively for the acquisition, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, streets, buildings, equipment, or facilities when it can be determined that future citizens will receive a benefit from the improvement(s) and the asset(s) outlive the length of the debt issued. The City may also issue general obligation promissory notes as security for a loan from the State of Wisconsin Environmental Improvement Fund under Sections 281.58, 281.59, and 281.61 of the Wisconsin Statutes, the proceeds of which loan are to be used for water and/or sewer purposes. The City may also issue general obligations bonds and notes to provide direct assistance to developers or other private parties for projects that generate economic benefits for the City such as creation of housing or employment opportunities. Incidental to the issuance of bonds and notes, a portion of the proceeds can also be used to pay the associated issuance costs and capitalized interest when appropriate. Proceeds from long-term debt shall not be used to fund current operating costs, except in the case of emergency or extraordinary circumstances.

10.4.2 State Trust Fund Loans

The Board of Commissioners of Public Lands of the State of Wisconsin has funds available to loan to Wisconsin cities and villages. The Board may loan trust fund money to a city for any project undertaken for a public purpose consistent with the purposes

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allowed for issuance of general obligation bonds. The term of trust fund loans is limited to 20 years.

State trust fund loans should also be considered when the interest rate offered makes the cost of borrowing less than or comparable to general obligation bonds ~~and notes~~ after considering the cost of issuance, or to take advantage of flexible prepayment options.

10.4.3 Revenue Bonds

Revenue bonds may be issued to finance public utilities, economic development projects, or other projects allowed by Chapter 66 of the Wisconsin ~~State Statute~~ Statutes. Repayment for ~~this type of loan~~ revenue bonds is made from the underlying revenues generated by the utility, project, or facility. Revenue ~~obligations~~ bonds have no claim on the taxes or other general revenues of the issuing municipality and are not debt of the municipality. Revenue ~~obligations~~ bonds give municipalities the ability to recover the cost of a project from beneficiaries of the project or users of the facility or utility.

~~Section 66 of Wisconsin Statutes governs the issuance of revenue obligations.~~

The City ~~of Green Bay~~ should limit the use of revenue bonds to capital improvements for its water utility or other such enterprise utilities which may be created and fall under the direction of the Common Council, economic development projects, or other projects as allowed by Chapter 66 of the Wisconsin ~~State Statute incidental~~ Statutes. Incidental to the issuance of the bonds, a portion of the proceeds can also be used to pay the associated issuance costs, project reserve funds, and capitalized interest when appropriate.

10.4.4 Capital Leases

Capital lease financing shall be considered only if verifiable operating savings, when properly discounted, outweigh the lease financing costs. Written justification detailing the explanation of factors considered, including cash flow analysis reviewed by

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the Finance Director, will be submitted to the Finance Committee for consideration and approval before any lease is entered into.

10.4.5 Other Debt Instruments

The City ~~of Green Bay~~ shall primarily ~~use those~~issue the types of debt instruments outlined above. Other types of debt instruments ~~can~~may be ~~used~~issued as appropriate if their use is necessary or advantageous to the City. If other types of debt instruments are utilized, applicable state and federal guidelines shall be followed. The City will attempt to limit the use of short-term debt to bond anticipation purposes. Proceeds from long-term debt shall not be used to pay for current operating expenses.

10.4.6 Conduit Debt

From time to time, the City may be asked to act as a conduit to ~~the bond market~~
~~by for profit or not for profit entities~~issue bonds to promote economic development or secure quality of life ~~issues~~projects on behalf of for-profit or not-for profit entities as
borrowers. Prior to using the City as a conduit ~~to the bond market~~issuer, the ~~entity~~borrower shall provide substantive proof acceptable to the City that no budget appropriation shall be required to pay the ~~debt~~bonds. The City shall not allow the issuance of such ~~debt~~bonds on behalf of the ~~entity~~borrower if doing so would prevent the City from issuing “bank qualified” debt for its own purposes without compensation from the ~~entity~~borrower to cover the additional debt service cost.

10.5 Debt Limitations.

10.5.1 Maximum amount of indebtedness

Section 67.03(1) of the Wisconsin Statutes provides that the amount of indebtedness of a municipality shall not exceed 5 percent (5%) of the equalized valuation of the taxable property in the municipality. Although ~~State~~Wisconsin Statutes allows five percent (5%) of the equalized valuation, the City has set an internal debt goal, which

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seeks to remain below 50% of the maximum amount allowed by the ~~State~~Wisconsin Statutes.

10.5.2 ~~Asset~~Useful life shall be longer than the debt issued for its purchase

The City shall consider the useful life of the project ~~assets~~ being financed and the long-range financial and credit objectives when determining the final maturity structure of the debt.

10.5.3 Spend down of borrowed proceeds

All debt ~~taken out will be for shovel ready~~issued for capital improvements will be to finance shovel-ready projects. Draw downSpenddown of the ~~funds~~proceeds will be in accordance with IRS rules for ~~general obligation debt~~new money obligations whereby ~~ten percent (10%)~~ of the proceeds will be spent within 6 months ~~of~~after the ~~borrowing~~date of issuance, 50% within 12 months ~~of~~after the ~~borrowing~~date of issuance, 75% within 18 months ~~of~~after the ~~borrowing~~date of issuance, and 100% within 24 months ~~of the borrowing. Should~~after the date of issuance. If this schedule ~~is~~ not ~~be~~ met, ~~the balance of the amount borrowed and not spent will be~~, then the Finance Department will review the tax certificate and other governing documents for the debt issue to determine if any action is required with respect to rebate and yield restriction as described in Section 10.10.4 of this policy. If there are any unspent proceeds remaining upon completion of the project for which the debt was issued, the balance of unspent proceeds will be transferred as set forth in the resolution authorizing the issuance of the debt. Resolutions authorizing general obligations generally provide that excess proceeds in the borrowed money fund are transferred to the debt service fund account for that issue and applied to the debt service levy. Each general of the same issue. In the event there are excess proceeds for any debt obligation, the City shall contact bond counsel to confirm application of such proceeds. Each debt obligation ~~debt~~ will be closely monitored so that it adheres to IRS regulations ~~in~~with respect to arbitrage and spend down rules. ~~Should~~If the State Trust Fund ~~be~~is utilized for the issuance of debt, all draw requests must be made

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within ~~one year~~[four months](#) of receiving the approval of the State Trust Fund to borrow the funds.

10.5.4 The City ~~of Green Bay~~ shall utilize any debt obligations it has at its disposal to take advantage of the lowest cost of the debt or for another benefit for the City.

10.5.5 The City ~~of Green Bay~~ will follow a policy of full disclosure on every financial report and ~~bond prospectus~~[offering document relating to the debt obligation](#).

10.6 Credit Objectives.

10.6.1 The City ~~of Green Bay~~ will strive to maintain or improve its ~~current~~[credit](#) rating with Moody's: ~~General (Aa1~~ [as of the date of this Policy: City \(Aa3\)](#) and RDA (~~Aa3~~[A2](#)). The City will strive to maintain good relations with the rating agency and keep them informed of significant developments that could affect the City's credit rating.

10.6.2 The following objectives will be used to maintain debt service requirements at an affordable level and enhance the credit quality of the City:

- The levy for debt service shall be no greater than twenty-five percent (25%) of the total levy, with an effort to maintain the levy at a proportionate, even level for tax rate stabilization.
- Flexibility to fund future expenditures necessary to provide essential City services and economic viability.

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10.7 Method of sale

10.7.1 The City shall issue new money general obligation ~~debt~~bonds through a competitive bidding process ~~with the exception of Council authorized negotiated sales and~~ may issue new money general obligation promissory notes or refunding bonds or notes by negotiated sale if authorized by the Common Council. Section 67.08(2) of the Wisconsin Statutes requires the sale of new money general obligation bonds to be sold by public sale. Bids will be awarded on a true interest cost (TIC) basis, ~~providing~~provided that other bidding requirements set forth in a notice of sale are satisfied. In the ~~instance in which staff event the Finance Director~~ believes competitive bidding produced unsatisfactory bids for a sale of general obligation bonds, the Common Council may authorize the Finance Director and ~~its~~the City's financial advisors to ~~negotiate the~~reject all bids and hold a new sale of the securities.

10.7.2 Negotiated sales of new money general obligation ~~debt~~promissory notes or refunding bonds or notes will be considered in circumstances when the complexity of the issue requires specialized expertise (such as ~~advanced~~an advance refunding or restructuring debt service), when time to complete a sale is critical, or when a negotiated sale would result in substantial cost savings. Negotiated sales of debt will also be considered for revenue bonds, bond anticipation notes, and leases when the complexity of the project, revenue source for debt service, or security for the debt makes it likely that a negotiated sale would result in a financial advantage to the City. Wisconsin Statutes permit either a public or negotiated sale for those types of debt instruments.

10.8 Refinancing / refunding of debt

10.8.1 ~~Periodic~~The Finance Department will cause periodic reviews of outstanding debt ~~will~~to be undertaken, either internally or by the City's financial advisor, to determine refinancing or refunding opportunities. Refinancing or refunding opportunities will be considered (within federal tax law constraints) if and when there is a net economic benefit for the refinancing or refunding.

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10.8.2 In general, the City may capitalize on a refinancing or a refunding opportunity for economic savings when net present value savings of at least 2% of the refinanced / refunded debt can be achieved. Current refinancing or refunding that produce net present values savings of less than 2% savings may be considered when there is a compelling public policy or long-range financing policy objective.

10.9 Disclosure

10.9.1 The City is committed to full and complete financial disclosure, and to cooperate fully with rating agencies, institutional investors, other units of government, and the general public to share clear, comprehensible, and accurate financial information.

10.9.2 The City will enter into a continuing disclosure agreement on the date of issuance for each debt obligation required to have one pursuant to Securities and Exchange Commission Rule 15c2-12, which agreement shall require the disclosure of the occurrence of certain events listed therein upon their occurrence and the annual disclosure of the City's financial and operating data. Each such disclosure is required to be filed with the Municipal Securities Rulemaking Board (MSRB) on due dates specified in such agreement. The Finance Department will cause such disclosure to be timely filed. The City may retain a dissemination agent to file the disclosure with the MSRB on the City's behalf.

10.10 Post-Issuance Tax Compliance for Tax-Exempt Debt

10.10.1 Debt obligations of the City are referred to in this Section 10.10 as “bonds”, whether the obligations are actually called bonds, promissory notes, a loan, or some other name.

Interest on most of the City's bonds is exempt from federal income tax, subject to compliance with Internal Revenue Code requirements, including *restrictions on investment of bond proceeds and requirements as to use of bond proceeds*. This Section

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10.10 sets forth procedures to monitor post-issuance compliance with the applicable federal tax requirements.

In addition, the City may issue (or may have previously issued) direct-pay, tax-advantaged borrowing obligations, such as Build America Bonds, that are subject to similar restrictions.

These procedures do not apply to bonds of the City that are “conduit bonds”, the proceeds of which are loaned to a nongovernmental person or entity, as described in Section 10.4.6.

10.10.2 Identification of Bond Issues for Federal Tax Purposes

The City acknowledges that the federal tax rules apply separately to each bond issue for federal tax purposes. Sometimes, for federal tax purposes, two or more separately named bond issues may be treated as a single bond issue, or a single named bond issue may be treated as being composed of two bond issues. The Finance Department will review the City’s tax certificates, and consult with bond counsel as necessary, to identify and maintain a list of each outstanding bond issue, as treated for federal tax purposes.

10.10.3 Record Retention

For each bond issue, the Finance Department will arrange for records to be kept of the investment and application of proceeds and the use of bond-financed property. For each bond issue, the records will be kept until at least 4 years after the bond issue is completely retired (or redeemed).

The records do not need to be kept at a single location and they may be kept in physical or electronic form.

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10.10.4 Rebate and Yield Restriction

For each bond issue, the Finance Department will comply with the requirements in the tax certificate and authorizing resolution, which generally include obtaining rebate determinations or a determination that rebate is not required.

Unless the Finance Department determines that rebate is not required, the Finance Department needs to establish the initial rebate determination date, which should be not later than the 5th anniversary of the date of issuance of the bonds. Additional rebate determination dates occur every 5 years thereafter and on the date the last bond of the issue is completely retired (or redeemed). Any rebate amount due must be paid to the United States Treasury within 60 days after the rebate determination date.

As a general policy, the Finance Department will engage a rebate determination provider in sufficient time prior to the due date such that the provider may start a rebate determination for the bond issue at least 60 days prior to each rebate determination date, to be completed at least 14 days before a rebate payment would be due. The Finance Department will arrange for any required rebate payment to be made to the United States Treasury for receipt by the due date.

~~10.9.2~~ The Finance Department will ~~provide continuing disclosure in compliance with continuing disclosure certifications made at the time of each debt issuance, material events that may happen throughout the year and the required annual disclosures set forth by the Municipal Securities Rule Making Board (MSRB) and the Securities and Exchange Commission (SEC).~~ identify all funds and accounts that are treated as containing gross proceeds of the bond issue and take actions needed to comply with any yield-restriction requirements, as further detailed in the tax certificate for the bond issue. For example, if proceeds in the borrowed money fund (for general obligations) or a comparable project or construction fund (for a revenue bond issue) are not spent within the 3 year “temporary period”, the Finance Department will obtain yield-restriction

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computations for the applicable fund and, if needed, make yield-reduction payments to the United States Treasury.

10.10.5 Investment of Bond Proceeds

The Finance Department may retain an investment service for assistance in investing bond proceeds and will ensure any such service follows this policy. The Finance Department will direct the investment of all bond proceeds in arm's-length, fair-market-value purchases and sales and will not permit the linking of the purchase or sale of investments to the provision of other services to the City, such as underwriting services.

Federal tax law safe harbors apply to the following types of investments:

~~10.10 Tax Compliance~~Certificates of deposit

~~The City shall follow IRS guidelines found in section 148 of the IRS tax code to ensure its debt remains in tax compliance for the life of that property. A review will be done annually to ensure this compliance and the City will follow the proper debt record retention policy as laid out by the IRS.~~

Guaranteed investment contracts

Yield-restricted defeasance escrow investments

If a federal tax law safe harbor applies to the type of investment, then as a general policy the Finance Department or its investment service will arrange for the investment to meet all the requirements of the safe harbor to the extent reasonably practicable.

Certificates of Deposit: The purchase price of a certificate of deposit is treated as its fair market value if the yield on the certificate is not less than the yield on reasonably comparable direct obligations of the United States and the highest yield that is published or posted by the provider to be currently available from the provider on reasonably comparable certificates of deposit offered to the public.

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Guaranteed Investment Contracts: As a general policy, for each purchase of a guaranteed investment contract, the Finance Department will retain a bidding agent to conduct a bona fide competitive bidding process and require the bidding agent and provider to provide certifications substantially in the form approved by bond counsel. The Finance Department will maintain a record of the amounts paid for brokerage commissions, bidding agent fees, and other similar administrative costs.

Yield-Restricted Defeasance Escrow Investments: As a general policy, amounts in yield-restricted defeasance escrows will be invested in United States Treasury securities (State and Local Government Series) *unless* those securities are not available for purchase *or* the Finance Department determines, after consultation with an independent financial advisor, that there are bona fide financial reasons for the purchase of other types of investments. In those cases, the Finance Department will retain a bidding agent to conduct a bona fide competitive bidding process and require the bidding agent and provider to provide certifications substantially in the form approved by bond counsel. The Finance Department will maintain a record of the amounts paid for brokerage commissions, bidding agent fees, and other similar administrative costs.

10.10.6 Monitoring Possible Private Business Use when Tax-Exempt Debt was used for its Construction or Purchase

The Finance Department and the City Attorney’s Office will review any contractual arrangement that may result in private business use of bond-financed property before the arrangement becomes effective. Arrangements that give rise to private business use generally include contracts that provide special legal entitlements to persons other than a State or local government (a “**nongovernmental person**”) or the general public. Sales and leases of bond-financed property always give rise to private business use. Arrangements that may give rise to private business use, depending on the terms of the contract, include management or service contracts and research agreements.

If the Finance Department and the City Attorney’s Office determine that an arrangement provides for use by a nongovernmental person of any bond-financed

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property, then the Finance Department and/or the City Attorney's Office will consult with bond counsel to determine whether, and the extent to which, the arrangement gives rise to private business use and obtain any recommendations about any further or subsequent review.

10.10.7 Changes of Use of Bond Financed Property and Remedial Actions

As a general policy, the Finance Department will consult with bond counsel in connection with each bond issue regarding the specific private business use limit (or private security or payment limit) that applies to that bond issue. The Finance Department will track and record any private business use of financed property (or private payments made with respect to such usage).

If the Finance Department determines any transaction has caused, or may potentially cause, the private business use limit (or private security or payment limit) of a bond issue to be exceeded, or cause the private loan limit to be exceeded, the Finance Department will consult with bond counsel to determine whether a remedial action is required or otherwise advisable. If possible, the Finance Department will do so before the transaction is final, so that remedial action requirements and options may be taken into account.

Out of an abundance of caution, the Finance Department should consider a transaction as potentially causing the private business use limit to be exceeded if *in any year* the amount of private business use is greater than the limit.

The general policy of the City is that each remedial action should be approved by an opinion of bond counsel, even in cases where the legal documents for the bond issue do not expressly require such an opinion.

In the event the Finance Department and/or the City Attorney's Office determine that the City may have taken a deliberate action that results in noncompliance of a bond issue with restrictions on use of financed property or proceeds, and it is no longer timely to take a remedial action, the Finance Department and/or the City Attorney's Office will

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consult with bond counsel to determine whether it is necessary or appropriate to submit a request for a voluntary closing agreement to the Internal Revenue Service to obtain a waiver of non-compliance.

10.10.8 Review of Expenditure of Bond Proceeds

The City adopts, as a prudent practice, the policy of undertaking a review of expenditure of bond proceeds of each bond issue. The City has been advised by bond counsel that the period of time to correct or change expenditures of bond proceeds ends on the earlier of 18 months after the placed in service date of a bond-financed project or 5 years after the date of issuance of the bond issue. Accordingly, the Finance Director will conduct a review of expenditures of bond proceeds after expenditure, but before such period ends, for each bond issue. The review will include a determination that each expenditure is a capital expenditure for federal tax and financial accounting purposes, and that no expenditure is for a private business use, except as specifically approved by the Finance Director. The expenditure review will also determine whether the expenditure of bond proceeds falls within applicable “spend-down” exceptions to arbitrage rebate as described in Section 10.5.3 and that the private business use limit has not been exceeded as described in Section 10.10.7.

10.10.9 Revision of this Section 10.10

The procedures set forth in this section 10.10 may be revised from time to time to reflect changes of law and ideas for improvement, and they may be expanded to address other post-issuance tax compliance actions. They are solely for guidance of City personnel. There are no third-party beneficiaries of these procedures.

The Finance Department will confer with bond counsel prior to the finalization of each future update to the City’s Debt Policy on the need or advisability to revise this Section 10.10, taking into account experience in applying these procedures, changes in the law, and the requirements of new bond issues.

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10.11 Payment of debt service

10.11.1 The Finance Director will work with the City's Treasurer and ~~paying~~[fiscal](#) agent to timely remit payment for its debt service when due. The City will require its ~~paying~~[fiscal](#) agent to issue an invoice to the City no less than 30 days prior to the due date. Funds shall be transferred by the City electronically to the City's ~~paying~~[fiscal](#) agent no later than one business day prior to the debt service due date. The ~~paying~~[fiscal](#) agent will then hold the funds, on behalf of the City, in a trust account until such payment is electronically transferred to ~~Depository Trust Company who then will disperse the funds to the City's bond holders~~[the owners of the bonds or notes in accordance with the register it maintains.](#)

~~10.12 Calculation and request for Build America Bond subsidy from the Internal Revenue Service~~

~~In 2009, the Federal Government allowed government entities to issue Build America Bonds. What this required was that governmental agencies could issue taxable debt with the caveat that the Federal Government would "rebate" 35% of the interest expense. The rebate would equate the cost of issuing a taxable bond to essentially be at or below the cost of a tax exempt bonds.~~

~~Depending on the type of debt that was issued (general obligation or State Trust fund bonds), a request for the 35% rebate will be required to be sent to the IRS at least 60 days prior to the debt service of the issue. It will be the responsibility of the Finance Director to complete the required forms and request this rebate in order to receive the payment timely.~~

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10.12 ~~10.13~~ Selection of Bond Counsel, Financial Advisors, and Debt Rating Agencies.

10.12.1 ~~10.13.1~~ Bond counsel, ~~financial~~municipal advisors, rebate determination providers, dissemination agents, fiscal agents, investment services, and debt rating agencies will be selected as necessary according to ~~state statutes~~the Wisconsin Statutes and City procurement policies.

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Intelligent Table Comparison: Active	
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Modified DMS: nd://4815-6410-3715/5/City of Green Bay - Debt Policy.docx	
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<u>Add</u>	186
Delete	114
Move From	2
<u>Move To</u>	2
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	304



CITY OF GREEN BAY

DEBT POLICY

CITY OF GREEN BAY DEBT POLICY	
Title: Debt Policy	Policy Reference: Chapter 10
Policy Source: Finance Department	Legal Review Date: _____, 2025
Finance Committee Approval: June 3, 2025	City Council Approval: June 10, 2025

10.1 Definition

A debt policy is a tool which sets rules and provisions for the management of existing debt, compliance with post-issuance requirements for tax-exempt debt, issuance of additional debt, and prompt and timely payment of all debt service. Such a policy improves the quality of decisions, provides justification for the structure of debt issuance, identifies policy goals, demonstrates a commitment to long-term financial planning and supports the maintenance or improvement of the credit rating of the City of Green Bay (the “City”). A well-managed debt program should allow for funding of capital projects within anticipated funding sources.

10.2 Purpose

This policy will be a positive factor in the municipal market’s assessment of the City’s credit quality. A debt policy sets forth parameters which will provide for consistency and continuity in the decision process. This leads to better long-term planning and financial health which allows the City to attain as well as maintain the highest bond rating it deserves. The City recognizes that access to capital markets over the long term is dependent upon the City’s unwavering commitment to full and timely repayment of debt.

10.3 Policy

The City will confine long-term debt to capital improvements, long-term fixed assets which outlive the debt issued for them or to refund existing debt. The capital

improvements program includes projects to acquire, plan, design, construct, improve, and equip all or any part of its facilities or systems, promote economic development, or to secure quality of life issues. The City may also consider issuing long-term debt to provide direct assistance to developers or other private parties for projects that generate economic benefits for the City such as creation of housing or employment opportunities. The City's Finance Director and Treasurer will work with its fiscal agent to make sure funds are available to pay debt service on the City's outstanding debt obligations when due.

10.4 Types of Debt

10.4.1 General Obligation Bonds and Promissory Notes

The defining feature of general obligations is the source of funds that secures their repayment: an ad valorem irrepealable tax levied on all taxable property within the limits of the City effective on the date the general obligation is issued. Chapter 67 of the Wisconsin Statutes governs the issuance of various general obligations known as "general obligation" bonds or notes.

General obligation bonds may be issued by a municipality to finance specific projects as described in Section 67.05(5) of the Wisconsin Statutes that are undertaken for a public purpose. General obligation bonds may not be issued unless a permissive referendum notice to the electors has been published within 15 days after the date of adoption of the initial resolution approving the issuance of such general obligation bonds and, within 30 days after the date of adoption the initial resolution, no electors have petitioned the City clerk to hold a referendum to approving said initial resolution. The term of general obligation bonds is limited to not later than 20 years from the original date of issuance, except that when bonds are issued for sewerage purposes, the term is limited to not later than 50 years from the original date of issuance.

General obligation promissory notes may be issued for any public purpose as described in Section 67.12(12)(a). Unlike bonds, the issuance of notes is not limited to projects specified in Section 67.05(5). Therefore, notes can be issued to fund general and

current capital expenses other than those permitted in connection with bonds. The term of notes is limited to not later than 20 years from the original date of issuance. Any refunding note shall be paid within 10 years after the original date of the refunding note and within 20 years after the issuance date of the original promissory note.

The City shall limit issuance of general obligation bonds and notes exclusively for the acquisition, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, streets, buildings, equipment, or facilities when it can be determined that future citizens will receive a benefit from the improvement(s) and the asset(s) outlive the length of the debt issued. The City may also issue general obligation promissory notes as security for a loan from the State of Wisconsin Environmental Improvement Fund under Sections 281.58, 281.59, and 281.61 of the Wisconsin Statutes, the proceeds of which loan are to be used for water and/or sewer purposes. The City may also issue general obligations bonds and notes to provide direct assistance to developers or other private parties for projects that generate economic benefits for the City such as creation of housing or employment opportunities. Incidental to the issuance of bonds and notes, a portion of the proceeds can also be used to pay the associated issuance costs and capitalized interest when appropriate. Proceeds from long-term debt shall not be used to fund current operating costs, except in the case of emergency or extraordinary circumstances.

10.4.2 State Trust Fund Loans

The Board of Commissioners of Public Lands of the State of Wisconsin has funds available to loan to Wisconsin cities and villages. The Board may loan trust fund money to a city for any project undertaken for a public purpose consistent with the purposes allowed for issuance of general obligation bonds. The term of trust fund loans is limited to 20 years.

State trust fund loans should also be considered when the interest rate offered makes the cost of borrowing less than or comparable to general obligation bonds after considering the cost of issuance, or to take advantage of flexible prepayment options.

10.4.3 Revenue Bonds

Revenue bonds may be issued to finance public utilities, economic development projects, or other projects allowed by Chapter 66 of the Wisconsin Statutes. Repayment for revenue bonds is made from the underlying revenues generated by the utility, project, or facility. Revenue bonds have no claim on the taxes or other general revenues of the issuing municipality and are not debt of the municipality. Revenue bonds give municipalities the ability to recover the cost of a project from beneficiaries of the project or users of the facility or utility.

The City should limit the use of revenue bonds to capital improvements for its water utility or other such enterprise utilities which may be created and fall under the direction of the Common Council, economic development projects, or other projects as allowed by Chapter 66 of the Wisconsin Statutes. Incidental to the issuance of the bonds, a portion of the proceeds can also be used to pay the associated issuance costs, project reserve funds, and capitalized interest when appropriate.

10.4.4 Capital Leases

Capital lease financing shall be considered only if verifiable operating savings, when properly discounted, outweigh the lease financing costs. Written justification detailing the explanation of factors considered, including cash flow analysis reviewed by the Finance Director, will be submitted to the Finance Committee for consideration and approval before any lease is entered into.

10.4.5 Other Debt Instruments

The City shall primarily issue the types of debt instruments outlined above. Other types of debt instruments may be issued as appropriate if their use is necessary or advantageous to the City. If other types of debt instruments are utilized, applicable state and federal guidelines shall be followed. The City will attempt to limit the use of short-term debt to bond anticipation purposes. Proceeds from long-term debt shall not be used to pay for current operating expenses.

10.4.6 Conduit Debt

From time to time, the City may be asked to act as a conduit to issue bonds to promote economic development or secure quality of life projects on behalf of for-profit or not-for profit entities as borrowers. Prior to using the City as a conduit issuer, the borrower shall provide substantive proof acceptable to the City that no budget appropriation shall be required to pay the bonds. The City shall not allow the issuance of such bonds on behalf of the borrower if doing so would prevent the City from issuing “bank qualified” debt for its own purposes without compensation from the borrower to cover the additional debt service cost.

10.5 Debt Limitations.

10.5.1 Maximum amount of indebtedness

Section 67.03(1) of the Wisconsin Statutes provides that the amount of indebtedness of a municipality shall not exceed 5 percent (5%) of the equalized valuation of the taxable property in the municipality. Although Wisconsin Statutes allows five percent (5%) of the equalized valuation, the City has set an internal debt goal, which seeks to remain below 50% of the maximum amount allowed by the Wisconsin Statutes.

10.5.2 Useful life shall be longer than the debt issued for its purchase

The City shall consider the useful life of the project being financed and the long-range financial and credit objectives when determining the final maturity structure of the debt.

10.5.3 Spend down of borrowed proceeds

All debt issued for capital improvements will be to finance shovel-ready projects. Spenddown of the proceeds will be in accordance with IRS rules for new money obligations whereby 10% of the proceeds will be spent within 6 months after the date of issuance, 50% within 12 months after the date of issuance, 75% within 18 months after the date of issuance, and 100% within 24 months after the date of issuance. If this schedule is not met, then the Finance Department will review the tax certificate and other

governing documents for the debt issue to determine if any action is required with respect to rebate and yield restriction as described in Section 10.10.4 of this policy. If there are any unspent proceeds remaining upon completion of the project for which the debt was issued, the balance of unspent proceeds will be transferred as set forth in the resolution authorizing the issuance of the debt. Resolutions authorizing general obligations generally provide that excess proceeds in the borrowed money fund are transferred to the debt service fund account for that issue and applied to the debt service levy of the same issue. In the event there are excess proceeds for any debt obligation, the City shall contact bond counsel to confirm application of such proceeds. Each debt obligation will be closely monitored so that it adheres to IRS regulations with respect to arbitrage and spend down rules. If the State Trust Fund is utilized for the issuance of debt, all draw requests must be made within four months of receiving the approval of the State Trust Fund to borrow the funds.

10.5.4 The City shall utilize any debt obligations it has at its disposal to take advantage of the lowest cost of the debt or for another benefit for the City.

10.5.5 The City will follow a policy of full disclosure on every financial report and offering document relating to the debt obligation.

10.6 Credit Objectives.

10.6.1 The City will strive to maintain or improve its credit rating with Moody's as of the date of this Policy: City (Aa3) and RDA (A2). The City will strive to maintain good relations with the rating agency and keep them informed of significant developments that could affect the City's credit rating.

10.6.2 The following objectives will be used to maintain debt service requirements at an affordable level and enhance the credit quality of the City:

- The levy for debt service shall be no greater than twenty-five percent (25%) of the total levy, with an effort to maintain the levy at a proportionate, even level for tax rate stabilization.

- Flexibility to fund future expenditures necessary to provide essential City services and economic viability.

10.7 Method of sale

10.7.1 The City shall issue new money general obligation bonds through a competitive bidding process and may issue new money general obligation promissory notes or refunding bonds or notes by negotiated sale if authorized by the Common Council. Section 67.08(2) of the Wisconsin Statutes requires the sale of new money general obligation bonds to be sold by public sale. Bids will be awarded on a true interest cost (TIC) basis, provided that other bidding requirements set forth in a notice of sale are satisfied. In the event the Finance Director believes competitive bidding produced unsatisfactory bids for a sale of general obligation bonds, the Common Council may authorize the Finance Director and the City's financial advisors to reject all bids and hold a new sale.

10.7.2 Negotiated sales of new money general obligation promissory notes or refunding bonds or notes will be considered in circumstances when the complexity of the issue requires specialized expertise (such as an advance refunding or restructuring debt service), when time to complete a sale is critical, or when a negotiated sale would result in substantial cost savings. Negotiated sales of debt will also be considered for revenue bonds, bond anticipation notes, and leases when the complexity of the project, revenue source for debt service, or security for the debt makes it likely that a negotiated sale would result in a financial advantage to the City. Wisconsin Statutes permit either a public or negotiated sale for those types of debt instruments.

10.8 Refinancing / refunding of debt

10.8.1 The Finance Department will cause periodic reviews of outstanding debt to be undertaken, either internally or by the City's financial advisor, to determine refinancing or refunding opportunities. Refinancing or refunding opportunities will be considered (within federal tax law constraints) if and when there is a net economic benefit for the refinancing or refunding.

10.8.2 In general, the City may capitalize on a refinancing or a refunding opportunity for economic savings when net present value savings of at least 2% of the refinanced / refunded debt can be achieved. Current refinancing or refunding that produce net present values savings of less than 2% savings may be considered when there is a compelling public policy or long-range financing policy objective.

10.9 Disclosure

10.9.1 The City is committed to full and complete financial disclosure, and to cooperate fully with rating agencies, institutional investors, other units of government, and the general public to share clear, comprehensible, and accurate financial information.

10.9.2 The City will enter into a continuing disclosure agreement on the date of issuance for each debt obligation required to have one pursuant to Securities and Exchange Commission Rule 15c2-12, which agreement shall require the disclosure of the occurrence of certain events listed therein upon their occurrence and the annual disclosure of the City's financial and operating data. Each such disclosure is required to be filed with the Municipal Securities Rulemaking Board (MSRB) on due dates specified in such agreement. The Finance Department will cause such disclosure to be timely filed. The City may retain a dissemination agent to file the disclosure with the MSRB on the City's behalf.

10.10 Post-Issuance Tax Compliance for Tax-Exempt Debt

10.10.1 Debt obligations of the City are referred to in this Section 10.10 as “**bonds**”, whether the obligations are actually called bonds, promissory notes, a loan, or some other name.

Interest on most of the City's bonds is exempt from federal income tax, subject to compliance with Internal Revenue Code requirements, including *restrictions on investment of bond proceeds* and *requirements as to use of bond proceeds*. This Section 10.10 sets forth procedures to monitor post-issuance compliance with the applicable federal tax requirements.

In addition, the City may issue (or may have previously issued) direct-pay, tax-advantaged borrowing obligations, such as Build America Bonds, that are subject to similar restrictions.

These procedures do not apply to bonds of the City that are “conduit bonds”, the proceeds of which are loaned to a nongovernmental person or entity, as described in Section 10.4.6.

10.10.2 Identification of Bond Issues for Federal Tax Purposes

The City acknowledges that the federal tax rules apply separately to each bond issue for federal tax purposes. Sometimes, for federal tax purposes, two or more separately named bond issues may be treated as a single bond issue, or a single named bond issue may be treated as being composed of two bond issues. The Finance Department will review the City’s tax certificates, and consult with bond counsel as necessary, to identify and maintain a list of each outstanding bond issue, as treated for federal tax purposes.

10.10.3 Record Retention

For each bond issue, the Finance Department will arrange for records to be kept of the investment and application of proceeds and the use of bond-financed property. For each bond issue, the records will be kept until at least 4 years after the bond issue is completely retired (or redeemed).

The records do not need to be kept at a single location and they may be kept in physical or electronic form.

10.10.4 Rebate and Yield Restriction

For each bond issue, the Finance Department will comply with the requirements in the tax certificate and authorizing resolution, which generally include obtaining rebate determinations or a determination that rebate is not required.

Unless the Finance Department determines that rebate is not required, the Finance Department needs to establish the initial rebate determination date, which should be not later than the 5th anniversary of the date of issuance of the bonds. Additional rebate determination dates occur every 5 years thereafter and on the date the last bond of the issue is completely retired (or redeemed). Any rebate amount due must be paid to the United States Treasury within 60 days after the rebate determination date.

As a general policy, the Finance Department will engage a rebate determination provider in sufficient time prior to the due date such that the provider may start a rebate determination for the bond issue at least 60 days prior to each rebate determination date, to be completed at least 14 days before a rebate payment would be due. The Finance Department will arrange for any required rebate payment to be made to the United States Treasury for receipt by the due date.

The Finance Department will identify all funds and accounts that are treated as containing gross proceeds of the bond issue and take actions needed to comply with any yield-restriction requirements, as further detailed in the tax certificate for the bond issue. For example, if proceeds in the borrowed money fund (for general obligations) or a comparable project or construction fund (for a revenue bond issue) are not spent within the 3 year “temporary period”, the Finance Department will obtain yield-restriction computations for the applicable fund and, if needed, make yield-reduction payments to the United States Treasury.

10.10.5 Investment of Bond Proceeds

The Finance Department may retain an investment service for assistance in investing bond proceeds and will ensure any such service follows this policy. The Finance Department will direct the investment of all bond proceeds in arm’s-length, fair-market-value purchases and sales and will not permit the linking of the purchase or sale of investments to the provision of other services to the City, such as underwriting services.

Federal tax law safe harbors apply to the following types of investments:

Certificates of deposit

Guaranteed investment contracts

Yield-restricted defeasance escrow investments

If a federal tax law safe harbor applies to the type of investment, then as a general policy the Finance Department or its investment service will arrange for the investment to meet all the requirements of the safe harbor to the extent reasonably practicable.

Certificates of Deposit: The purchase price of a certificate of deposit is treated as its fair market value if the yield on the certificate is not less than the yield on reasonably comparable direct obligations of the United States and the highest yield that is published or posted by the provider to be currently available from the provider on reasonably comparable certificates of deposit offered to the public.

Guaranteed Investment Contracts: As a general policy, for each purchase of a guaranteed investment contract, the Finance Department will retain a bidding agent to conduct a bona fide competitive bidding process and require the bidding agent and provider to provide certifications substantially in the form approved by bond counsel. The Finance Department will maintain a record of the amounts paid for brokerage commissions, bidding agent fees, and other similar administrative costs.

Yield-Restricted Defeasance Escrow Investments: As a general policy, amounts in yield-restricted defeasance escrows will be invested in United States Treasury securities (State and Local Government Series) *unless* those securities are not available for purchase *or* the Finance Department determines, after consultation with an independent financial advisor, that there are bona fide financial reasons for the purchase of other types of investments. In those cases, the Finance Department will retain a bidding agent to conduct a bona fide competitive bidding process and require the bidding agent and provider to provide certifications substantially in the form approved by bond counsel. The Finance Department will maintain a record of the amounts paid for brokerage commissions, bidding agent fees, and other similar administrative costs.

10.10.6 Monitoring Possible Private Business Use when Tax-Exempt Debt was used for its Construction or Purchase

The Finance Department and the City Attorney's Office will review any contractual arrangement that may result in private business use of bond-financed property before the arrangement becomes effective. Arrangements that give rise to private business use generally include contracts that provide special legal entitlements to persons other than a State or local government (a "**nongovernmental person**") or the general public. Sales and leases of bond-financed property always give rise to private business use. Arrangements that may give rise to private business use, depending on the terms of the contract, include management or service contracts and research agreements.

If the Finance Department and the City Attorney's Office determine that an arrangement provides for use by a nongovernmental person of any bond-financed property, then the Finance Department and/or the City Attorney's Office will consult with bond counsel to determine whether, and the extent to which, the arrangement gives rise to private business use and obtain any recommendations about any further or subsequent review.

10.10.7 Changes of Use of Bond Financed Property and Remedial Actions

As a general policy, the Finance Department will consult with bond counsel in connection with each bond issue regarding the specific private business use limit (or private security or payment limit) that applies to that bond issue. The Finance Department will track and record any private business use of financed property (or private payments made with respect to such usage).

If the Finance Department determines any transaction has caused, or may potentially cause, the private business use limit (or private security or payment limit) of a bond issue to be exceeded, or cause the private loan limit to be exceeded, the Finance Department will consult with bond counsel to determine whether a remedial action is required or otherwise advisable. If possible, the Finance Department will do so before

the transaction is final, so that remedial action requirements and options may be taken into account.

Out of an abundance of caution, the Finance Department should consider a transaction as potentially causing the private business use limit to be exceeded if *in any year* the amount of private business use is greater than the limit.

The general policy of the City is that each remedial action should be approved by an opinion of bond counsel, even in cases where the legal documents for the bond issue do not expressly require such an opinion.

In the event the Finance Department and/or the City Attorney's Office determine that the City may have taken a deliberate action that results in noncompliance of a bond issue with restrictions on use of financed property or proceeds, and it is no longer timely to take a remedial action, the Finance Department and/or the City Attorney's Office will consult with bond counsel to determine whether it is necessary or appropriate to submit a request for a voluntary closing agreement to the Internal Revenue Service to obtain a waiver of non-compliance.

10.10.8 Review of Expenditure of Bond Proceeds

The City adopts, as a prudent practice, the policy of undertaking a review of expenditure of bond proceeds of each bond issue. The City has been advised by bond counsel that the period of time to correct or change expenditures of bond proceeds ends on the earlier of 18 months after the placed in service date of a bond-financed project or 5 years after the date of issuance of the bond issue. Accordingly, the Finance Director will conduct a review of expenditures of bond proceeds after expenditure, but before such period ends, for each bond issue. The review will include a determination that each expenditure is a capital expenditure for federal tax and financial accounting purposes, and that no expenditure is for a private business use, except as specifically approved by the Finance Director. The expenditure review will also determine whether the expenditure of bond proceeds falls within applicable "spend-down" exceptions to arbitrage rebate as

described in Section 10.5.3 and that the private business use limit has not been exceeded as described in Section 10.10.7.

10.10.9 Revision of this Section 10.10

The procedures set forth in this section 10.10 may be revised from time to time to reflect changes of law and ideas for improvement, and they may be expanded to address other post-issuance tax compliance actions. They are solely for guidance of City personnel. There are no third-party beneficiaries of these procedures.

The Finance Department will confer with bond counsel prior to the finalization of each future update to the City's Debt Policy on the need or advisability to revise this Section 10.10, taking into account experience in applying these procedures, changes in the law, and the requirements of new bond issues.

10.11 Payment of debt service

10.11.1 The Finance Director will work with the City's Treasurer and fiscal agent to timely remit payment for its debt service when due. The City will require its fiscal agent to issue an invoice to the City no less than 30 days prior to the due date. Funds shall be transferred by the City electronically to the City's fiscal agent no later than one business day prior to the debt service due date. The fiscal agent will then hold the funds, on behalf of the City, in a trust account until such payment is electronically transferred to the owners of the bonds or notes in accordance with the register it maintains.

10.12 Selection of Bond Counsel, Financial Advisors, and Debt Rating Agencies.

10.12.1 Bond counsel, municipal advisors, rebate determination providers, dissemination agents, fiscal agents, investment services, and debt rating agencies will be selected as necessary according to the Wisconsin Statutes and City procurement policies.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # P.2

To accept the State of Wisconsin DNR Recycling Grant 2025 award of \$433,631.93.

BACKGROUND

Per the City of Green Bay's grant policy, all awards need to be approved.
The Department of Public Works submits the annual paperwork to receive the grant.
This is an annual award; the 2025 budgeted revenue was approved at \$433,000.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Recycling Grant 2025 Award Notification Letter



May 14, 2025

Steven Grenier
Director of Public Works
City of Green Bay
Green Bay, WI 54301-5006

05231

SUBJECT: Announcement of **2025** Recycling Grants to Responsible Units

Dear Responsible Unit Contact:

On behalf of the Governor, the Department of Natural Resources (DNR) is pleased to offer an award of \$433631.93 to your responsible unit to offset your recycling program costs during the current calendar year. This grant amount is composed of your Basic Recycling Grant + the Recycling Consolidation grant if you applied and are eligible. Remember that the total grant amount may not exceed projected net eligible costs as stated in your grant application.

Basic Recycling Grant Award	\$407596.95
Recycling Consolidation Grant Award	\$26034.98

Calculating Your Basic Recycling Grant

Your Basic Recycling grant amount was determined as prescribed by Wisconsin Statutes:

- 1- We identify your RU percentage of total available funds from 1999, then
- 2- We apply that percentage to the total available grant appropriation (\$19,000,000).

Calculating Your Recycling Consolidation Grant

Per Wisconsin Statutes, the consolidation grant awards are calculated on a per capita basis. A total of **212** Responsible Units applied for this grant by the deadline and are eligible to receive this grant. The total population of all those eligible applicants is **4,108,396**. The Legislature provided \$1M for this program. So, the per capita rate is **\$0.243** per person in each Responsible Unit ($\$1,000,000 \div \text{by population} = \0.243 per person in eligible RUs).

Timing of Grant Check

The grant award payments will be issued as one check per responsible unit on or before June 1, 2025.

Accepting Grant Conditions

By endorsing the grant check, you are accepting this award and agree to comply with the grant conditions, the program's financial guidelines, and the assurances you signed in your grant application. Grant conditions can be found at the Basic Recycling Grant website under the "RESOURCES" tab:

<https://dnr.wisconsin.gov/aid/Recycling.html>

Important Reminders

- If you spent less than the awarded amount within the current grant year, you will be required to repay the difference between your awarded amount and the actual amount you spent. A separate notification about this will be sent to affected RUs.
- Your Recycling Grant Award is to be used for eligible expenditures directly related to the cost estimates submitted with your grant application—*Estimated Budget Spreadsheet*.
- You will report actual 2025 recycling costs in the *2025 Annual Report of Recycling Program Accomplishments*. This Annual Report is necessary for maintaining continuity of data collection and to determine whether or not your total net eligible recycling costs matched or exceeded your grant award.

We appreciate your efforts to recycle in Wisconsin. Should you have any questions about this or any aspect of the recycling grant program, please contact Wendy Soleska, Grant Manager by e-mail at Wendy.Soleska@wisconsin.gov or by telephone number (608) 852-1358.

Sincerely,

A handwritten signature in blue ink that reads "Jim Ritchie". The signature is written in a cursive, flowing style.

Jim Ritchie,
Director Community Financial Assistance

C. Wendy Soleska – Grant Manager (via e-mail)



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # Q.1

To approve the donation of batting cages at the Joannes Baseball Stadium by the Green Bay Blue Ribbons.

BACKGROUND

Park staff have been interested in installing batting cages at the Joannes Ballfield Stadium for several years. Recently the Green Bay Blue Ribbons contacted us and indicated that they have donations totaling \$21,000 to go towards this effort and are requesting approval to work with the City to purchase and donate the materials if the Parks Department can install the batting cages. They are proposing to purchase the Mastodon Batting Cage System. This is the same product that was recently donated and installed at East River Optimist Park. Park staff does like this batting cage system and can commit to installing them at the Joannes Stadium. These batting cages would be slightly larger than the cages at Optimist Park because they will be used by high school and college aged players. These will be used by the Green Bay Area Public School District and the Green Bay Blue Ribbons. Once installed, these cages would be owned by the City of Green Bay.

RECOMMENDATION

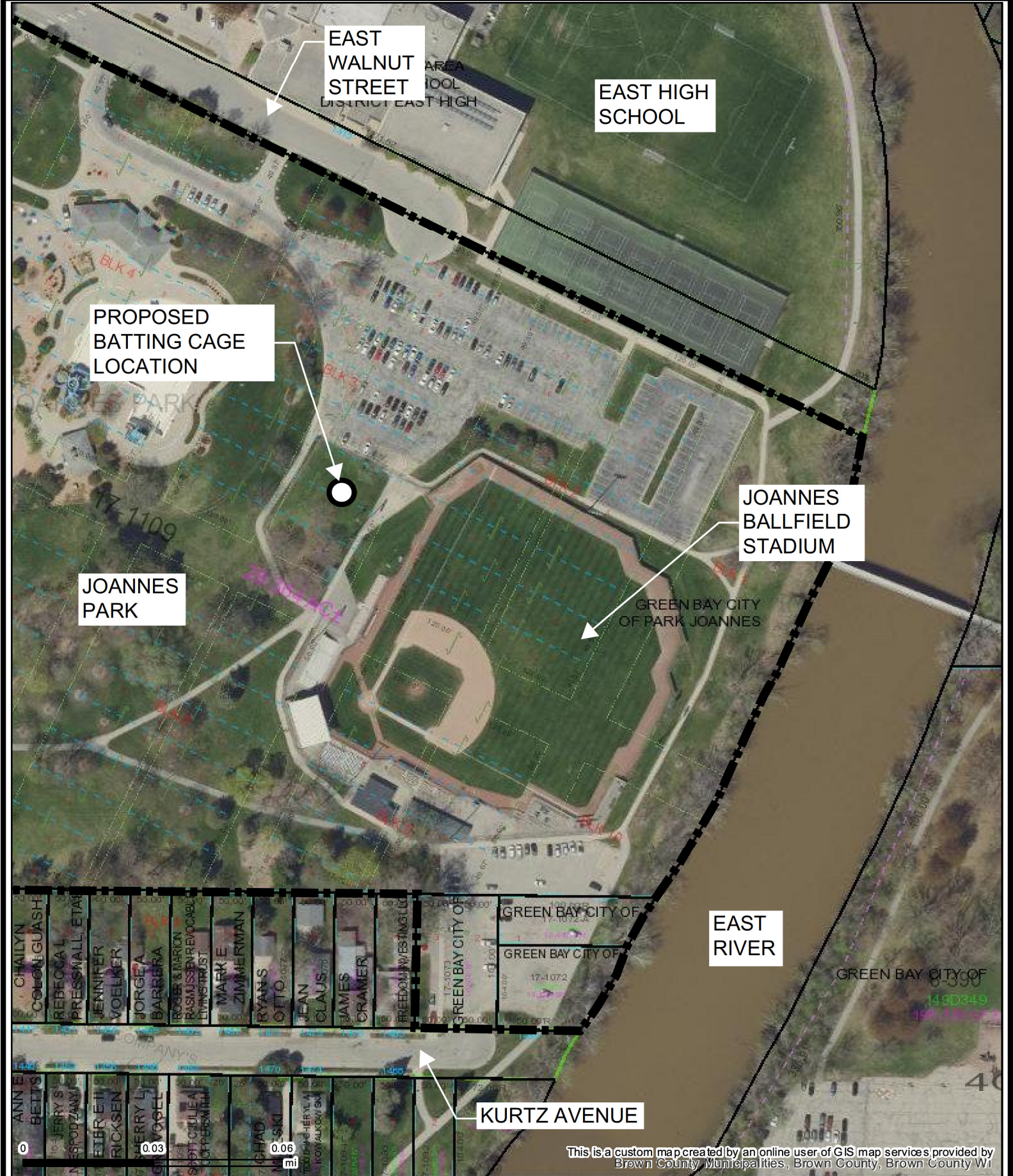
We recommend approval.

FISCAL IMPACT

It is unknown at this time if the Parks Department will need to purchase some materials associated with the installation. If so, it will be a small dollar amount and we will be able to pay for it out of our existing budget. We will dedicate staff time to install the batting cages.

ATTACHMENTS

1. Joannes Proposed Batting Cages Map 1B
2. Joannes Batting Cages Product Info



This is a custom map created by an online user of GIS map services provided by Brown County Municipalities, Brown County, Brown County WI

JOANNES PARK PROPOSED BATTING CAGE SITE MAP

3:08 @



Mastodon™ Enginee...
battingcagesinc.com



Mastodon™ Engineered Batting Cage System

★★★★★ (6)

SKU: PDB-14X14X70-K42-MAS-DW

Best Seller

In Stock Now

Installation Available

\$16,149.00

From **\$1,457.58/mo** with **shop Pay**

[Check your purchasing power](#)

Net Size: 14ft H x 14ft W x 70ft L

14ft H x 14ft W x 70ft L

Stalls: Double





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # Q.2

To approve the donation of two scoreboards at East River Optimist Park by the Green Bay Optimist Club.

BACKGROUND

The Green Bay Optimist Club recently approached the City and requested approval to purchase and donate (2) new scoreboards at East River Optimist Park if the City will install them. The group selected 10' x 5" digital scoreboards manufactured by Nevco. The Parks Department reviewed the product information and does not have any concerns. There are existing scoreboards that are old and will be removed. We will likely be able to install these new scoreboards on the existing support posts. The old scoreboards are electric so there will not be any underground electric work associated with the installation of the new scoreboards.

RECOMMENDATION

Park staff recommends approval.

FISCAL IMPACT

There will be no fiscal impact to the City. We will dedicate City staff time to install the scoreboards.

ATTACHMENTS

- I. East River Optimist Scoreboard Product Info



BASEBALL & SOFTBALL

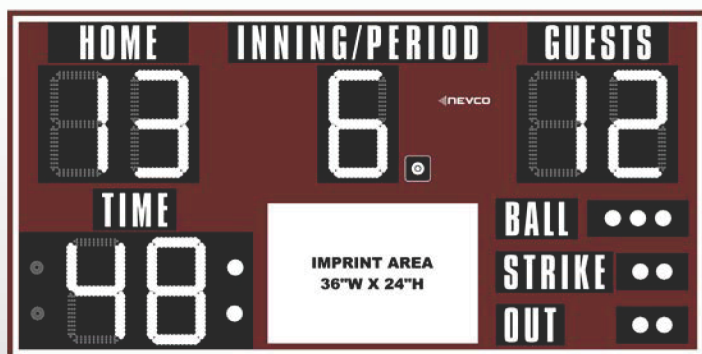
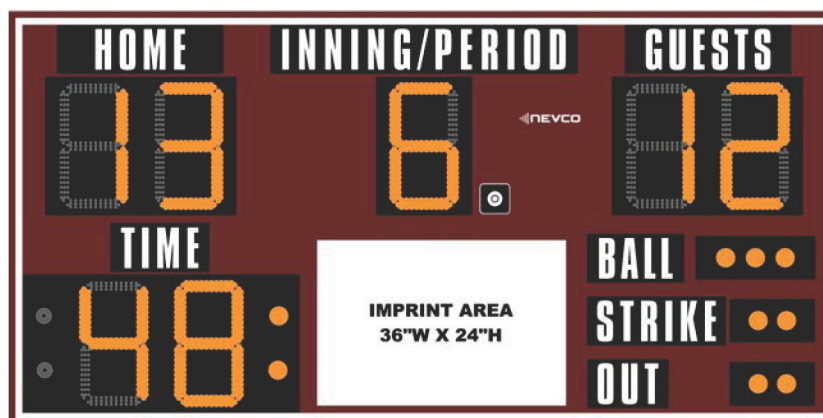
SCOREBOARDS

MODEL 1625

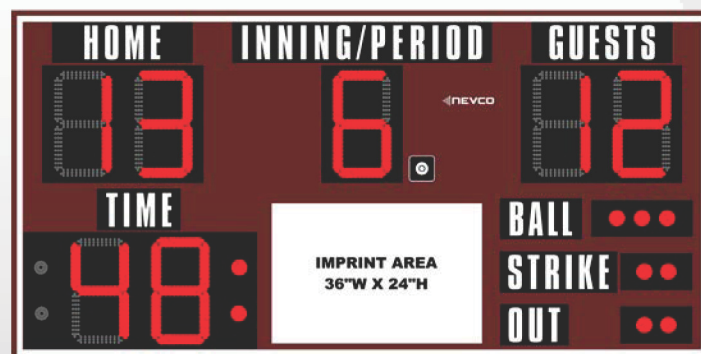
Size: 10' x 5' x 8" (3.05 x 1.52 x .20 meters)

Approximate hanging weight: 160 lbs. (73 kg)

Digit Size: 18" **Digit Color:** High Intensity Red, Amber, or Translucent White



SHOWN WITH OPTIONAL WHITE LEDS



Scoreboard ideal for Baseball/Softball/Soccer facilities.

- Designed to withstand wind load speed zones exceeding 150 mph.
- Operate wired or wireless.
- Bright, long lasting, energy efficient LEDs.
- Gasketed digits reduces water intake.
- Flush sign mounting.

* **Translucent White LEDs** cannot be intermixed with other digit colors on one scoreboard



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FAX: 618-664-0398 E-MAIL: INFO@NEVCO.COM

INTEGRATED DISPLAY AND SCORING SOLUTIONS



Model 1625 (Outdoor) Baseball/Softball/Soccer Scoreboard SCOREBOARD/CONTROL OPERATING FEATURES

MODEL 1625	MPC(W)-4/5/6	MPCW WIRELESS	MPCX ₂ WIRELESS
TIMING 18" High Intensity Red, Amber, or Translucent White LED Digits	Displays on two digits. Bi-directional UP or DOWN count. Any number can be set between 0:00-99:59. Minutes are displayed until clock reads below one minute, then seconds are displayed. When time is off, time alternately displays minutes and seconds. When the minutes are counting down, the right colon light blinks each second, top right colon light blinks if in first 30 seconds, bottom right colon blinks if in last 30 seconds. Time numerals turn off at :00.	Displays on two digits. Bi-directional UP or DOWN count. Any number can be set between 0:00-99:59. Minutes are displayed until clock reads below one minute, then seconds are displayed. When time is off, time alternately displays minutes and seconds. When the minutes are counting down, the right colon light blinks each second, top right colon light blinks if in first 30 seconds, bottom right colon blinks if in last 30 seconds. Time numerals turn off at :00.	Displays on two digits. Bi-directional UP or DOWN count. Any number can be set between 0:00-99:59. Minutes are displayed until clock reads below one minute, then seconds are displayed. When time is off, time alternately displays minutes and seconds. When the minutes are counting down, the right colon light blinks each second, top right colon light blinks if in first 30 seconds, bottom right colon blinks if in last 30 seconds. Time numerals turn off at :00.
TEAM SCORES 18" High Intensity Red, Amber, or Translucent White LED Digits	Displays 0-99	Displays 0-99	Displays 0-99
INNING/PERIOD 18" High Intensity Red, Amber, or Translucent White LED Digits	Displays 0-9	Displays 0-9	Displays 0-9
INDICATORS 3" diameter High Intensity Red, Amber, or Translucent White LED cluster	THREE FOR BALL TWO FOR STRIKE TWO FOR OUT	BASEBALL: THREE FOR BALL TWO FOR STRIKE TWO FOR OUT	BASEBALL: THREE FOR BALL TWO FOR STRIKE TWO FOR OUT
H OR E For hit or error	Displays H or E using the Inning LED unit.	BASEBALL: Displays H or E using the Inning LED unit.	BASEBALL: Displays H or E using the Inning LED unit.
HORN	Sounds automatically at 0:00 for a minimum of two (2) seconds. May omit automatic horn. Can sound manually at any time.	Sounds automatically at 0:00 for a minimum of two (2) seconds. May omit automatic horn. Can sound manually at any time.	Sounds automatically at 0:00 for a minimum of two (2) seconds. Can sound manually at any time.
PITCH COUNT	N/A	Supported. Integrates with PCD display. Controlled by hand-held switches.	Supported. Integrates with PCD display. Requires Pitch Count MPCX ₂ control.
PITCH TIMER	N/A	Supported. Integrates with 9520 display. Controlled by hand-held switches.	Supported. Integrates with 9520 display. Requires SCD/DGT MPCX ₂ control.

In addition to the standard 15 colors, Nevco can match any PMS color. Please contact your local Display and Scoring Consultant for pricing information.

#103 Cardinal Red	#73 Maroon	#102 Team Orange	#99 Golden Yellow	#142 Kelly Green	#74 Forest Green	#120 Teal Blue	#72 Electronic Blue	#140 Royal Blue	#121 Midnight Blue	#141 Navy Blue	#104 Medium Purple	#70 Desert Tan	#95 Silver Gray	#76 Print Black
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AGENCY APPROVAL: UL/CUL listed, FCC, CE, INDUSTRY CANADA.

SCOREBOARD: Size 10'L x 5'H x 8"D (3.05 x 1.52 x .20 meters), constructed of aluminum. Scoreboard has 1" white outline striping. Hanging weight approximately 160 lbs. (73 kg).

CAPTIONS: HOME, GUESTS, INNING/PERIOD, TIME, BALL, STRIKE, OUT, white 6" high.

SPONSOR AREA: 3'x2' available sponsorship area.

LED UNITS: Seven-bar segmented digits with protective aluminum cover.

POWER (RED/AMBER): 120 VAC, 1.1 Amps, 50/60 Hz. / 240 VAC, 0.5 Amps, 50/60 Hz. Requires earth ground.

POWER (TRANSLUCENT WHITE): 120 VAC, 1.7 Amps, 50/60 Hz. / 240 VAC, 0.9 Amps, 50/60 Hz. Requires earth ground.

BUILT-IN LIGHTNING PROTECTION: All models feature fiber-optic isolation circuitry providing additional protection against lightning strikes.

GUARANTEE: TO VIEW OR RECEIVE THE MOST RECENT COPY OF OUR GUARANTEE, PLEASE VISIT: NEVCO.COM/WARRANTY-LIMITATION/
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FAX: 618-664-0398 E-MAIL: INFO@NEVCO.COM



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # Q.3

To approve the donation of exercise equipment at Fireman's Park by the Fireman's Park Neighborhood Association.

BACKGROUND

The Fireman's Park Neighborhood Association is interested in donating outdoor exercise equipment to be installed in Fireman's Park near the playground. The equipment would be ADA accessible. There would be an asphalt path leading to the equipment. The surfacing under the equipment would be crushed gravel with a timber edging surrounding the gravel pad. If approved, the Parks Department would install the equipment, edging and surfacing. The Neighborhood Association has \$13,500 currently available to purchase the equipment. They are currently seeking additional donations in the amount of \$14,800 to fund the asphalt walk, crushed gravel surfacing and timber edging.

RECOMMENDATION

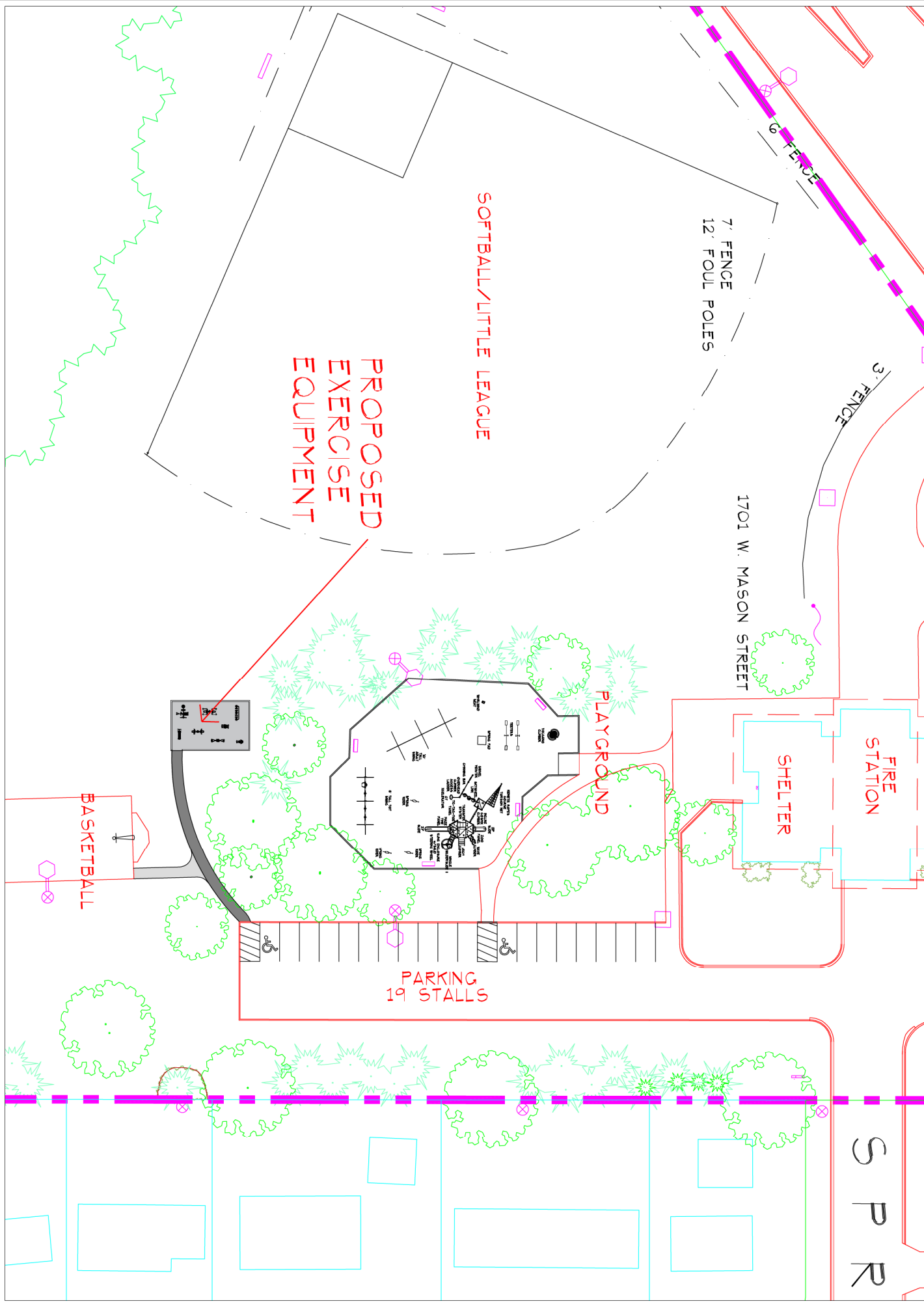
Staff recommends approval.

FISCAL IMPACT

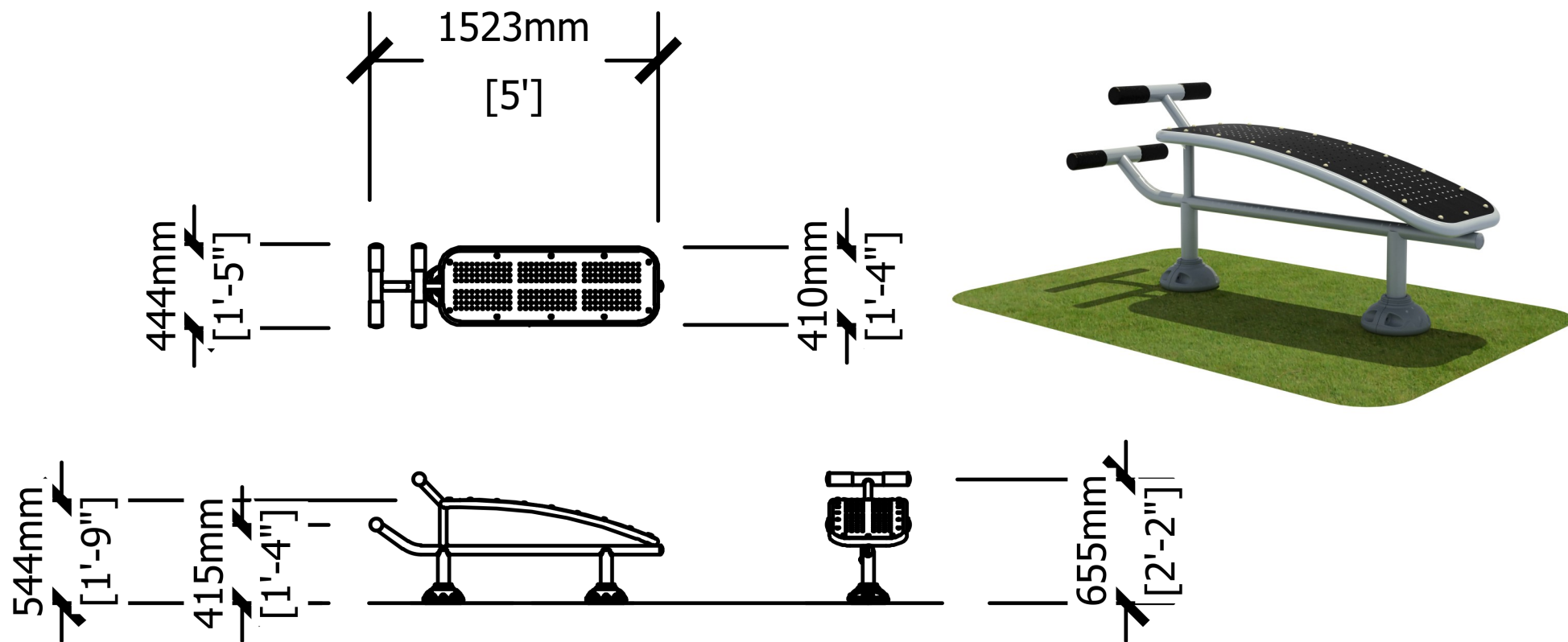
There is no anticipated fiscal impact for the City other than general ongoing maintenance. The City will dedicate staff time for the installation of the equipment, crushed gravel base and timber edging.

ATTACHMENTS

1. Fireman's Park Exercise Equipment Map
2. Fireman's Park Exercise Equipment
3. PFT001_Single_Station_Sit_Up_Bench_Sell_Sheet
4. PFT004_Quad_Warm_Up_New_Spec_Sheet
5. PFT005_Double_Station_Sky_Walker_New_Spec_Sheet
6. PFT006VVR Single Station Fit Rider with Resistance Spec Sheet
7. PFT007_Double_Station_Lat_Pulldown_New_Spec_Sheet
8. PFT008 Single Station Country Skier Spec Sheet
9. PFT010_Double_Station_Leg_Press_New_Spec_Sheet
10. PFT012_Double_Station_Chest_Press_New_Spec_Sheet







Specifications:

MAIN FRAME: Welded assembly fabricated from 13 & 14 gauge galvanized steel tubing and hot rolled flat steel. Frame is coated with custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

END CAPS: 4.5" OD and larger shall be cast aluminum, powder coated to match frame. Smaller end caps shall be injection molded high density polyethylene. All end caps are factory installed.

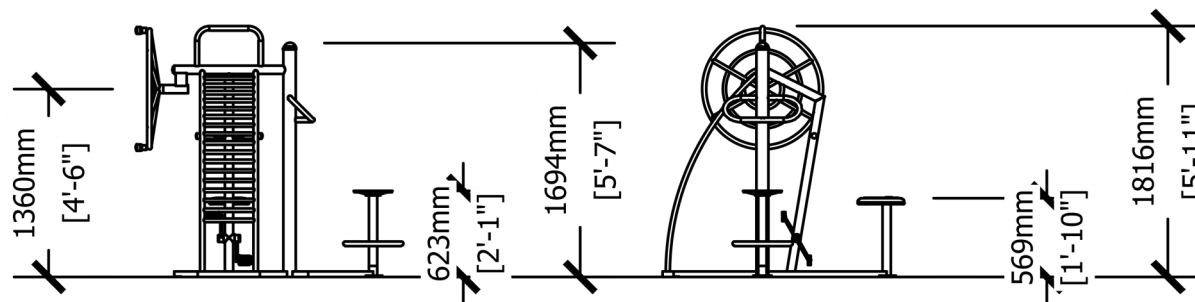
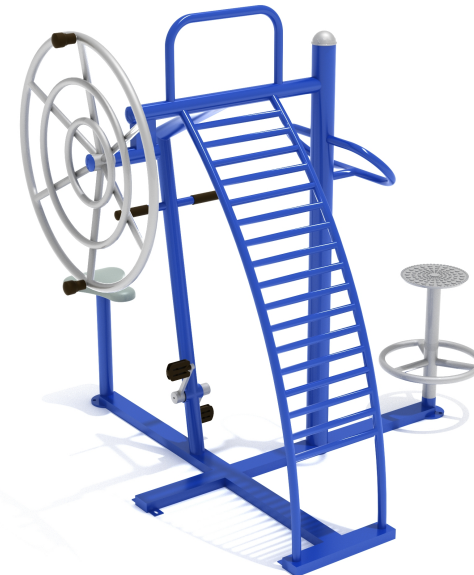
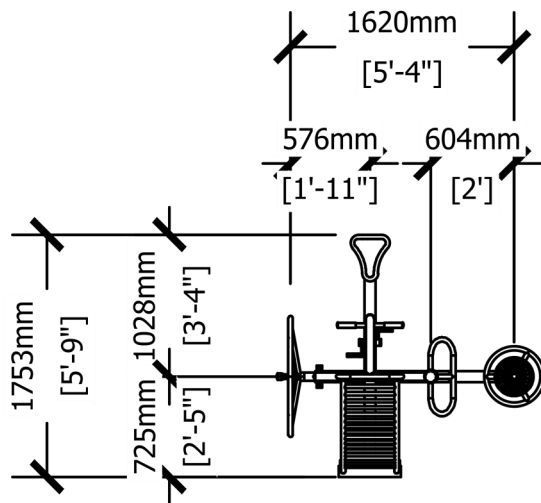
Bolt Caps, Bolt Guards, and Foot Shrouds: Injection molded high density polyethylene.

FOOT PADS: (where applicable) shall be cast aluminum.

HARDWARE: All nuts, bolts, screws, and lock washers used in the assembly shall be stainless steel, yellow dichromate plated steel, blue-coat plated steel, mechanically galvanized or powder coated/ yellow dichromate plated steel. All primary fasteners shall be 304 alloy stainless steel. Fasteners with yellow dichromate treatment have an electro-deposited, 99.9% pure zinc substrate applied from a specially formulated solution sealed with a yellow dichromate top coat designed to work in conjunction with the zinc plating.

Bolt Caps / Bolt Guards and foot shrouds are injection molded plastic. Foot Pads are cast aluminum 383 alloy with powder coat finish.

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Specifications:

MAIN FRAME: Welded assembly fabricated from 13 & 14 gauge galvanized steel tubing and hot rolled flat steel. Frame is coated with custom formula of TGIC polyester powder coating in conformance with the specifications outlined herein, after fabrication.

END CAPS: 4.5" OD and larger shall be cast aluminum, powder coated to match frame. Smaller end caps shall be injection molded high density polyethylene. All end caps are factory installed.

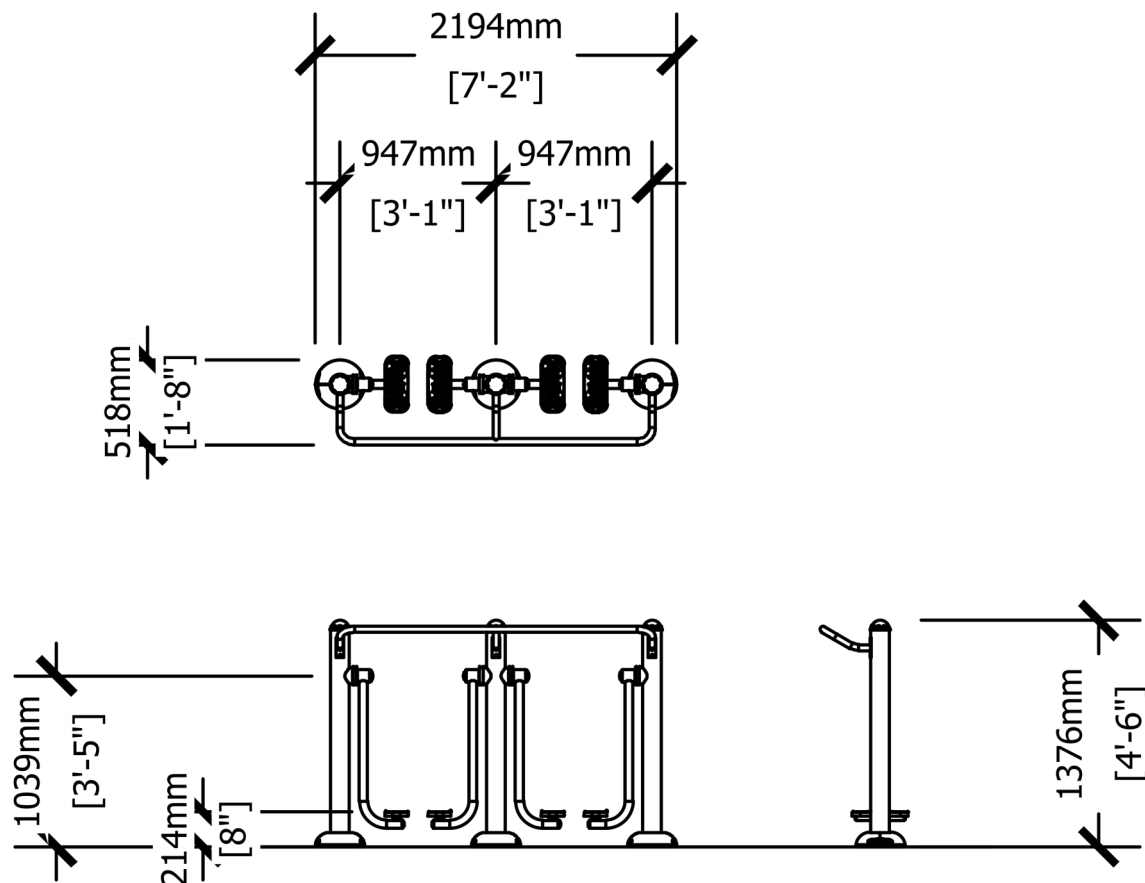
Bolt Caps, Bolt Guards, and Foot Shrouds: Injection molded high density polyethylene.

FOOT PADS: (where applicable) shall be cast aluminum.

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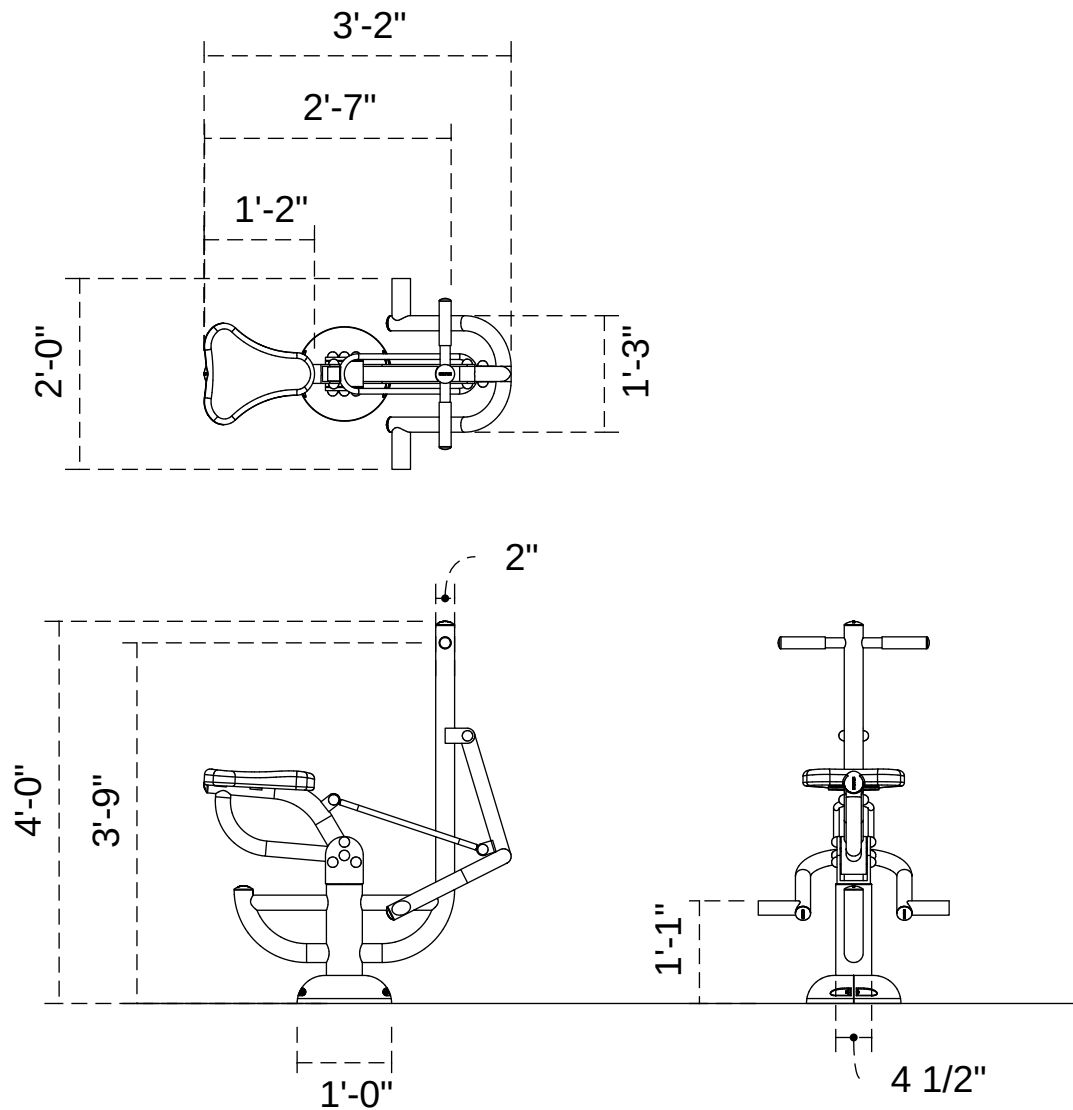
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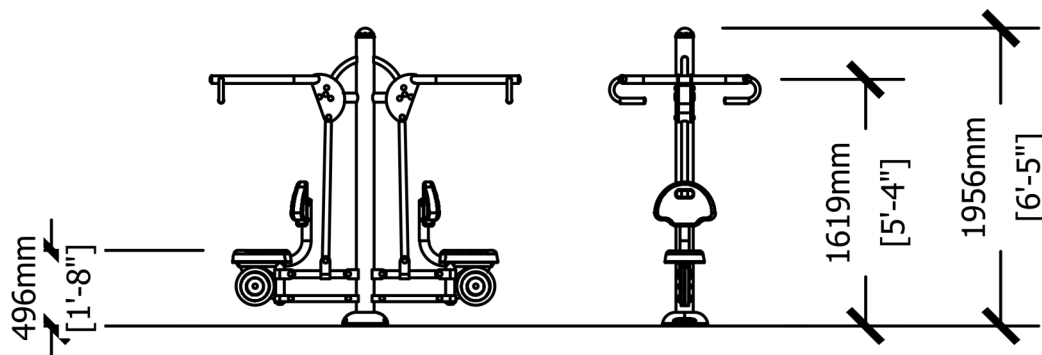
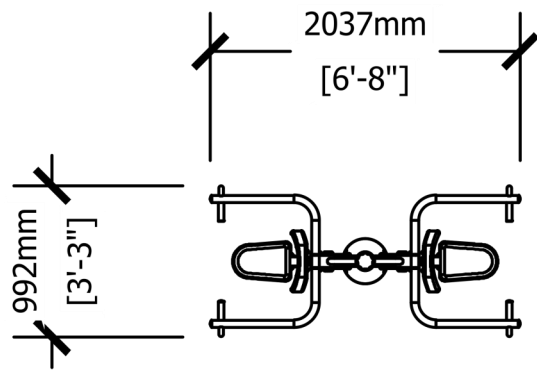
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Single Station Fit Rider With Resistance





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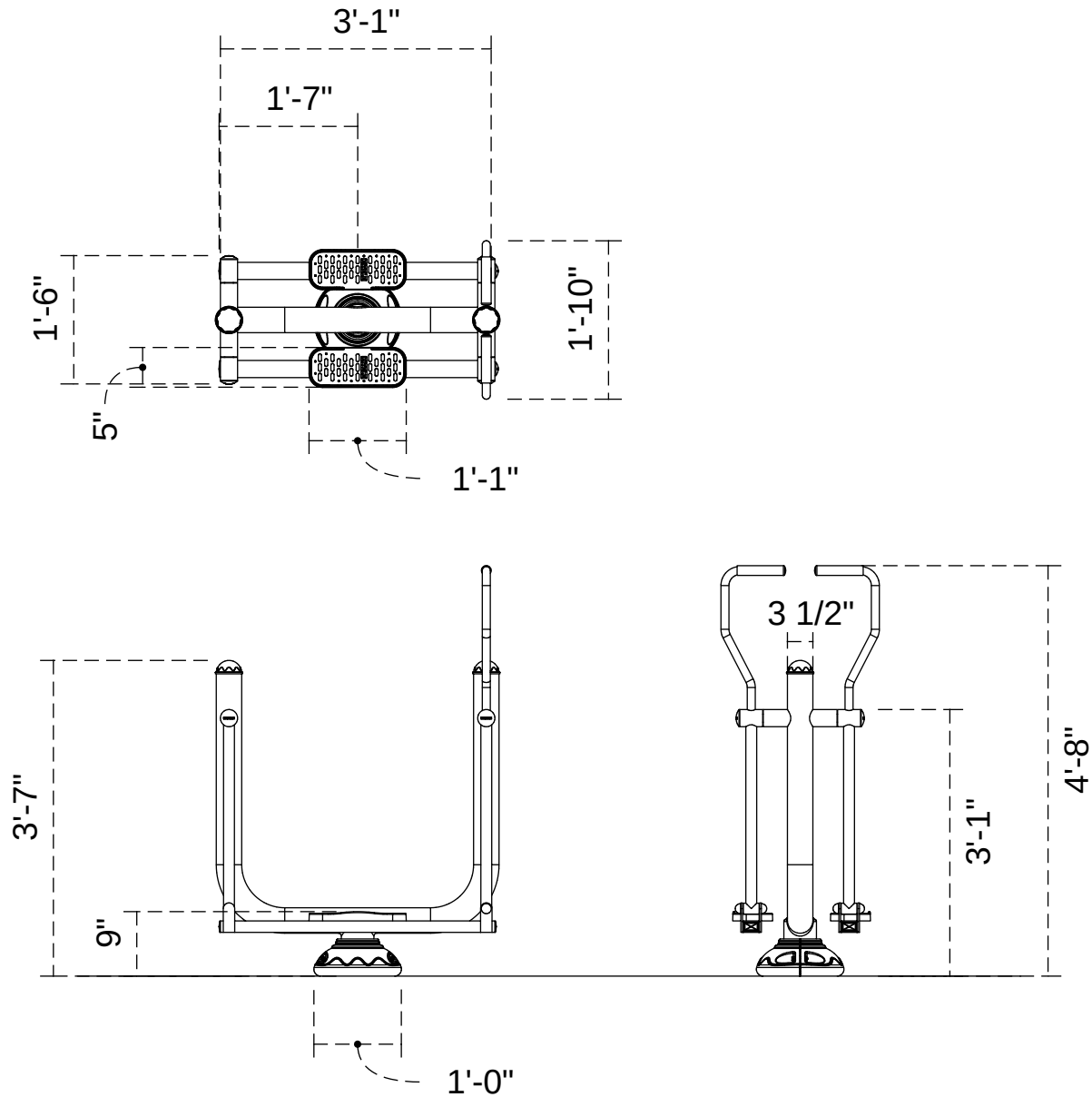
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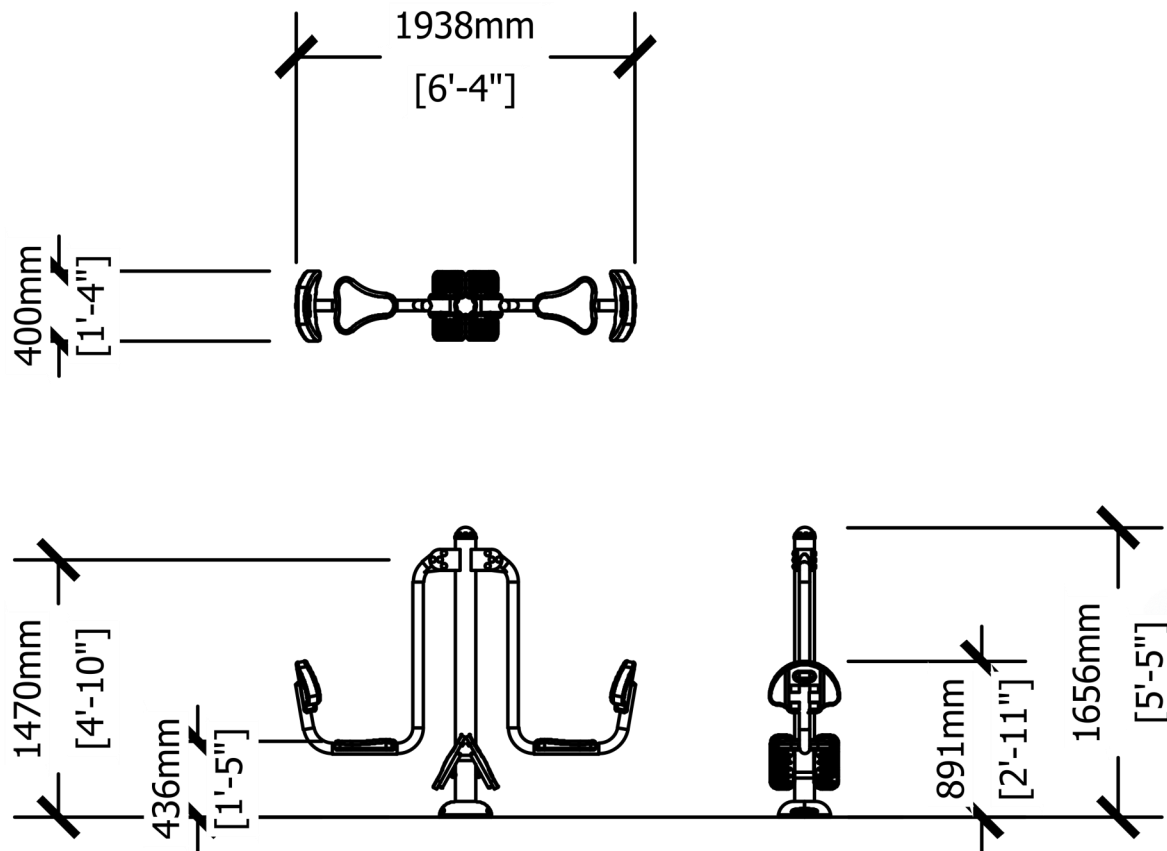
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Single Station Country Skier





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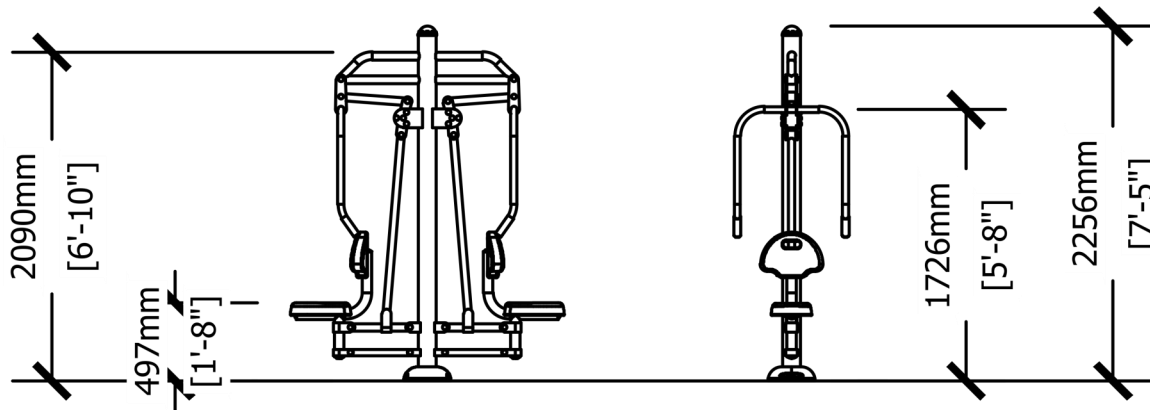
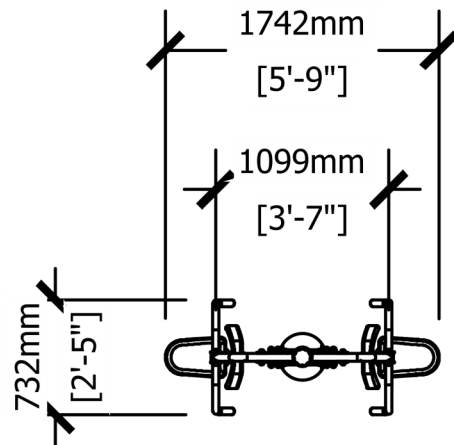
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Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

Dan Ditscheit, Parks Director

AGENDA ITEM # Q.4

To approve the Joannes Aquatic Center Masterplan and Phasing Plan as presented by staff.

BACKGROUND

The Joannes Aquatic Center is starting to show its age. The City will have to invest significant dollars in the next few years just to keep the facility open to the public due to general maintenance needs. The Parks Department went through a significant public input process to determine if the public would like to see additional amenities incorporated into facility. The City hired a pool consultant to develop an aquatic center masterplan along with a phasing plan and cost estimates for each phase.

RECOMMENDATION

Staff is recommending approval of the Joannes Aquatic Center Masterplan and Phasing Plan.

FISCAL IMPACT

The Parks Department will be requesting funding in the 2026 Bond Request to fund Phase I of the proposed masterplan.

ATTACHMENTS

1. Joannes Aquatic Center Final Masterplan
2. Joannes Aquatic Center Masterplan Phasing Plan
3. Joannes Aquatic Center Phasing Plan Cost Estimate

POOL STATISTICS			
POOL FACILITY	WATER SURFACE AREA	STAFF REQUIRED	MAXIMUM PATRON LOAD
POOL	15791	13 LIFEGUARDS	SHALLOW = 905 DEEP = 90 TOTAL = 995 (APPROX)
WATERSLIDES	N/A	TOP: 1 ATTENDANT BOTTOM: 1 GUARD	
DROP SLIDES	N/A	TOP: 1 ATTENDANT BOTTOM: 1 GUARD	
SPLASHPAD	3200	1 ATTENDANT	213
LAZY RIVER	6500	8 LIFEGUARDS	433

- LEGEND**
- 1 Shade Structure
 - 2 Rentable Shelter
 - 3 Rentable Cabana
 - 4 Aquatic Play Structure
 - 5 Aquatic Play Table
 - 6 Aquatic Zipline
 - 7 Basketball Hoops
 - 8 Lazy River
 - 9 Replace Waterslides
 - 10 Splashpad
 - 11 Replace Drop Slides
 - 12 Interactive Water Play Area
 - 13 Concrete Pavement
 - 14 Restrooms/Storage/Mech
 - 15 Staffed Attractions Desk
 - 16 Hammocks
 - 17 Jumping Pillow
 - 18 Pedestrian Bridge
 - 19 Bag Toss
 - 20 Yard Games (Jenga etc)
 - 21 Bench
 - 22 Fence
 - 23 Gate
 - 24 Shoulder Season Entrance



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PHASING PLAN

Phase A

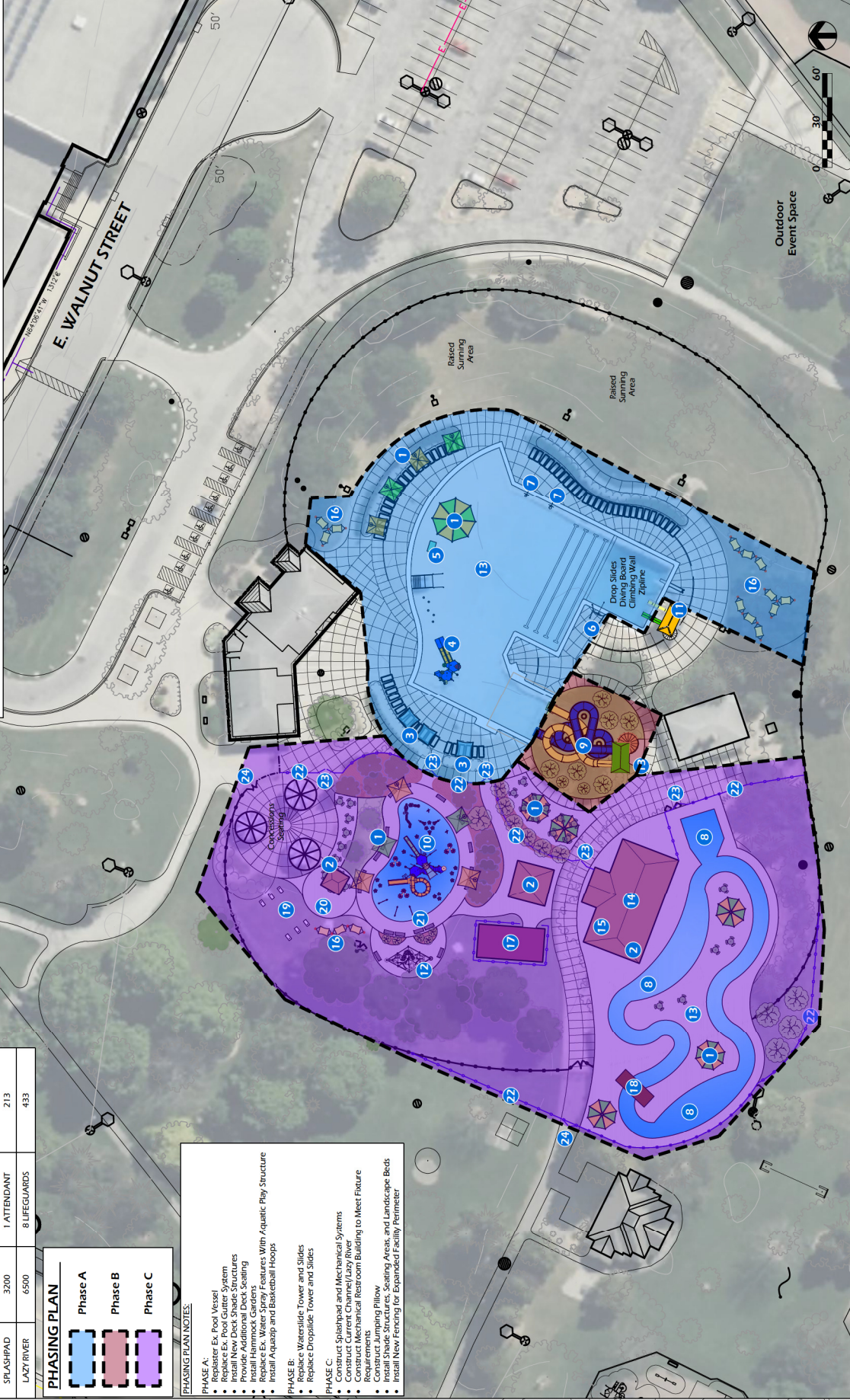
Phase B

Phase C

PHASING PLAN NOTES:

- PHASE A:**
- Replaster Ex. Pool Vessel
 - Replace Ex. Pool Gutter System
 - Install New Deck Shade Structures
 - Install New Deck Shade Structures
 - Install Hammock Gardens
 - Replace Ex. Water Spray Features With Aquatic Play Structure
 - Install Aquapad and Basketball Hoops
- PHASE B:**
- Replace Waterslide Tower and Slides
 - Replace Dropslide Tower and Slides
- PHASE C:**
- Construct Splashpad and Mechanical Systems
 - Construct Current Channel/Lazy River
 - Construct Mechanical Restroom Building to Meet Fixture
 - Construct Jumping Pillow
 - Install Shade Structures, Seating Areas, and Landscape Beds
 - Install New Fencing for Expanded Facility Perimeter

- LEGEND**
- | | | | |
|--------------------------|--------------------------------|-----------------------------|-----------------------------|
| 1 Shade Structure | 7 Basketball Hoops | 13 Concrete Pavement | 19 Bag Toss |
| 2 Rentable Shelter | 8 Lazy River | 14 Restrooms/Storage/Mech | 20 Yard Games (Jenga etc) |
| 3 Rentable Cabana | 9 Replace Waterslides | 15 Staffed Attractions Desk | 21 Bench |
| 4 Aquatic Play Structure | 10 Splashpad | 16 Hammocks | 22 Fence |
| 5 Aquatic Play Table | 11 Replace Drop Slides | 17 Jumping Pillow | 23 Gate |
| 6 Aquatic Zipline | 12 Interactive Water Play Area | 18 Pedestrian Bridge | 24 Shoulder Season Entrance |



Project Name: JOANNES AQUATIC CENTER
1430 E Walnut Street
Green Bay, WI 54301

Sheet Title: PHASING PLAN

Revisions:
5/23/25 REVISION 1

Project #: 23.004
Issued For: Review
Date: 8/10/2023

Sheet Number
EXHIBIT 2

PARK!TECTURE + PLANNING
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808



Project: Joannes Pool Renovation

Date: May 29, 2025

PHASED CONCEPT PLAN - PHASE 1

OPINION OF PROBABLE CONSTRUCTION COSTS

GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	MOBILIZATION	1	LS	\$25,000.00	\$25,000.00	
	EROSION CONTROL	1	LS	\$0.00	\$0.00	
	DEMOLITION	1	LS	\$50,000.00	\$50,000.00	
	EARTHWORK	1	LS	\$0.00	\$0.00	
				SUBTOTAL	\$75,000.00	
POOL FACILITIES						
	DENSE GRADED BASECOURSE	396	TN	\$25.00	\$9,900.00	
	6-INCH CONCRETE - POOL DECK	396	TN			
	CONCRETE PAVEMENT 6-INCH REINF	3000	SF	\$12.00	\$36,000.00	
	SIGNAGE	1	LS	\$5,000.00	\$5,000.00	
	DECK CHAIRS	80	EA	\$350.00	\$28,000.00	LOUNGERS
	SHADE STRUCTURE - SMALL CANTILEVER	4	EA	\$18,000.00	\$72,000.00	
	SHADE STRUCTURE SINGLE POST	1	EA	\$25,000.00	\$25,000.00	IN WATER
	SHADE STRUCTURE - CABANA	3	EA	\$15,000.00	\$45,000.00	10X10
	BASKETBALL HOOPS	2	EA	\$2,500.00	\$5,000.00	PORTABLE
	WATER PLAY FEATURES	1	LS	\$275,000.00	\$275,000.00	PLAY NUK OR ELEVATION STRUCTURE, WATER TABLE
	AQUA ZIP	1	LS	\$25,000.00	\$25,000.00	
	HAMMOCK GARDEN	1	LS	\$20,000.00	\$20,000.00	
	REPLACE POOL GUTTER - 468 LF STRAIGHT	468	LF	\$600.00	\$280,800.00	18" GRATING WITH NEW CONCRETE CAP & SS BRACKETS
	REPLACE POOL GUTTER - 175 LF CURVED	175	LF	\$650.00	\$113,750.00	18" GRATING WITH NEW CONCRETE CAP & SS BRACKETS
	REPLASTER POOL VESSEL	1	LS	\$750,000.00	\$750,000.00	
	POOL VESSEL MODIFICATIONS	1	LS	\$100,000.00	\$100,000.00	MISC CUTS AND REPAIRS FOR PIPE RUNS, GUTTERS, ETC
	POOL MECHANICALS	1	LS	\$40,000.00	\$40,000.00	VFDS, PUMPS, CONTROLS FOR PLAY EQUIPMENT
				SUBTOTAL	\$1,830,450.00	

TOTAL	\$1,905,450.00
20% Contingency	\$381,090.00
TOTAL COST	\$2,286,540.00



Project: Joannes Pool Renovation

Date: May 29, 2025

PHASED CONCEPT PLAN - PHASE 2

OPINION OF PROBABLE CONSTRUCTION COSTS

GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	MOBILIZATION	1	LS	\$80,000.00	\$80,000.00	
	EROSION CONTROL	1	LS	\$0.00	\$0.00	
	DEMOLITION	1	LS	\$150,000.00	\$150,000.00	
	EARTHWORK	1	LS	\$0.00	\$0.00	
				SUBTOTAL	\$230,000.00	
POOL FACILITIES						
	DENSE GRADED BASECOURSE	264	TN	\$25.00	\$6,600.00	
	6-INCH CONCRETE - POOL DECK	264	TN			
	CONCRETE PAVEMENT 6-INCH REINF	2000	SF	\$12.00	\$24,000.00	
	SIGNAGE	1	LS	\$5,000.00	\$5,000.00	
	DROP SLIDE	1	LS	\$200,000.00	\$200,000.00	
	DUAL SLIDE TOWER AND SLIDES	1	EA	\$750,000.00	\$750,000.00	
	POOL VESSEL MODIFICATIONS	1	LS	\$50,000.00	\$50,000.00	WALL MODIFICATIONS FOR SLIDE DISCHARGE
	POOL MECHANICALS	1	LS	\$60,000.00	\$60,000.00	FOR NEW SLIDES
				SUBTOTAL	\$1,095,600.00	
SITE UTILITIES						
	STORM SEWER	100	LF	\$75.00	\$7,500.00	
	DECK DRAIN	8	EA	\$2,500.00	\$20,000.00	
	ELECTRICAL WORK FOR SLIDES	1	LS	\$10,000.00	\$10,000.00	
				SUBTOTAL	\$37,500.00	
LANDSCAPING						
	TREES	8	EA	\$550.00	\$4,400.00	
	LANDSCAPE BEDS	1	LS	\$15,000.00	\$15,000.00	
				SUBTOTAL	\$19,400.00	

TOTAL **\$1,382,500.00**
 20% Contingency \$276,500.00
TOTAL COST **\$1,659,000.00**



Project: Joannes Pool Renovation

Date: May 29, 2025

PHASED CONCEPT PLAN - PHASE 3

OPINION OF PROBABLE CONSTRUCTION COSTS

GENERAL	Item	Qty.	Unit	Unit cost	Item Total	Comments
	MOBILIZATION	1	LS	\$150,000.00	\$150,000.00	
	EROSION CONTROL	1	LS	\$10,000.00	\$10,000.00	
	DEMOLITION	1	LS	\$200,000.00	\$200,000.00	
	EARTHWORK	1	LS	\$80,000.00	\$80,000.00	
				SUBTOTAL	\$440,000.00	
POOL FACILITIES						
	DENSE GRADED BASECOURSE	2728	TN	\$25.00	\$68,200.00	
	6-INCH CONCRETE - POOL DECK	2728	TN			
	CONCRETE PAVEMENT 6-INCH REINF	20663	SF	\$12.00	\$247,956.00	
	ASPHALT PATH REPAIR	1	LS	\$25,000.00	\$25,000.00	FOR SITE ACCESS
	POOL DECK LIGHTING	1	LS	\$60,000.00	\$60,000.00	SUPPLEMENTAL
	SIGNAGE	1	LS	\$15,000.00	\$15,000.00	
	SITE FURNISHINGS	20	EA	\$1,200.00	\$24,000.00	BENCHES, PICNIC TABLES
	FENCING - 6'	159	LF	\$55.00	\$8,745.00	CHAINLINK - BLACK
	FENCING - 8' PERIMETER	445	LF	\$65.00	\$28,925.00	CHAINLINK - BLACK
	GATE - INTERNAL	5	EA	\$2,000.00	\$10,000.00	
	GATE - PERIMETER ACCESS GATE	2	EA	\$6,500.00	\$13,000.00	
	MECHANICAL BUILDING	1	LS	\$350,000.00	\$350,000.00	CURRENT CHANNEL MECHANICALS
	RESTROOM BUILDING	1	LS	\$1,050,000.00	\$1,050,000.00	3000 SF AT \$350/SF
	SHADE STRUCTURE - LARGE 4 POST	1	EA	\$60,000.00	\$60,000.00	
	SHADE STRUCTURE - SMALL CANTILEVER	5	EA	\$18,000.00	\$90,000.00	
	SHADE STRUCTURE - LARGE CANTILEVER	1	EA	\$30,000.00	\$30,000.00	
	SHADE STRUCTURE SINGLE POST	5	EA	\$14,000.00	\$70,000.00	
	LAZY RIVER	1	LS	\$1,500,000.00	\$1,500,000.00	
	SPLASHPAD	1	LS	\$1,300,000.00	\$1,300,000.00	
	WATER JOURNEY	1	LS	\$160,000.00	\$160,000.00	
	PED BRIDGE	1	LS	\$65,000.00	\$65,000.00	IN LAZY RIVER AREA
	HAMMOCK GARDEN	1	LS	\$15,000.00	\$15,000.00	
	YARD GAMES	1	LS	\$25,000.00	\$25,000.00	
	PEDAL TRACK	1	LS	\$35,000.00	\$35,000.00	TRACK PLUS 10 CARTS
	JUMPING PILLOW	1	LS	\$25,000.00	\$25,000.00	
	POOL MECHANICALS	1	LS	\$120,000.00	\$120,000.00	
				SUBTOTAL	\$5,395,826.00	
SITE UTILITIES						
	STORM SEWER	1000	LF	\$75.00	\$75,000.00	
	YARD DRAIN	8	EA	\$2,500.00	\$20,000.00	
	DECK DRAIN	20	EA	\$2,500.00	\$50,000.00	
	STORM STRUCTURE	4	EA	\$4,000.00	\$16,000.00	
	WATER LATERAL EXTENSION	500	LF	\$175.00	\$87,500.00	
	SANITARY LATERAL EXTENSION	500	LF	\$120.00	\$60,000.00	
	ELECTRICAL SERVICE WORK	1	LS	\$20,000.00	\$20,000.00	EX. TRANSFORMER REUSED
				SUBTOTAL	\$328,500.00	
LANDSCAPING						
	LAWN RESTORATION	1	LS	\$20,000.00	\$20,000.00	
	TREES	20	EA	\$550.00	\$11,000.00	
	LANDSCAPE BEDS	1	LS	\$30,000.00	\$30,000.00	
	STORMWATER MANAGEMENT	1	LS	\$25,000.00	\$25,000.00	
				SUBTOTAL	\$86,000.00	

TOTAL **\$6,250,326.00**
 20% Contingency \$1,250,065.20
TOTAL COST **\$7,500,391.20**



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.I

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

- a. Plumbing & HVAC Inspector
- b. Truck Driver

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo
- 2. Plumbing & HVAC Inspector Request to Fill
- 3. Truck Driver Request to Fill

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: June 3, 2025

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2025 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Plumbing & HVAC Inspector– Replacement position due to the resignation of Kevin Wieland effective May 27, 2025. This position is budgeted at \$36.19 to \$42.58/hour (Pay Grade J).
- Truck Driver – Replacement position due to the resignation of Kegan McLean effective May 20, 2025. This position is budgeted at \$26.07 to \$29.79/hour (Pay Grade F).

**Position Fill Request
Justification Report
May 9, 2025**

Position Title: Plumbing & HVAC Inspector

- 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

Kevin Wieland has accepted another position with a different municipality.

- 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 current budget at Pay Grade J (\$36.19 – \$42.58/hour).

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

Plumbing & HVAC Inspectors are responsible for the education and enforcement of municipal & state plumbing/hvac code to ensure the safety, health and welfare of the community. They follow up on complaints from the community regarding those issues. They are required to explain and interpret code provisions and requirements to contractors, other City departments, and the general public.

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

Yes, their work results in permits being required and obtained. They are also responsible for enforcement of codes which might include issuing re-inspection fees as well as municipal citations.

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

Inspection time will be delayed by over 50%. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

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

By other Plumbing & HVAC Inspector

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

The City would not be capable of providing efficient Plumbing & HVAC inspections which would put at risk the safety, health and welfare of the community. It will also reduce the level of customer service.

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

There are none. Current staff is already beyond capacity. Asking them to do more means their own and same work would not get done.

9. Are there union issues?

No.

10. Other supporting comments.

Filling this position is essential in maintaining the safety, health and welfare of the community.

**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 position will be vacant following the resignation of Kegan McLean effective at the end of the regular workday on May 20, 2025.

- 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 \$26.07/hour to \$29.79/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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.2

To approve the request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement at the end of June, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Admin. Clerk II (Muni Court) Reclass Memo
2. Admin. Clerk II (Muni Court) Reclass Fiscal Impact



Green Bay Municipal Court
330 South Jefferson Street
Green Bay, Wisconsin 54301-4523
www.greenbaywi.gov

Phone 920.448.3131
Fax 920.448.3135

May 30, 2025

TO: Personnel Committee
Brian Rollefson, Human Resources Director

FROM: Jonathan Gigot, Municipal Court Judge

RE: Request to reclassify (1) full-time Administrative Clerk II position to a part-time .75 position and reclassify one (1) part-time .50 position to a .75 position and fill this vacancy due to a retirement the end of June, 2025.

RECOMMENDATION:

- I. To keep staffing at current levels (1.5 FTE's), while also meeting the needs of the Municipal Court, it is recommended that the full-time Administrative Clerk II and the part-time .50 Administrative Clerk II be adjusted to (2) .75 positions and each be scheduled to work 30 hours per week.

BACKGROUND

- II. The Municipal Court is currently staffed by 4 individuals, which includes a part-time Municipal Judge (.65); a full-time Court Administrator, a full-time Administrative Clerk II, and a part-time Administrative Clerk II (.50).

The Court Administrator oversees the day-to-day administrative operations of the court. Duties include oversight of the other court personnel, day-to-day financial administration of the court, troubleshooting clerical issues, and filling any other needs that the court requires.

The Administrative Clerk II positions split their assigned duties. Typical day-to-day tasks of the Administrative Clerks includes collecting and processing payments made on citations, public facing tasks such as answering phones and attending to the walk-up window, entrance of court orders into TIPPS, organization of the citations and case files, in-court administration, mailing out notices to defendants and other parties, and any other administrative tasks that the court requires.

A major role of the full time Administrative Clerk is to work in the courtroom when the court is in session. When she is not available, the Court Administrator acts as a fill-in for in-court work. At this time the part-time Administrative Clerk II does not fill in for court and typically works the phones and front window while court is in session.

We are seeking to change the .5 position to .75 for several reasons. First is a simple equal distribution of hours amongst the work force. We believe that having two .75 clerk positions is more appropriate and will distribute the work more evenly among the two positions. Second, it is the desire of the Municipal Court to seek a bilingual candidate to fill the upcoming vacancy. Additionally, the Municipal Court believes that reclassifying the soon to be vacant position from a .5 position to a .75 position will attract a larger pool of qualified candidates.

The Municipal Court would like to recruit a bilingual (Spanish-English) candidate to meet the needs of a growing Spanish speaking population. Additionally, it may soon be mandated by law that we have in-person interpreters for certain court hearings. In December of 2024, the Supreme Court held a rule hearing as to whether municipal courts should be required to provide qualified interpreters for low-English proficiency individuals. Ultimately, the Supreme Court of Wisconsin opted not to take up such a requirement, however, it has been referred to the judicial council advising the legislature for review. Regardless of the outcome of the legislature review, there is a need for Municipal Court to employ a bilingual clerk and by employing an in-house interpreter, we would save on extra costs associated with that mandate should it come into effect. By getting ahead of this issue, we would avoid any need to adjust the budget if the law were to change.

The court would then plan to train the newly minted .75 position to operate as the primary in-court clerk. The practical effect would be that we would now have two (2) Administrative Clerk II positions that would be proficient with in-court operations. This would also benefit the Municipal Court as it would allow the Court Administrator to focus on primary duties and avoid fill-in work. We also would have someone more frequently on-hand for interpretation services. By increasing the number of hours of the .50 clerk, this employee will work a portion of the afternoon when many of the Spanish speaking population comes to the courthouse to pay forfeitures in-person. The City's consultant, Cottingham Butler, was contacted and it is recommended that the bilingual Administrative Clerk II receive a \$1.00/hour pay differential. This is in line with other agencies in our area that require employees to be bilingual and provide translation services as a significant function of their position.

The department has discussed the proposed changes with the current full-time Administrative Clerk II and this individual agrees with the recommended change in hours. Moving from a full-time position to a .75 position (while increasing the hours of the .50 position to .75 position) provides the court with flexibility when scheduling staff and will likely reduce overtime costs when a clerk needs to work more hours to cover when the other Administrative Clerk is on vacation or off due to an unplanned absence.

FISCAL IMPACT

- III. The fiscal impact of reclassifying the two (2) Administrative Clerk positions will be beneficial. This restructuring maintains a Clerk staffing level of 1.5 Administrative Clerks, the difference is that it is now split evenly (.75/.75) rather than in a 1.0/.50 manner.

Reclassifying the two Administrative Clerk II positions will result in a cost savings of \$2,920.01 (See attached worksheet for detail).



	GRADE STEP	FTE	HOURS	WAGE	ANNUAL WAGE	FICA/WRS	HEALTH/ DENTAL	TOTAL
CURRENT								
Admin Clerk II	2F10/7	0.50	1040	29.93	31,127.20	4,544.57	9,557.00	\$ 45,228.77
Admin Clerk II	2F10/5	1.00	2080	28.44	59,155.20	8,636.66	19,114.00	\$ 86,905.86
TOTAL		1.50	3120	58.37	90,282.40	13,181.23	28,671.00	\$ 132,134.63
PROPOSED								
Admin Clerk II	2F10/2	0.75	1560	27.80	43,368.00	6,331.73	14,335.50	\$ 64,035.23
Admin Clerk II	2F10/5	0.75	1560	28.44	44,366.40	6,477.49	14,335.50	\$ 65,179.39
TOTAL		1.50	3120	56.24	87,734.40	12,809.22	28,671.00	\$ 129,214.62
Net Increase (Decrease)		0.00	0	(2.13)	(2,548.00)	(372.01)	-	\$ (2,920.01)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.3

To proceed as directed on the Common Council vacancy application process and requirements for applicants before Common Council appointment.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2025-05-07 Dist 9 to Personnel

Online Form Submittal: Alders' Petitions and Communications

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

Date Tue 5/6/2025 8:38 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>; Bill Galvin <Bill.Galvin@greenbaywi.gov>

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Personnel Committee
Text of Communication	For consideration and possible action on the city council vacancy application process and requirements of applicants prior to common council appointment.

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.4

To refer to staff regarding the Mayor salary for the next term beginning in 2027.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Mayor Salary Proposal 6.3.25
2. Mayor Salary Fiscal Impact
3. Mayor Salary Comparables



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Brian Rollefson, Human Resources Director

Re: City of Green Bay Mayor Compensation Plan

Date: June 02, 2025

MAYOR COMPENSATION

Based on market assessment of comparable municipalities, The City proposes to pay the position of Mayor the following salary effective with the start of the next Mayoral term. The Mayor's salary cannot change during the Mayor's term, so any proposal will impact the Mayoral term starting in 2027.

Current Mayor Salary: \$102,298.55
Proposed Salary effective April 20, 2027: \$127,308.00

Each subsequent year, the Mayor's salary increase will match the increase given to general City Employees. The amount above indicates base salary.

The recommended amount of \$127,308.00 is based upon the following scenario.

\$120,000 for 2025 + 3% for 2026 and +3% for 2027

- 2025 = \$120,000
- 2026: \$120,000 + \$3,600 (3%) = \$123,600
- 2027: \$123,600 + \$3,708 (3%) = **\$127,308**

Mayor Salary Fiscal Impact

	ANNUAL WAGE	FICA/WRS	HEALTH/ DENTAL	TOTAL
CURRENT				
2023 - 2026	102,298.55	14,935.59	19,114.00	\$ 136,348.14
PROPOSED				
2027	\$ 127,308.00	18,586.97	19,114.00	\$ 165,008.97
Net Increase	25,009.45	3,651.38	-	28,660.83

CVMIC Member Community	Population	Salary - Mayor/Administrator	
Appleton	74,719	\$	115,420.00
Cedarburg	12,527	\$	6,000.00
Cudahy	17,706	\$	14,000.00
Elkhorn	10,230	\$	8,260.00
Green Bay	105,744	\$	102,298.55
Greenfield	36,916	\$	107,040.00
Lodi	3,199	\$	9,600.00
Manitowoc	34,568	\$	108,530.00
Menomonee Falls	39,700	\$	7,500.00
Oak Creek	37,593	\$	16,000.00
Onalaska	19,018	\$	23,000.00
Stevens Point	25,752	\$	77,312.00
Superior	26,423	\$	100,381.66
Wausau	39,968	\$	78,873.60
Madison	280,305	\$	168,193.00

Source: CVMIC Member Survey



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.5

To approve the 2025 City of Green Bay and City of Green Bay International Brotherhood of Electrical Workers Local No. 158 labor agreement.

The Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats. for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GB and IBEW 2025 Agreement

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2025

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and Local 158, International Brotherhood of Electrical Workers, hereinafter referred to as the "Union".

ARTICLE 1 RECOGNITION

The City agrees to recognize representatives of Local 158, IBEW, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on August 13, 1964.

ARTICLE 2 TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect up to and including December 31, 2025.

ARTICLE 3 WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement. The wage rates include a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, approved by IBEW Local 158 on _____ and by the City Council on _____.

City of Green Bay

**Local 158, International Brotherhood of
Electrical Workers**

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

**APPENDIX A
WAGE RATE**

International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade: K ✦ Electrician Foreperson	Pay Grade: J ✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025								
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
K	\$38.91	\$40.06	\$41.21	\$42.34	\$43.48	\$44.63	\$45.78	\$45.79 - \$52.64
J	\$36.19	\$37.26	\$38.32	\$39.39	\$40.45	\$41.51	\$42.58	\$42.59 - \$48.97

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6 months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12 months of employment.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 2% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # R.6

To approve the 2025 City of Green Bay and City of Green Bay Department of Public Works Labor Association labor agreement.

The Council may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats. for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Council may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats. to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2025 Public Works Labor Association Agreement - Red Line Version
2. 2025 Public Works Labor Association Agreement - Clean Version

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2025

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

ARTICLE 1
RECOGNITION

The City recognizes representatives of City of Green Bay Public Works Labor Association, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on November 10, 1965 and September 26, 1978.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect to and including December 31, 2025.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on_____.

City of Green Bay

Department of Public Works Labor Association

Eric Genrich, Mayor

Jacob Borley, President

Brian Rollefson, Human Resources Director

Shawn Potts, Vice President

Celestine Jeffreys, City Clerk

Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sewer Technical Worker ✦ Signs Worker Foreperson ✦ Sr. Carpenter ✦ Streets Foreperson
Pay Grade G ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

WAGES IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025									
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
I	\$33.49	\$34.47	\$35.45	\$36.44	\$37.42	\$38.40	\$39.39	\$39.40	\$45.31
H	\$30.76	\$31.67	\$32.56	\$33.48	\$34.39	\$35.27	\$36.18	\$36.19	\$41.62
G	\$28.04	\$28.86	\$29.69	\$30.51	\$31.34	\$32.16	\$32.98	\$32.99	\$37.95
F	-	\$26.07	\$26.80	\$27.55	\$28.30	\$29.05	\$29.79	\$29.80	\$34.26

- Mechanics, ~~and~~ Sweeper Operators **and Building Maintenance Technicians** working the night shift will receive a differential of \$0.50 per hour for all hours worked **during night shift hours**.
- An employee in Pay Grade F **and G** will receive an additional \$0.40 per hour when serving as a Laborer or Truck Driver on Crack Filling, Crack Router or Hot Patch Roller.

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- No employee will suffer a reduction in pay if required to take a temporary job that has a lesser rate of pay. Any employee required to take temporary jobs of a higher pay grade will receive an additional \$2.45 per hour while performing work of the higher pay grade. If the higher paid position is 2-pay grades higher the employee will receive \$4.90 per hour.
- Sewer maintenance employees on stand-by through the weekend, from the end of the workday on Friday through the beginning of the workday on Monday, will receive 9-hours pay (3-hours per day) at their regular hourly rate of pay and 1-additional hour when a holiday falls on a weekend and 4-hours when a holiday falls on a weekday.

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2025

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2025

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

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ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2025 and remain in full force and effect to and including December 31, 2025.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2.5% increase effective with the first day of the pay period in which April 1, 2025 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on_____.

City of Green Bay

Department of Public Works Labor Association

Eric Genrich, Mayor

Jacob Borley, President

Brian Rollefson, Human Resources Director

Shawn Potts, Vice President

Celestine Jeffreys, City Clerk

Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sewer Technical Worker ✦ Signs Worker Foreperson ✦ Sr. Carpenter ✦ Streets Foreperson
Pay Grade G ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

WAGES IN ACCORDANCE WITH CITY PAY PLAN April 1, 2025									
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
I	\$33.49	\$34.47	\$35.45	\$36.44	\$37.42	\$38.40	\$39.39	\$39.40	- \$45.31
H	\$30.76	\$31.67	\$32.56	\$33.48	\$34.39	\$35.27	\$36.18	\$36.19	- \$41.62
G	\$28.04	\$28.86	\$29.69	\$30.51	\$31.34	\$32.16	\$32.98	\$32.99	- \$37.95
F	-	\$26.07	\$26.80	\$27.55	\$28.30	\$29.05	\$29.79	\$29.80	- \$34.26

- Mechanics, Sweeper Operators and Building Maintenance Technicians working the night shift will receive a differential of \$0.50 per hour for all hours worked during night shift hours.
- An employee in Pay Grade F and G will receive an additional \$0.40 per hour when serving as a Laborer or Truck Driver on Crack Filling, Crack Router or Hot Patch Roller.

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- No employee will suffer a reduction in pay if required to take a temporary job that has a lesser rate of pay. Any employee required to take temporary jobs of a higher pay grade will receive an additional \$2.45 per hour while performing work of the higher pay grade. If the higher paid position is 2-pay grades higher the employee will receive \$4.90 per hour.
- Sewer maintenance employees on stand-by through the weekend, from the end of the workday on Friday through the beginning of the workday on Monday, will receive 9-hours pay (3-hours per day) at their regular hourly rate of pay and 1-additional hour when a holiday falls on a weekend and 4-hours when a holiday falls on a weekday.



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # S.I

Election of Vice Chair Stephen Larsen.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # S.2

To receive and place on file the April 2025 report by the Police Department on the monthly Traffic Enforcement Unit Traffic Safety Plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. TRAFFIC SAFETY PLAN May 2025



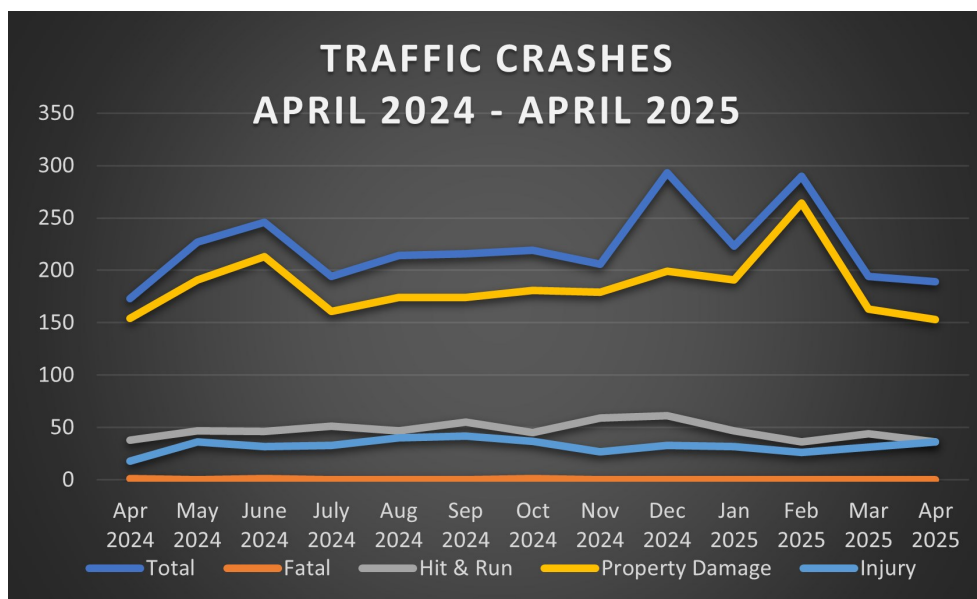
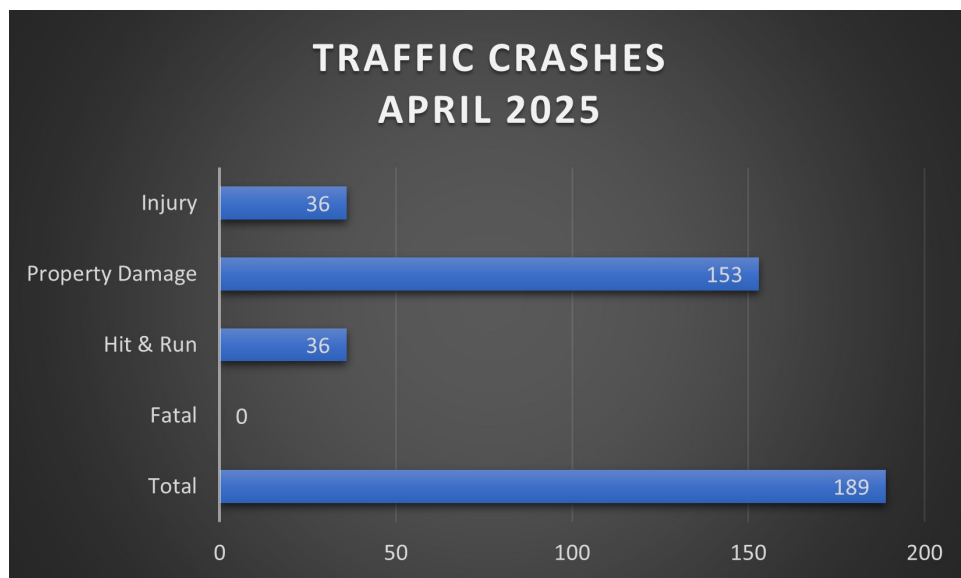
Green Bay Police Department

MAY 2025

Traffic Safety Plan

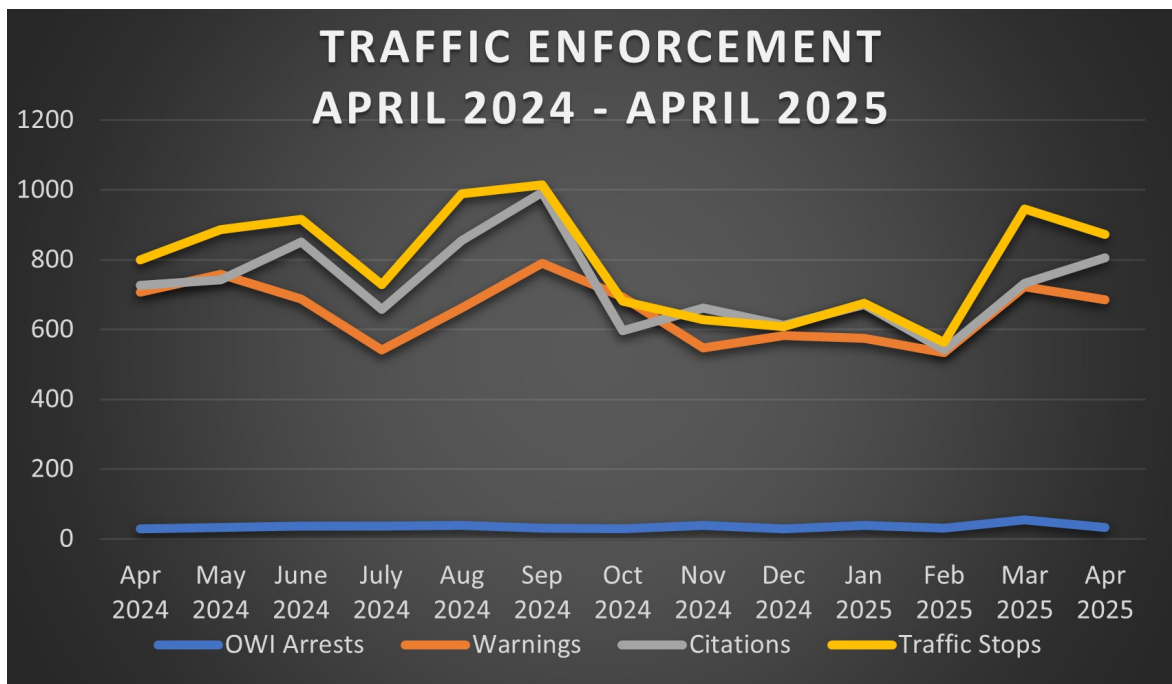
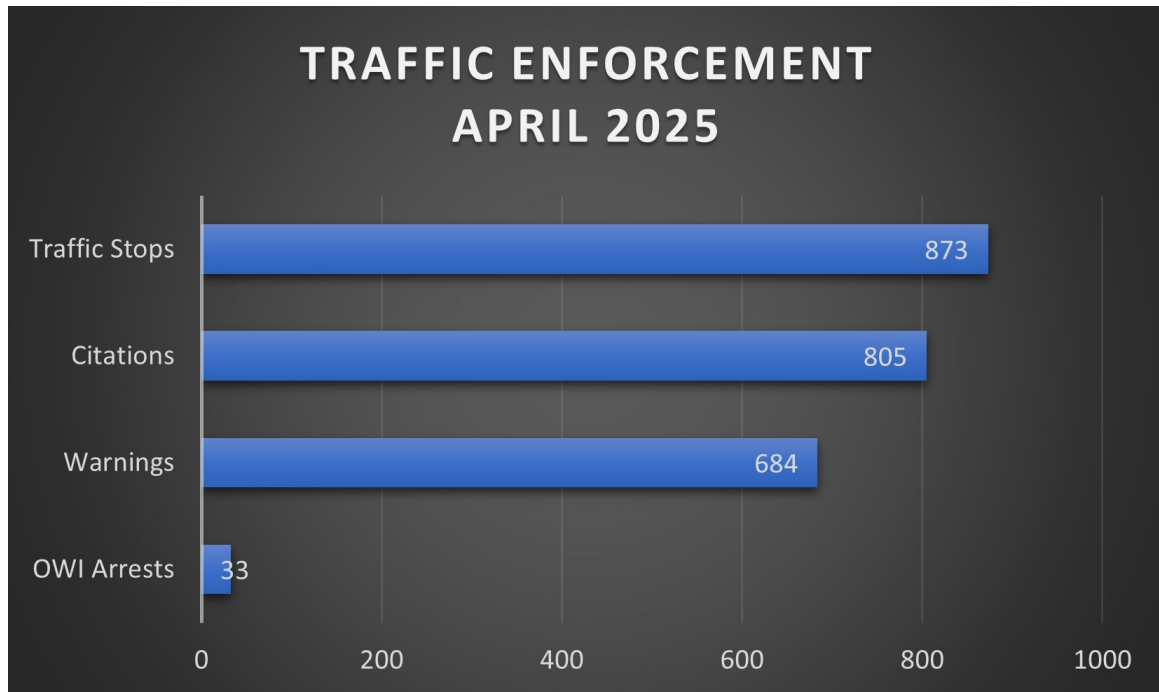
Traffic complaints are the #1 complaint made to the Green Bay Police Department and City Alderpersons. The police department is committed to safe travels for motorists, pedestrians and bicyclists. With a goal of reducing traffic crashes, property damage, injury and death on Green Bay's roadways, the 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.

APRIL 2025 CRASH DATA



GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

APRIL 2025 TRAFFIC ENFORCEMENT



UPCOMING TRAFFIC TASK FORCE DEPLOYMENTS

- * BROWN COUNTY OWI TASK FORCE—May 2, 3, 16, and 17. June 13, 14, 27, and 28.
- * LOCAL ALCOHOL ENFORCEMENT—May 9, 10, 23, 24, 30, and 31. June 6, 7, 20, and 21.
- * CLICK IT OR TICKET—May 8 and 15. June 12 and 19.
- * SPEED TASK FORCE—May 5 and June 10.

GREEN BAY POLICE DEPARTMENT TRAFFIC SAFETY PLAN

TRAFFIC COMPLAINTS

Below are the most recent traffic complaints received by the Green Bay Police Department and areas of increased risks from traffic data. 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	W Mason/Greenridge	Speeding
A	W Mason/S Taylor	Failure to yield
B	S Ashland Av	Speeding
C	S Monroe/Emilie	Speeding
C	S Webster/Emilie	Speeding
C	Eastshore/Eastshore Cir	Speeding
C	E Mason/S Webster	Traffic signal violations
D	Nicolet Dr	Speeding

May is Motorcycle Safety Awareness Month



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.

Webster/University



Analysis Area #1: GREEN BAY (C)

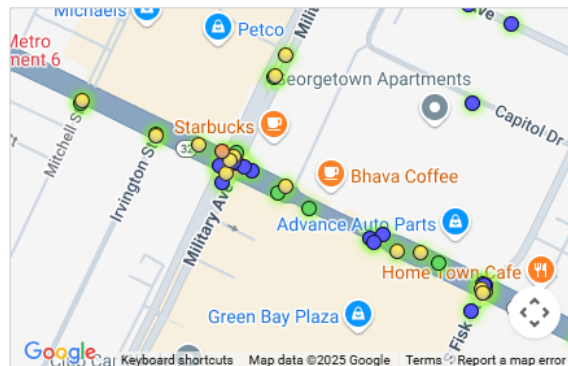
Roadway: WEBSTER AVE N

Total Crashes: 18

Contributing Factors:

- 65+ Driver (5)
- Teen Driver (3)
- Bike (1)
- Hit & Run (1)
- Large Truck (1)
- Motorcycle (1)
- Pedestrian (1)
- Occp Protection (1)
- Distracted (1)
- Winter Road (1)

Shawano/Military



Analysis Area #2: GREEN BAY (C)

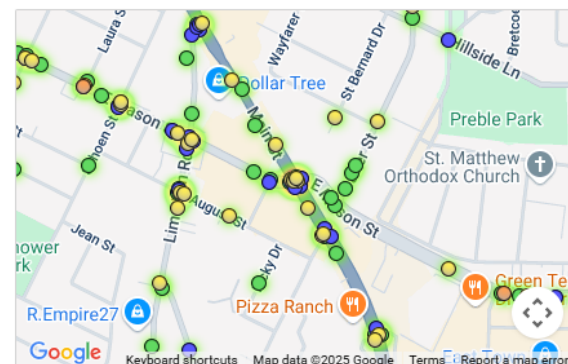
Roadway: 032

Total Crashes: 36

Contributing Factors:

- Teen Driver (8)
- 65+ Driver (7)
- Large Truck (3)
- Winter Road (3)
- Bike (2)
- Motorcycle (2)
- Pedestrian (2)
- Hit & Run (1)
- Impaired (1)
- Distracted (1)
- Speed (1)
- Aggressive (1)

Main/Mason



Analysis Area #3: GREEN BAY (C)

Roadway: 141

Total Crashes: 39

Contributing Factors:

- Teen Driver (11)
- 65+ Driver (10)
- Hit & Run (7)
- Distracted (5)
- Impaired (4)
- Speed (4)
- Occp Protection (3)
- Winter Road (3)
- Motorcycle (2)
- Pedestrian (2)
- Bike (1)
- Aggressive (1)



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # S.3

To receive and place on file the report by the Police Department of the 2025 1st quarter serious injury and fatal crashes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Police fatal crash summary



GREEN BAY POLICE DEPARTMENT

TRAFFIC ENFORCEMENT UNIT

2025 First Quarter Fatal Crash Summary

04/01/25 6:56 PM

GBPD Report #25-214858

On Tuesday, May 1st, 2025, at approximately 6:56 PM, two vehicles were street racing eastbound on Velp Av. Another vehicle was turning left onto Velp Av from Wilson Av and was stuck by one of the racing vehicles. Crash reconstruction is being completed by GBPD. Vehicle speed is believed to have been a factor. The drivers of the two racing vehicles are being criminally charged.

A handwritten signature in black ink, appearing to read "Sean Hamill".

Traffic SGT Sean Hamill



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # S.4

To refer to staff for study the possibility to add drive lines and bike lanes on Basten Street from Clement Street to North Danz Avenue.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Basten Street
2. 2025-05-07 Dist 5 to TBP 2

Online Form Submittal: Alders' Petitions and Communications

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

Date Tue 5/6/2025 7:14 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>

Alders' Petitions and Communications

Name	Craig Stevens
Committee Name	Traffic, Bicycle, and Pedestrian Commission
Text of Communication	Consideration with possible action on the possibility to add drive lane lines and bike lanes on Basten Street from Clement Street to North Danz Ave.

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

June 10, 2025

PREPARED BY

AGENDA ITEM # S.5

To receive and place on file the request by David Olejniczak to review the intersection of South Henry Street and Melon Avenue for the City to possibly install a four-way stop at this location.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Henry at Melon
2. 2025-05-07 Dist 5 to TBP

Online Form Submittal: Alders' Petitions and Communications

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

Date Tue 5/6/2025 7:02 PM

To Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Lindsey Belongea <Lindsey.Belongea@greenbaywi.gov>

Alders' Petitions and Communications

Name	Craig Stevens
Committee Name	Traffic, Bicycle, and Pedestrian Commission
Text of Communication	A Request by David Olejniczak to review the intersection of Henry and Melon for the city to possibly install a four way stop at this location.

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

June 10, 2025

PREPARED BY

AGENDA ITEM # S.6

To approve the request by Traffic Division to remove the parking restriction (NO PARKING DURING SOCCER GAME) on the north side of 7th Street from Chantel Street to Downer Street.

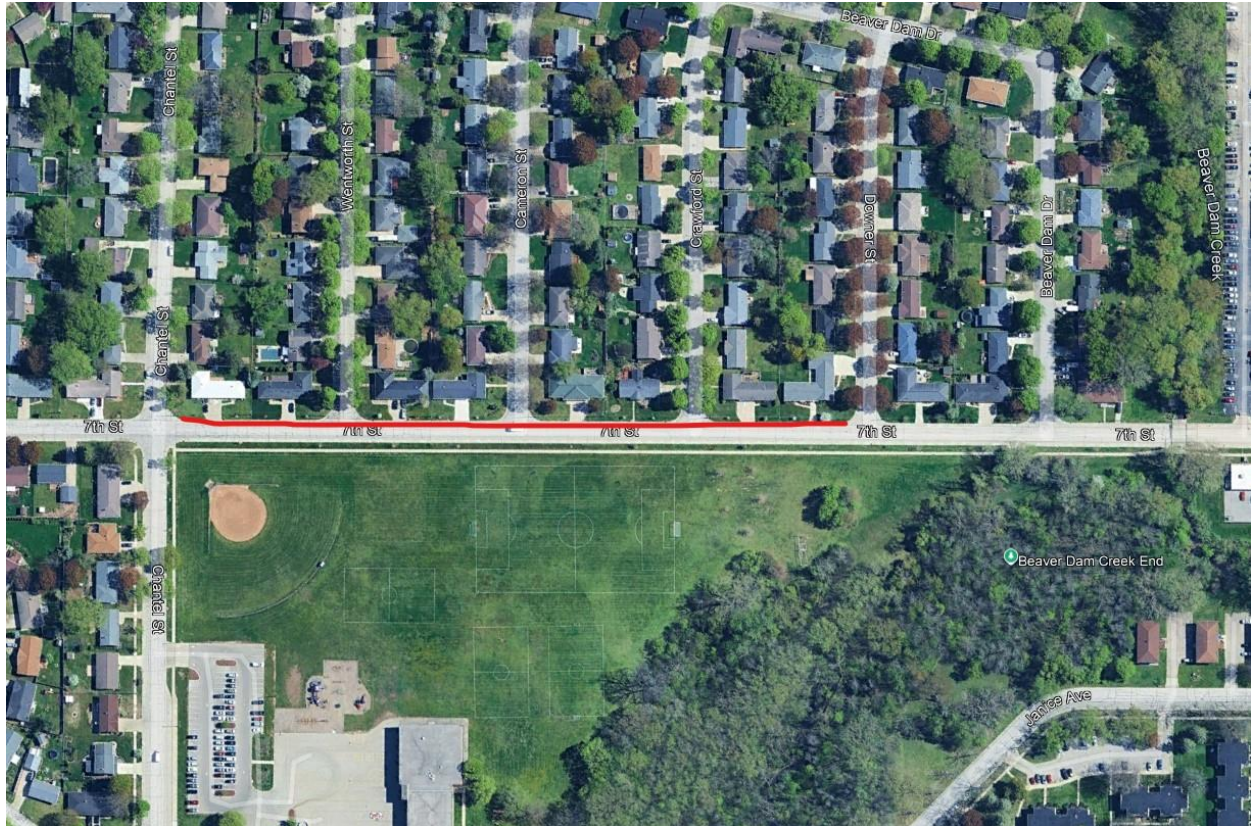
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Seventh Street 5-19-2025



Initial Request: Consideration with possible action on the request by the Traffic Division to remove the parking restriction (No Parking During Soccer Games) on the north side of Seventh Street from Chantel to Downer Street.

Recommendation

Remove the existing No Parking During Soccer Games restriction on the north side of Seventh Street, from Chantel Street to Downer Street.



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # S.7

To approve the request by Traffic Division to modify the existing parking restrictions on the south side of School Place north of South Oakland Avenue adjacent to Seymour Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. School Place Parking



Initial Request: Consideration with possible action on the request by the Traffic Division to modify the existing parking restrictions on the south side of School Place north of S Oakland Avenue adjacent to Seymour Park.

Recommendation

Remove the existing No Parking restriction on School Place, south side, from S Oakland Avenue to and including cul-de-sac west of Oakland Avenue.

Create a No Parking restriction on School Place, on the south side, from S Oakland Avenue to a point 330 feet west of S Oakland Avenue.

Create a No Parking restriction on School Place within the limits of the Cul-de-Sac west of S Oakland Avenue.



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

June 10, 2025

AGENDA ITEM # T.I

To receive and place on file the City Sustainability & Resiliency Initiatives Memo.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resiliency & Sustainability initiatives 05 21 2025



Public Works Department
100 North Jefferson Street - Room 300
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Administration | Engineering | Traffic 920.448.3100
Operations 920.448.3535
Parking 920.448.3431
Fax 920.448.3102

TO: Sustainability Commission

CC:

FROM: Melissa Schmitz, Resiliency Coordinator

DATE: May 21, 2025

RE: Overview of Resiliency & Sustainability Initiatives

This memo provides a high-level overview of the City of Green Bay's initiatives related to resiliency and environmental sustainability. Many City staff and departments are responsible for implementing these efforts, and this summary is not intended to be a comprehensive list of every initiative currently underway or in development. In the near future, a Resiliency & Sustainability Hub webpage will be added to the City's website. The hub will include a dashboard to track progress toward clean energy goals and other sustainability and resiliency targets as they are established.

City-led and collaborative efforts are organized into the following categories:

Energy & Emissions

- Clean Energy Green Bay (CEGB) Plan: Adopted in December 2023, this plan establishes a goal of 100% clean energy community-wide and for municipal operations by 2050, with 2030 interim targets.
- Solar PV Installations: Solar arrays are active at Leicht Park and a fire station, with further installations funded for 2025.
- Energize Green Bay (EGB): A public outreach campaign offering clean energy guidance, incentives, and support for residents, businesses, and nonprofits.
- Grow Solar – Green Bay/Fox Valley: A group-buy program in partnership with the Midwest Renewable Energy Association offering discounted solar installations.
- Energy Benchmarking: The City uses EPA's ENERGY STAR Portfolio Manager to track energy usage in 26 municipal facilities.
- Focus on Energy Partnerships: Promotes programs to the community to increase awareness and participation by commercial and residential energy users. The City actively utilizes Focus on Energy for financial incentives, technical assistance, and continuing education.

Land Use

- Urban Forestry: The City maintains over 30,000 trees. The CEGB Plan emphasizes expanding tree canopy to reduce emissions, improve air quality, and manage stormwater.

- **Community Composting & Sustainable Waste Management:** The City of Green Bay provides seasonal curbside yard waste collection and maintains two drop-off centers to support composting and sustainable waste management. Residents can dispose of leaves, grass clippings, garden debris, and branches at sites on East Shore Drive and Hurlbut Street. These services help divert organic waste from landfills, promote soil health, and make it easier for the community to manage yard waste responsibly.
- **Green Bay Conservation Corps (GBCC):** Engages volunteers and AmeriCorps members in planting native species, invasive species removal, restoring habitat, and maintaining natural areas. The GBCC helps implement the Pollinator Corridor Project and published a [Rain Garden Workbook](#).
- **Brownfield Redevelopment:** Offers technical assistance and financing tools to remediate contaminated properties and return them to productive use.

Water Resources

- **East River Flood Mitigation:** Emilie Park was selected as the site of the City's first nature-based flood resilience project to restore wetlands, reduce flood risk, and improve recreational opportunities.
- **Residential Green Stormwater Infrastructure (GSI) Loan Fund:** Offers low-interest loans for rain gardens, permeable pavements, and other GSI on private property.
- **Stormwater Adoption Program:** Enables residents to "adopt" and care for inlets, ditches, ponds, and creeks.
- **Fox River / Green Bay Restoration:** Supports habitat recovery and public education through city-led grant funded projects.

Business

- **Large Energy Users Roundtable:** Facilitated by the Sustainability Commission to coordinate with major manufacturers and utilities on carbon reduction.
- **Promotes PACE Financing:** Provides long-term financing for commercial energy efficiency and resilience upgrades.
- **Energize Green Bay:** "Pathways for Business Owners" compiles financial tools to support green upgrades.

Transportation

- **EV Fleet Transition:** 16 of 679 municipal vehicles are now electric or hybrid, with planned expansion and performance tracking.
- **Traffic Infrastructure Upgrades:** \$1.25 million WisDOT grant supports modernization of traffic control systems to reduce idling and emissions.
- **Green Bay Metro:** Promotes lower-carbon transit options through service enhancements and vehicle updates. The City's first electric bus made its debut in April, with five more to join the fleet over the next two years.
- **Micromobility:** Bird scooters provided 100 daily rides in 2024, offsetting 4.34 metric tons of CO₂ emissions.
- **Active Transportation:** Implementation of the Green Bay Safe Walk & Bike Plan includes new trails, improved crossings (48 RRFBs installed), and pedestrian safety campaigns.

Communities & Food

- Neighborhood Associations: Over 40 associations receive support to promote community building, events, and shared resources.
- Home Improvement Loan Program: Zero-interest, deferred-repayment loans available for energy efficiency upgrades in homes.
- Local Food Access: Seasonal and year-round farmers markets, 14 community garden sites increase access to healthy, local food.
- Seymour Park Food Forest: A permaculture project supported by community partners to provide perennial food resources in an urban park.

Leadership and Coordination

- Sustainability Commission: A nine-member advisory body guiding City policy, programs, and public engagement. The Commission leads five work groups: Clean Energy, Climate Resilience, Healthy Habitat for All, Waste Reduction, and Youth Engagement.
- Resilience and Sustainability Team (RST): Established in January 2025, the RST aims to facilitate coordinated actions across City departments to implement sustainability initiatives and increase preparedness for climate-related and other disruptions. This collaboration will strengthen our community's capacity to protect public welfare, infrastructure, and resources while advancing our commitment to sustainability. Additionally, the RST seeks to improve both internal and external communication about the City's sustainability goals, progress, and initiatives.
- Green Bay Conservation Corps (GBCC): Launched in 2022 as an AmeriCorps program, the GBCC enhances parks and greenways while engaging residents in conservation:
 - Habitat Restoration & Invasive Species Removal: Native plantings and invasive control; co-leads the Northeast Wisconsin Pollinator Corridor.
 - Trail & Boardwalk Maintenance: Supports safe and accessible park infrastructure.
 - Community Engagement Events: Hosts Earth Day cleanups, Make a Difference Day, MLK Day of Service, and guided hikes.
 - Youth & Volunteer Engagement: Offers hands-on conservation learning experiences.



Report to the Sustainability Commission of the City of Green Bay

MEETING DATE

June 10, 2025

AGENDA ITEM # T.2

To receive and place on file the Healthy Habitat for All Work Group report.

BACKGROUND

The HHA work group and city staff have discussed various ideas and will continue to research potential frameworks, staffing considerations, program costs, and funding sources.

Program Concepts

Plant Kits: Consider distributing native plant kits, in collaboration with the Conservation Corps.

The potential to offer different options: full sun vs. shade kits, and mini kits vs. full kits.

Explore the feasibility of using the City's greenhouse to grow 3,000–6,000 plants annually.

Funding sources for kits still need to be identified.

Possibility for Master Gardeners to design or assemble plant kits—currently, NEW Master Gardeners have not expressed strong interest.

Dubuque model: Dubuque County, IA distributes plant kits to residents.

Could be supported by Green Bay Conservation Corps and/or in collaboration with Wild Ones.

Yard Sign Discussion:

Ideas for branded signs for participants was discussed. Include a QR code linking to a dedicated City webpage. Residents could register online and print their own signs if they participate.

Program Branding Ideas:

Green and Gold Yards

Packers for Pollinators

Pollinator Corridor Partnership

Mowing for Monarchs

Other Program Models to Explore:

- UW-Oshkosh “Low Mow May/Summer” program
- City of LaCrosse "Grow Green" program; <https://www.cityoflacrosse.org/your-government/departments/parks-recreation-forestry/sustainability/spring-summer>
- Dubuque County native plant kit giveaway

Technical Support:

Investigate the potential for Master Gardeners to assist with plant selection and education.
Green Bay Conservation Corps could help with outreach and distribution.

Action Items

Gather more information and examples of how similar programs are structured.
Consider inviting a representative from UW-Oshkosh to present on their Low Mow program.
Explore funding options and logistical needs for rolling out a new program.
Note: AmeriCorps funding availability is currently uncertain.

RECOMMENDATION

FISCAL IMPACT

To be determined.

ATTACHMENTS

None



Report to the Sustainability Commission of the City of Green Bay

MEETING DATE

June 10, 2025

AGENDA ITEM # T.3

To receive and place on file the Clean Energy Work Group report.

BACKGROUND

The next Large Energy User Stakeholder roundtable meeting will be on Tuesday, June 3rd at 11am at the NWTC Great Lakes Energy Education building.

- Group share of challenges and solutions involved in helping Green Bay commercial and industrial enterprises save energy and reduce carbon emissions.
- Alex Galt, City of GB Clean Energy Connector: ideas and discussion regarding a public recognition program for businesses.

The WPS Energy Efficiency and Sustainability Summit will be held on Tuesday, June 10th at Lambeau Field. Check out the details here: <https://slipstreaminc.org/education/wps-energy-efficiency-and-sustainability-summit>

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Sustainability Commission
of the City of Green Bay

MEETING DATE

June 10, 2025

AGENDA ITEM # T.4

To receive and place on file the Staff Report for activities during the month of April.

BACKGROUND

- Staff are in the research phase of learning about different types of food waste reduction / compost program models, costs, and funding sources.
- Grant submitted to Wisconsin DNR Stewardship Program for recreational improvement for the East River Emilie Park flood resiliency project.
- Staff is participating in cohort training for ClearPath 2.0, a greenhouse gas inventory and tracking platform for local governments.

Accomplishments & Publicity for Energize Green Bay campaign:

- The website launched alongside the announcement of Green Bay's SolSmart Silver certification, resulting in local media coverage.
- Neighborhood Info Sessions: A series of community clean energy info sessions were initiated and received local media attention.
- Grow Solar Green Bay: A collaborative solar group purchase program with the Midwest Renewable Energy Association was launched and is being promoted.
- Outreach on Induction Cooking: Featured in a local media segment through Rooted In.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name Brown		County Code Number 05		Report for Month/Year May, 2025	
Municipal Name Green Bay Municipal Court		Municipal Code Number 231		Telephone Number 920-448-3131	
I. MUNICIPAL COURT OFFICIAL	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be sent to State	
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)	\$ 63,703.40	\$ 63,703.40			
Adjustment (if applicable)	\$.00	\$.00			
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	\$ 28,966.28	\$ 25,186.91		\$ 3,779.37	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
3. Penalty Surcharges (s. 757.05, Stats.)	\$ 15,559.88			\$ 15,559.88	
Adjustment (if applicable)	\$.00			\$.00	
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	\$ 7,510.41		\$ 7,510.41		
Adjustment (if applicable)	\$.00		\$.00		
5. Driver Improvement Surcharges (s. 346.655, Stats.)	\$ 14,726.67		\$ 6,143.07	\$ 8,583.60	
Adjustment (if applicable)	\$.00		\$.00	\$.00	
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	\$ 9,663.42			\$ 9,663.42	
Adjustment (if applicable)	\$.00			\$.00	
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))	\$.00	\$.00		\$.00	
Adjustment (if applicable)	\$.00	\$.00		\$.00	
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)	\$ 690.00		\$ 690.00		
Adjustment (if applicable)	\$.00		\$.00		
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s.813.125, Stats.)	\$.00			\$.00	
Adjustment (if applicable)	\$.00			\$.00	
11. Safe Ride Program (s. 85.55, Stats.)	\$ 1,937.30			\$ 1,937.30	
Adjustment (if applicable)	\$.00			\$.00	
12. Totals	\$ 142,757.36	\$ 88,890.31	\$ 14,343.48	Pay This Amount \$ 39,523.57	

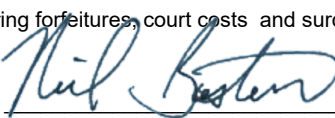
Continue onto the next page.



MUNICIPAL COURT MONTHLY FINANCIAL REPORT

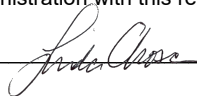
II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures, court costs and surcharges collected during the month designated.

Name: Neil Basten Signature:  Date: 6-1-2025

III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying, a copy of this report will be returned to the signer of this report as a receipt, and the stated amount will be remitted to the Department of Administration with this report.

Treasurer:  Date: _____

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone Number	Email Address
<u>Neil Basten</u>	<u>920-448-3131</u>	<u>neilba@greenbaywi.gov</u>

Monthly report - May

Final Audit Report

2025-06-04

Created:	2025-06-02
By:	Neil Basten (Neil.Basten@greenbaywi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA87nsB7yeyaTUTA73O6yvU_Nh_vz9sWqB

"Monthly report - May" History

-  Document created by Neil Basten (Neil.Basten@greenbaywi.gov)
2025-06-02 - 12:47:44 PM GMT
-  Document emailed to Linda Chosa (Linda.Chosa@greenbaywi.gov) for signature
2025-06-02 - 12:49:01 PM GMT
-  Email viewed by Linda Chosa (Linda.Chosa@greenbaywi.gov)
2025-06-02 - 12:49:08 PM GMT
-  Document e-signed by Linda Chosa (Linda.Chosa@greenbaywi.gov)
Signature Date: 2025-06-04 - 4:04:12 PM GMT - Time Source: server
-  Agreement completed.
2025-06-04 - 4:04:12 PM GMT



**CITY OF
GREEN BAY**

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**Adobe
Acrobat Sign**

FINAL PAYMENTS RESOLUTION
June 10, 2025

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. CHERRY STREET RAMP SOUTH ELEVATOR REPLACEMENT
KONE INC.**

TOTAL AMOUNT EARNED:	\$ 503,886.71
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 503,886.71
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 491,289.54</u>
AMOUNT DUE THIS PAYMENT:	\$ 12,597.17

ACCOUNT NUMBER
430500-55110-69124: \$12,597.17
PO #2400110

**2. PREBLE PARK SHELTER REROOF
GARLAND/DBS, INC.**

TOTAL AMOUNT EARNED:	\$ 214,799.00
LESS AMOUNT RETAINED:	<u>\$ 0.00</u>
	\$ 214,799.00
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 209,429.02</u>
AMOUNT DUE THIS PAYMENT:	\$ 5,369.98

ACCOUNT NUMBER
410600-53001-94308: \$5,369.98
PO #

Adopted _____, 2025

Approved _____, 2025

Mayor

ATTEST:

City Clerk

ALZ

**RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT
AT THE 2800 BLOCK HUMBOLDT ROAD (PARCEL 21-5668)
(ZP 25-13)**

May 20, 2025

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

That, pursuant to Zoning Petition 25-13 and the recommendation of the Plan Commission on May 12, 2025, the City of Green Bay does authorize a Conditional Use Permit (CUP) to allow a three-unit townhome development within a (R-1) Low Density Residential District at the 2800 Block Humboldt Rd (Parcel 21-5668), Christopher and Lisa Mau, on behalf of Carol B Dost, property owner:

Lot One (1), Dost Hill, according to the recorded Plat thereof, in the City of Green Bay, East side of the Fox River, Brown County , Wisconsin. 0.338 Acres, more or less.

Tax Parcel No. 21-5668

Said conditional-use permit shall be granted subject to:

- (1) The townhome design must include rear loaded (back of the structure) garages or include a circular driveway in front of the structure either of which must provide vehicle ingress and egress to Humboldt Road in a forward motion.
- (2) Safe pedestrian access in the form of steps is provided to the rear yard/northern portion of the property with more level ground from each dwelling unit or from a common area accessible by all dwelling units.
- (3) A grading plan prepared by a licensed civil engineer be provided that certifies impacts to the environmentally sensitive areas of the lot will not:
 - a. Result in soil erosion, flooding, severe scarring, reduction of water quality, or inadequate drainage control.
 - b. Cause erosion or slope instability to neighboring property or cause structural damage to neighboring structures

Adopted _____

Approved _____

Eric Genrich, Mayor

DB

Attachment: Map

From: [Christopher Mau](#)
To: [David Buck](#)
Cc: [Lisa Mau](#); [Craig Stevens](#)
Subject: Re: [EXTERNAL] CUP for Humboldt Rd project
Date: Friday, May 23, 2025 1:06:55 PM

David,

Thanks for all your help throughout this process but you can pull the request for the CUP, we came to an agreement with the seller to not buy the lot and thus not move forward.

Thanks so much,
Chris & Lisa Mau

On May 22, 2025, at 8:33 AM, David Buck <David.Buck@greenbaywi.gov> wrote:

Hello Chris and Lisa-

I am sure you are aware the City Council referred your petition (Zoning Petition 25-13) for a Conditional Use Permit for a 3-unit Townhome on the 2800 Block of Humboldt Road back to staff in order to provide time to work with staff and examine how the project can meet the conditions added by the Plan Commission that include:

1. The townhome design must include rear loaded (back of the structure) garages or include a circular driveway in front of the structure either of which must provide vehicle ingress and egress to Humboldt Road in a forward motion.
2. Safe pedestrian access in the form of steps is provided to the rear yard/northern portion of the property with more level ground from each dwelling unit or from a common area accessible by all dwelling units.
3. A grading plan prepared by a licensed civil engineer be provided that certifies impacts to the environmentally sensitive areas of the lot will not:
 - a. Result in soil erosion, flooding, severe scarring, reduction of water quality, or inadequate drainage control.
 - b. Cause erosion or slope instability to neighboring property or cause structural damage to neighboring structures

Am e-mailing to coordinate a meeting within the next week (possibly with your engineer or architect as well) to go over concepts that would meet the condition. We can look out further if timing does not work for you but here are a few dates/times that I am available next week:

- Tuesday May 27 : between 1-3 pm
- Wednesday May 28 : between 8:30 – 10:30 am or 1-4 pm
- Thursday May 29 : between 10 am – 4:30 pm
- Friday May 30 : 9-11 am

Once an acceptable code compliant design can (or can't) be realized, the item will be placed back on the following Council agenda for consideration and action.

Thank you and be well,

David Buck, AICP

Principal Planner

City of Green Bay

Department of Community & Economic Development

920.448.3411

david.buck@greenbaywi.gov

<image001.jpg>

www.greenbaywi.gov

From: David Buck

Sent: Monday, May 19, 2025 3:40 PM

To: Christopher Mau <themaus777@gmail.com>; Craig Stevens
<Craig.Stevens@greenbaywi.gov>

Cc: Lisa Mau <lisamau@sbcglobal.net>; Jeff Zepnick <jeffzepnick@yahoo.com>;
alyssa.campbell@isginc.com

Subject: RE: [EXTERNAL] CUP for Humboldt Rd project

Hello Mr. Mau-

That is an inventive way to allow autos to enter and exit the site in a forward motion. However, it will not meet code requirements as the Zoning Code does not allow parking areas between the front of the building and the street right-of-way (areas in circled in red on image below) except in approved driveways and the increases in pavement do not assure that traffic wouldn't still back out onto Humboldt. Code allows for pedestrian walks but not areas for auto parking or auto movements. Also the ability to remove a driveway and reducing from 3 drives to 2 drives is also relevant. You may also end up with an issue of too much impervious surface area with the addition of the pavement - the maximum on the entire property is 50% the lot area (14,730 sq ft X 0.50 = 7,365 sq ft +/-) which includes all buildings, walks, drives, patios, sheds, etc.

I believe the intent of the recommendation of the Plan Commission was to address the CUP standard *"Adequate measures have been or will be taken to provide ingress and egress and so designed as to minimize traffic congestion"*. The a one-way in and one-way out of a circular drive would require residents to enter and exit in a forward motion. The front circular drive (very roughly shown in blue) would facilitate that but I do not believe the proposed would.

<image002.png>

Thank you and be well,

David Buck, AICP
Principal Planner
City of Green Bay
Department of Community & Economic Development
920.448.3411
david.buck@greenbaywi.gov

www.greenbaywi.gov

-----Original Message-----

From: Christopher Mau <themaus777@gmail.com>
Sent: Monday, May 19, 2025 1:31 PM
To: Craig Stevens <Craig.Stevens@greenbaywi.gov>; David Buck
<David.Buck@greenbaywi.gov>
Cc: Lisa Mau <lisamau@sbcglobal.net>; Jeff Zepnick <jeffzepnick@yahoo.com>;
alyssa.campbell@isginc.com
Subject: [EXTERNAL] CUP for Humboldt Rd project

Caution: This email originated from a sender outside of your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr Stevens and Mr. Buck.

In regards to the CUP for the triplex on Humboldt Rd that is up for approval tomorrow night, we have a better alternative to a U shaped driveway that our architect proposed, we would like to submit it to be considered as satisfying that condition. The picture is attached. Please advise.

Mr. Stevens if you are so inclined, we would love to have a phone conversation today or tomorrow morning, if that works for you, to go over any thoughts or concerns you may have. If time does not permit, we can address such through email still if you wish. Thanks!!

Thanks for you time gentleman,
Chris & Lisa Mau

**RESOLUTION APPROVING THE
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NR 208 – COMPLIANCE MAINTENANCE ANNUAL REPORT
June 10, 2025**

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of "C" or less) and/or an overall grade point average (<3.00); and

WHEREAS the City of Green Bay (City) scored an "A" in Financial Management; and

WHEREAS the City scored an "A" in Collection System Management; and

WHEREAS the City scored an "A" as an overall grade.

NOW, THEREFORE, BE IT RESOLVED that the following voluntary actions will be taken by the City in 2025:

1. Continue to review and update policies and procedures pertaining to the financial management of the City's Sanitary Sewer Utility;
2. Continue to review and implement written policies and procedures as it relates to the management, operation and maintenance of the City's sanitary sewer collection system;
3. Continue to review, update, and implement the City's Capacity, Management, Operation and Maintenance (CMOM) program;
4. Continue to evaluate program goals related to the CMOM program to continue to improve the operation, management and maintenance of the City's sanitary sewer collection system.

Adopted _____, 2025

Approved _____, 2025

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # W.1

G.O. 12-25

An ordinance relating to Commercial Building Inspection Authority.

BACKGROUND

Consideration with possible action to approve G.O. 12-25 relating to Commercial Building Inspection Authority.

RECOMMENDATION

Law Department recommends approval of the ordinance.

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 12-25 Relating to Commercial Building Permit Authority

GENERAL ORDINANCE NO. 12-25

AN ORDINANCE REPEALING AND RECREATING SECTION 8-47(e)(3)(b), GREEN BAY MUNICIPAL CODE, RELATING TO COMMERCIAL BUILDING INSPECTION AUTHORITY

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

SECTION 1. Section 8-47(3)(b), Green Bay Municipal Code, is hereby repealed and recreated to read:

Sec. 8-47(e)(3)(b). Buildings covered by State Building Code

- (a) *Agent Municipality Status.* The City of Green Bay has adopted Appointed Agent Municipality Status in accordance with SPS 361.60 and SPS 382 of the Wisconsin Administrative Code. As such, the City assumes plan examination and inspection responsibilities for the Department of Safety and Professional Services (DSPS) as outlined in this section.
- (b) *Scope of Jurisdiction.* The City shall exercise plan review and inspection authority for all commercial buildings and structures, regardless of size, and all plumbing projects governed by SPS 382, including any plumbing project involving more than six (6) fixtures for installations outlined in SPS Table 382.20-2. This includes, but is not limited to, new construction, additions, relocated buildings, repairs and alterations to buildings and structures.
- (c) *Municipal Responsibilities.*
 - (1) The City shall provide commercial building inspections through certified inspectors as required under SPS 305.
 - (2) The City shall provide plan examination services for all applicable commercial building, structural, and plumbing plans, in accordance with SPS 361 and SPS 382.
- (d) *Plan Examination Requirements.* Drawings, specifications, and calculations shall be submitted for municipal review and approval for all commercial projects within city limits, including but not limited to the following:
 - (1) New construction of any size commercial building or structure.
 - (2) Additions of any size to existing commercial buildings, structures, or building systems, including plumbing, HVAC, fire alarm, or fire suppression systems.
 - (3) Modifications to existing plumbing, HVAC, fire alarm, or fire suppression systems.
 - (4) Component and system replacements where plan review is required under SPS 361 or SPS 382.
 - (5) All plumbing projects involving more than six fixtures, regardless of total building size or use.
 - (6) Any other project required by SPS 361.30 or SPS Table 382.20-2 to undergo plan review.

(e) *Jurisdiction Waiver Provisions.*

(1) The City may elect to waive jurisdiction for a specific project, project type, or component, in which case plans shall be submitted to the Department for review.

(2) Where DSPS waives jurisdiction and the City agrees to accept the review, the City shall assume plan review responsibility under this section.

(f) *Plan Submission Procedures.* Applicants shall provide the following for plan review and permitting:

(1) A completed building permit application.

(2) A completed plan review application on the appropriate State of Wisconsin form or equivalent municipal form.

(3) Payment of plan review fees in accordance with the City's adopted fee schedule. Fees apply to all commercial building and plumbing projects.

(4) One complete electronic set of documents, including:

(a) Signed and sealed construction drawings prepared in accordance with SPS 361.31 and/or SPS 382.20.

(b) Specifications related to the building and system design.

(c) Component/system plans for plumbing, HVAC, fire alarm, fire suppression, or other applicable trades.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

law
06/24/2025



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

MEETING DATE

June 10, 2025

PREPARED BY

AGENDA ITEM # W.2

G.O. 15-25

An ordinance relating to License applications.

BACKGROUND

Consideration with possible action to approve G.O. 15-25 relating to License applications.

RECOMMENDATION

Law Department recommends approval.

FISCAL IMPACT

ATTACHMENTS

- I. Draft G.O. 15-25 Relating to Section 4-4(d) Full-Service Retail Outlets License applications

GENERAL ORDINANCE NO. 15-25

AN ORDINANCE CREATING SECTION 4-4(d), GREEN BAY MUNICIPAL CODE, RELATING TO LICENSE APPLICATIONS

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

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

(d) *Full-Service Retail Outlet.*

- (1) *Full-Service Retail Outlet Defined.* “Full-Service Retail Outlet” shall be defined as set forth in Wis. Stat. § 125.29(7), 125.52(4), and 125.53(3). Full-Service Retail Outlet does not include on-premise sales by a brewer, winery, manufacturer, or rectifier.
- (2) *Temporary Full-Service Retail Outlet Defined.* A “Temporary Full-Service Full-Service Retail Outlet will be located on the proposed premises for a period not to exceed four days.
- (3) *Application Process, Standards and Criteria for Approval.* Any application for a Full-Service Retail Outlet shall be presented to the City on the current form established by the Department of Revenue, Division of Alcohol Beverages. The standards and criteria for approval shall be as set forth in this Chapter.
- (4) *Application Deadlines.* Any application for a Full-Service Retail Outlet shall be submitted at least 15 days prior to the requested issuance of the license. Any application for a Temporary Full-Service Retail Outlet shall be submitted as set forth in Section 4-3(9) of the Municipal Code.
- (5) *Requirements and Restrictions.* The City may establish requirements and restrictions on any Full-Service Retail Outlet consistent with the provisions set forth in this Chapter.
- (6) *Scope of Alcohol Beverages Offered for Sale.* Pursuant to Wis. Stat. § 125.29(7)(d)2., 125.52(4)(d)2., and 125.53(3)(d)2., the City may limit the scope of alcohol beverages offered for sale at a Full-Service Retail Outlet with respect to alcohol beverages that are not of the same type as those produced by the person holding the production permit(s).
- (7) *Approval By City Clerk of Temporary Full-Service Retail Outlets.* Unless prohibited by the Wisconsin Statutes or Wisconsin Administrative Code, the City Clerk may approve an application for a Temporary Full-Service Retail Outlet for the sale of fermented malt beverages and wine in the same manner as set forth in Section 4-3(9) of the Municipal Code. Any application for a Temporary Full-Service Retail Outlet not covered by this Section shall be approved by the Common Council.

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 _____, 2025.

APPROVED:

Eric Genrich, Mayor

Law
06/24/2025

MEMORANDUM OF UNDERSTANDING

Between the City of Green Bay and C. Reiss Terminals, LLC

This Memorandum of Understanding ("MOU") is effective on the date the last signature is obtained (the "Effective Date") and is being entered into by and between the City of Green Bay, a Wisconsin Municipal Corporation ("City", which shall include all affiliates thereof), and C. Reiss Terminals, LLC, a Delaware limited liability company ("Reiss", which shall include the relevant affiliates thereof), each a "Party" and collectively "the Parties."

WHEREAS, since 1900 Reiss has operated a bulk commodity handling and storage business on 35+ acres of property it owns on the west bank of the Fox River just south of Mason Street in the City's downtown (Parcel IDs: 2-950 and 1-1370) (the "Mason Street Site");

WHEREAS, a material portion of the bulk commodities handled and stored by Reiss at the Mason Street Site is coal (the "Piles");

WHEREAS, Brown County, Wisconsin (the "County") and the City desire that Reiss move its operations and the Piles away from the Mason Street Site so that property can be redeveloped for other uses;

WHEREAS, the County and Reiss reached agreement on lease terms for the former J.P. Pulliam Generating Station ("Pulliam Site") on June 5, 2024, to develop for Reiss's operations, using grant funding that was issued to the County specifically for the purpose of moving the Piles away from the Mason Street Site (collectively, the "Reiss Proposal");

WHEREAS, if the County and Reiss enter into a lease agreement ("Lease") for the Pulliam Site, Reiss, the City and the County will benefit:

- (1) Reiss will operate in the City, at the Pulliam Site,
 - (2) the Piles will be relocated to Fox River Terminals as desired by the City and the County,
- and
- (3) the Mason Street Site can be redeveloped in a manner that is compatible with nearby neighborhoods and the City's downtown;

WHEREAS, because the City is not a party to the Lease, but it will have corresponding rights and obligations, Reiss and the City desire to outline in this MOU the principal terms and conditions upon which they will formally commit to the relocation of the Piles and the path forward for the Mason Street Site.

NOW THEREFORE, the Parties state and mutually agree as follows:

ARTICLE I. GENERAL AGREEMENT

1. Reiss agrees to move the bulk commodity operation presently conducted at the Mason Street Site, including the Piles, to sites north of Interstate 43 (Leg Frigo Bridge), within twelve (12) months of the completion of all the following:

- a. The County and Reiss enter a lease agreement;
 - b. Reiss obtains possession of the Pulliam Site and Reiss's design for the Pulliam Site is completed using grant funds;
 - c. All federal, state, and local environmental and other requirements are satisfied with respect to the Pulliam Site, and no encumbrance to title or environmental liability affects Reiss's intended operation thereon; and
 - d. All necessary authorizations, approvals, licenses and permits from all governmental and regulatory bodies required for Reiss to conduct its operation at the Pulliam Site are obtained.
2. The City agrees to commit up to \$2.2 million for the purposes of relocation or redevelopment, including the construction of an asphalt pad. City funds shall only be used in the event of an identified project shortfall.
3. The City and Reiss agree that they shall work together to minimize relocation expenses.
4. Subject to Reiss's operation being fully relocated to the Pulliam Site and Fox River Terminals, or other sites north of Interstate 43, as set forth in Paragraph 1 of this MOU, Reiss shall seek to obtain with the assistance of the City a Planned Unit Development Overlay Zoning District (PUD) over and on top of the entirety of the Mason Street Site. The PUD will regulate land uses and other zoning matters as follows:
 - a. The northern 10+/- acres of the Mason Street Site will be limited to those uses permitted within the City's Downtown-2 (D2) Zoning District as regulated in the Green Bay Municipal Code Section 13.700.
 - b. The remaining 25.5+/- acres of the Mason Street Site will be limited to those uses permitted within the City's General Industrial (GI) Zoning District as regulated in the Green Bay Municipal Code Section 13.900. The remaining 25.5+/- acres of the Mason Street Site would also support port/dockage activities but the PUD will include a restriction prohibiting the outdoor storage of bulk commodities, including coal, sand, salt and other similar bulk commodities mutually agreed upon and reduced to writing among the Parties to the PUD.
 - c. Reiss agrees to collaborate with the City on the development of a site/development plan for the northern 10+/- acres that is compatible with downtown zoning uses.
5. Notwithstanding anything herein to the contrary, Reiss shall retain ownership of the Mason Street Site, and the City acknowledges and agrees that all or any of the portion of the Mason Street Site shall not be subject to eminent domain or similar proceedings.

**ARTICLE II.
CONTINGENCIES**

6. Paragraph 2.b of this MOU is contingent upon the Parties' ability to successfully negotiate and execute the agreements referenced therein. The Parties agree to act in good faith to reasonably negotiate the terms and conditions of such agreements.
7. In the event that, the County and Reiss fail to enter a lease agreement for the Pullium Site , this MOU and all its terms and conditions herein shall automatically terminate.

**ARTICLE III.
GENERAL CONDITIONS**

8. **Recitals**. The foregoing recitals in this MOU shall be deemed to be incorporated herein as part of this MOU.
9. **Counterparts**. This MOU may be executed, by hand or electronically, in any number of counterparts, each of which shall be deemed an original and taken together as one instrument.
10. **Amendment**. Any changes, amendments, or addenda to this MOU must be in writing, executed by all Parties.
11. **Governing Law**. This MOU shall be governed by the laws of the State of Wisconsin.
12. **Assumption of Responsibility**. Each Party assumes responsibility for its own acts and omissions, and those of its employees, officers and agents while engaged in the performance of its obligations under this MOU. No Party shall have any liability whatsoever for the negligent act or omission of another Party and nothing in this MOU shall be interpreted or construed to the contrary.
13. **Entire Agreement**. This MOU, including any incorporated documents or information, is the entire agreement and understanding between the Parties and prevails over all concurrent or prior communications and agreements between the Parties.
14. **Severability**. If one or more of the provisions of this MOU shall be unenforceable, such provisions shall be modified to the minimum extent necessary to make it or its application enforceable and, in any event, the enforceability of all other provisions of this MOU shall not be affected.
15. **No Agency**. This MOU does not create an agency relationship of any kind between the Parties. Each Party is an independent party and shall not be considered, nor represent itself as a joint venture or partner of the other Parties. This MOU shall not create any rights in or inure to the benefit of any third parties.

16. **No Third-Party Beneficiaries.** This MOU is made solely and specifically for the benefit of the City and Reiss and no other person or entity shall have any rights, interest or claims hereunder or be entitled to any benefits under or on account of this MOU as a third-party beneficiary or otherwise.
17. **Assignment.** No Party shall assign any portion of its rights or obligations under this MOU without prior written consent of the other Party, which consent may not be unreasonably withheld, conditioned or delayed.
18. **Signatories.** The signatories hereto represent that this MOU is executed pursuant to legal authorization by the organization on behalf of the which they are signing.

[The remainder of this page is purposely left blank]

FOR THE CITY:	FOR C. REISS. TERMINALS, LLC:
X	X
Signature Eric Genrich	Signature
Name Printed or Typed	Name Printed or Typed
Date Signed City of Green Bay Mayor	Date Signed
Title of Signor	Title of Signor
Phone Number	Phone Number
Email Address	Email Address

June 5, 2025

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION AUTHORIZING THE COUNTY OF BROWN
TO ENTER INTO FORMER PULLIAM POWER PLANT SITE AGREEMENT
WITH THE C. REISS COMPANY, LLC

WHEREAS, it is desirable to enter into the *Former Pulliam Power Plant Site Agreement*, which is attached to and incorporated into this Resolution by attachment and reference.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the terms and conditions of the attached *Former Pulliam Power Plant Site Agreement* are hereby approved of, and that County employees, officers and agents may take any and all steps necessary to enter into said Agreement.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution commits Brown County to develop, at a minimum, a port site for C. Reiss estimated at \$33,131,800 (60% design estimate), and to enter into a 60 year lease agreement with C. Reiss Company, LLC prior to September 15, 2025, to lease 16 useable acres for operations, and to lease up to an additional contiguous 1.5 acres for a storm water retention pond. Sections 5 and 7 of the Agreement may require additional appropriations that are not currently included in the above estimate. The Agreement anticipates Brown County receiving a State NIFP Grant for \$12,909,278, a Federal PIDP Grant for \$10,100,000, and anticipates that if there are shortfalls, then the City of Green Bay will provide up to \$2.2 million to cover such relocation and redevelopment shortfalls. The Agreement also provides for lease revenue to the County as outlined in the Agreement. This estimate is based on estimations provided by GEI and Brown County Port. A 2/3 vote is required for passage.

Respectfully submitted by Brown County:

EXECUTIVE STRECKENBACH;
BOARD CHAIR BUCKLEY;
BOARD SUPERVISOR GANNON;
BOARD SUPERVISOR JACOBSON; AND
BOARD SUPERVISOR PYLE.

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

25-062R

*Authored by: Corporation Counsel, at the direction of Brown County: Executive Streckenbach;
Board Chair Buckley; and Board Supervisors Gannon, Jacobson and Pyle.*

Approved by: *Corporation Counsel's Office.*

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
ANTONNEAU	1				
DE WANE	2				
NICHOLSON	3				
JACOBSON	4				
THENO	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
GANNON	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
DAGNEAU	14				
RENTMEESTER	15				
KASTER	16				
VAN DYCK	17				
MCDONALD	18				
LABOUVÉ	19				
COENEN	20				
PRZYBELSKI	21				
PETERS	22				
WOLFE	23				
TOELLNER	24				
LUND	25				
PYLE	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

FORMER PULLIAM POWER PLANT SITE AGREEMENT
REGARDING TEN GENERAL TERMS AND CONDITIONS
(BETWEEN C. REISS AND BROWN COUNTY, A/K/A ‘THE PARTIES’)
BROWN COUNTY PORT DEVELOPMENT PROJECT

1. C. Reiss will lease 16 useable acres from the County at the former Pulliam Power Plant (PPP) Site. Said useable acres shall be located in the northernmost area of the PPP Site. C. Reiss will lease an additional amount of contiguous acreage (up to 1.5 acres) for an appropriately sized stormwater pond which C. Reiss will maintain (collectively, with the 16 useable acres, the “Leased Area”). The Leased Area shall fall within Boundaries 1, 2, 3 and 4 , as depicted in Exhibit 1, which is attached to and incorporated into this Agreement. Such boundaries are subject to change if agreed upon mutually by the Parties. From Exhibit 1, “Boundary 1” may shift downward and “Boundary 3” may shift upward to define the border of the Leased Area. The orientation of “Boundary 1” and “Boundary 3” shall not deviate significantly from what is shown in Exhibit 1. “Boundary 2” shall contain between 800 feet and 850 feet of leased property along the eastern edge of the former PPP parcel, depending on the total dock wall length (if the dock wall is 1,700 feet, then each Party shall have 850 feet of dock wall; if the dock wall is 1,600 feet, then each Party shall have 800 feet of dock wall; and if the dock wall is 1,650 feet, then C. Reiss shall have 850 feet of dock wall, and the County shall have 800 feet of dock wall). The Leased Area, including corresponding dock wall and stormwater pond shall be completed prior to, or at the same time as, any other part of the site.
2. If the Leased Area includes the portion of property requiring an easement as depicted in Exhibit 1, then C. Reiss agrees to grant the County such easement across the Leased Area for **future** road and rail access, but such easement shall not affect or restrict C. Reiss’s use of the Leased Area unless and until the County determines to utilize it for operations. In exchange the County agrees that **if in the future** the County moves ahead with utilizing the road and/or rail easement, **then** the County shall make C. Reiss whole for any Leased Area separated by the then active road and/or rail easement by providing C. Reiss an equal amount of contiguous, useable additional acreage within the PPP Site which is suitable for its operations.
3. Lease payments shall be \$350,000 per year, and shall increase every 5 years during the first 25 years based on the cumulative increase in the Consumer Price Index (CPI), if any, that occurred during the five years preceding the year the adjustment is made. In Year 26, a one-time adjustment to the Lease Payment shall be made to close the gap between market lease rates and the Year 25 Lease Payment, using the method described in the following paragraph. This one-time adjustment in Year 26 is capped at 100% of the Year 25 lease payment. From Year 26 forward, the Lease Payment escalator shall be determined every 5 years using the method described above. Any subleases must be approved in advance by the Brown County Board of Supervisors.

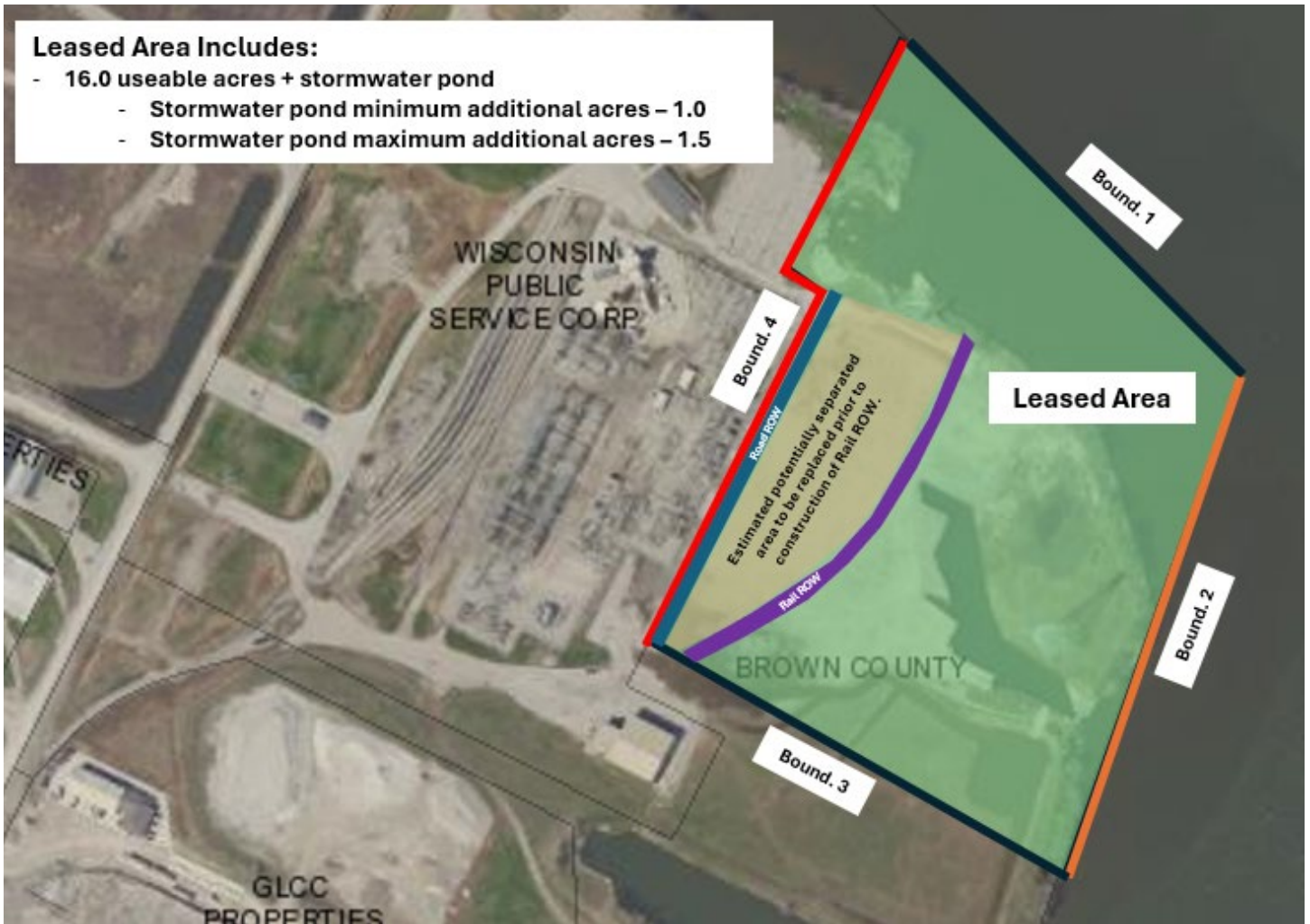
If during Year 23 the Parties can't agree on a new Market Rate to begin in Year 26, then at the start of Year 24, the Parties shall retain a mutually agreeable consultant with relevant credentials to determine and set the new Market Rate for this lease. If the Parties can't agree on a consultant to retain, then each Party shall retain its own consultant, and a third mutually agreeable consultant shall then review the information and set the Market Rate.

4. The Term of the lease is 60 years, which may be extended by mutual agreement of the parties.
5. After the occupancy Term of the Lease begins (including construction of an approximately 8 acre asphalt pad **if** Project funds are available after other expenses of this Project are paid, **but if** said Project funds are **not** available after other Project expenses are paid, **then** it is anticipated that **the City of Green Bay will formally agree to** contribute a sum to cover said shortfall(s), **not to exceed \$2.2 million**, for the purposes of relocation or redevelopment, and only if needed for the asphalt pad and/or for other Project shortfalls, and if the City of Green Bay does not do as described above, then the Parties, and the City of Green Bay, shall meet to mutually agree on how to proceed regarding any shortfall), C. Reiss shall not initiate any new storage of coal in Green Bay south of I-43. No coal may be stored at the former PPP Site by C. Reiss and/or by any other entity.
6. The County will construct a truck scale on the former PPP Site for use by operators including C. Reiss.
7. This New Offer is contingent upon the County receiving the following anticipated grant funding (collectively, the "Anticipated Grant Funding"), and if any portion of the following grant funding is not received, then the Parties, and the City of Green Bay, shall meet to mutually agree on how to proceed regarding any shortfall, and this agreement will otherwise remain in effect:
 - a. \$10,100,000 (Federal PIDP/MARAD Grant); and
 - b. \$12,909,278 (Remainder of already awarded State NIFP Grant).
8. C. Reiss shall be an active participant, and shall have input, regarding the Leased Area, including at the 60%, 80% and 100% engineering design phases. A mutually agreed design shall be incorporated into the formal lease for the Leased Area between the Parties (the "Lease").
9. The Lease must be fully executed **prior to** September 15, 2025, or either Party may require the other to participate in Binding Arbitration to resolve any Lease issues. Until the Lease is executed by the Parties, the Anticipated Grant Funding may not be used except for engineering, design, and nominal costs. To the extent this restriction is contrary to any required earmarking or expenditure of Anticipated Grant Funds, the Parties shall mutually agree upon how to proceed.
10. This Agreement is subject to and contingent upon the approval of the Brown County Board of Supervisors.

BY SIGNING BELOW, each Signor affirmatively states that they have the authority to bind the entity that they are signing on behalf of to the terms and conditions of this Agreement, and that the entity they are signing on behalf of (the Recipient or the County) agrees to be, and hereby is, so bound.

	COUNTY OF BROWN
Name of the Company	Name of County
Printed Name of Individual Signing on Behalf of the Company	Name of Individual Signing on Behalf of County
Printed Title of Individual Signing on Behalf of the Company	Title of Individual Signing on Behalf of County
X	X
Signature of Individual Signing on Behalf of the Company	Signature of Individual Signing on Behalf of County
Date Signed	Date Signed
Phone Number	Phone Number
Email Address	Email Address

Exhibit 1



Online Form Submittal: District 8 Alder Application

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

Date Thu 5/15/2025 7:08 PM

To Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

District 8 Alder Application

First Name	James
Last Name	Ridderbush
Address	1054 6th Street
City	Green Bay
State	WI
Zip Code	54304
Phone Number	9203600693
Email Address	ridder1054@yahoo.com
(Section Break)	
Occupation	Labor Liaison
Employer	JBS
Nomination Papers	James_Ridderbush_Nomination_Papers_May_2025.pdf

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

NOTIFICATION APPEAR FOR MUNICIPAL OFFICE

Candidate's name (required); no titles may be used. James L. Ridderbush		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 1054 6th St		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City Green Bay	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) WI		Election date (required) Do not use primary date. Mo/Day/Year 5/10/25	
Title of office (required) City Council Alderman		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat		Name of jurisdiction or district in which candidate seeks office (required) 8	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate for that office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.					
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year	
1. <i>[Signature]</i>	Art Winkhis	1064 6th St Green Bay	☐ Town ☐ Village ☒ City Green Bay	5-10-25	
2. <i>[Signature]</i>	Joe Letizia	912 Redwood Dr. Bay Green	☐ Town ☐ Village ☒ City Green Bay	5-10-25	
3. <i>[Signature]</i>	Lara Letizia	912 Redwood Dr. Bay Green	☐ Town ☐ Village ☒ City Green Bay	5-10-25	
4. <i>[Signature]</i>	Bonnie Ridderbush	1054 6th St Green Bay	☐ Town ☐ Village ☒ City Green Bay	5-10-25	
5. <i>[Signature]</i>	John Peters	1006 Cleveland St Green Bay	☐ Town ☐ Village ☒ City Green Bay	5-12-25	
6. <i>[Signature]</i>	Diane Peters	1006 Cleveland St. Bay Green	☐ Town ☐ Village ☒ City Green Bay	5-12-25	
7. <i>[Signature]</i>	John Peters	1006 Cleveland St	☐ Town ☐ Village ☒ City Green Bay	5-12-25	
8. <i>[Signature]</i>	William Winkhis	1016 Cleveland St	☐ Town ☐ Village ☒ City Green Bay	5-12-25	
9. <i>[Signature]</i>	Christine Patti	1012 Cleveland St	☐ Town ☐ Village ☒ City Green Bay	5-12-25	
10. <i>[Signature]</i>	Chas Calagar	207 Cleveland St	☐ Town ☐ Village ☒ City Green Bay	5-12-25	

I, **James L. Ridderbush** (Name of circulator) certify: I reside at **1054 6th St Green Bay, WI.** (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given intended to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

5-12-25 (Date) *[Signature]* (Signature of circulator)

RECEIVED
MAY 14 2025
Page No. 1084

Candidate's name (required): no titles may be used. James L. Ridderbush

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) 1054 1st St

State (required) WI Zip code 54304

Title of office (required) Allderman

Branch, district or seat number (required if applicable) 8

Type of election (required) ☒ special filling vacancy beginning 6/10/2025

Name of jurisdiction or district in which candidate seeks office (required) Green Bay

Candidate's municipality for voting purposes (required) Green Bay

Election date (required) Do not use primary date. Mo/Da/Yr

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Da/Yr
1. Susan Vand Hei	Susan Vand Hei	1382 Ridgedale Court, GB 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
2. Zach Harris	Zach Harris	1234 Ridgedale Court, GB 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
3. Debra Harris	Debra Harris	1071 Ridgedale St, Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
4. Kathy Carley	Kathy Carley	1449 Maria Drive Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
5. John Shannon	John Shannon	1249 Maria Lane Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
6. Zachary Kang	Zachary Kang	1253 Mariann Ln Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
7. David Solper	David Solper	1120 Highland Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
8. Lisa Solper	Lisa Solper	1120 Highland Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
9. Lynn Crawford	Lynn Crawford	849 Ernst Dr Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025
10. Jennifer Crawford	Jennifer Crawford	849 Ernst Dr Green Bay WI 54304	☒ Town ☐ Village ☐ City Green Bay	5/7/2025

CERTIFICATION OF CIRCULATOR

I, James L. Ridderbush (Name of circulator) certify: I reside at 1054 1st St, Green Bay, WI.

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences and intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

NOMINATION AFFIDAVIT FOR MUNICIPALITY OFFICE

Candidate's name (required): no titles may be used. JAMES L RIDDERBUSH		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number, box number (if rural route); and name of street or road 1054 17th St		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City Green Bay	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) WI		Election date (required) Do not use primary date: Mo/Day/Year 5/12/25	
Title of office (required) City Council Alderman		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat		Type of election (required) ☐ spring ☒ special filling vacancy beginning 5/10/25	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.					
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year	
1. <i>Kat DeLeo</i>	Kat DeLeo	207 Cleveland St Green Bay, WI 54303	☐ Town ☒ Village ☐ City Green Bay	5-12-25	
2. <i>Gabriel Hedges</i>	Gabriel Hedges	207 Cleveland St Green Bay, WI 54303	☐ Town ☒ Village ☐ City Green Bay	5-12-25	
3. <i>Noah Hedges</i>	Noah Hedges	207 Cleveland St Green Bay, WI 54303	☐ Town ☒ Village ☐ City Green Bay	5-12-25	
4. <i>Kasey Hock</i>	Kasey Hock	1207 Shawano Ave Green Bay, WI 54303	☐ Town ☒ Village ☐ City Green Bay	5/12/25	
5. <i>Benjamin Hock</i>	Benjamin Hock	1207 Shawano Ave Green Bay, WI 54303	☐ Town ☒ Village ☐ City Green Bay	5/12/25	
6. <i>Jeffrey G DeGrand</i>	Jeffrey G DeGrand	1501 Frank St GB WI 54304	☐ Town ☒ Village ☐ City Green Bay	5-12-25	
7. <i>Patricia J Verhaeghe</i>	Patricia J Verhaeghe	1501 Frank St Green Bay WI 54304	☐ Town ☒ Village ☐ City Green Bay	5-12-25	
8. <i>Jason T. Mithun</i>	Jason T. Mithun	1266 Rockdale St Green Bay, WI 54304	☐ Town ☒ Village ☐ City Green Bay	5-11-25	
9. <i>Sam Johnson</i>	SAM JOHNSON	1254 Rockdale Street Green Bay WI 54304	☐ Town ☒ Village ☐ City Green Bay	5/12/25	
10. <i>Mic Buellou</i>	Mic Buellou	1254 Rockdale St Green Bay WI 54304	☐ Town ☒ Village ☐ City Green Bay	5-12-25	

1. **James L Ridderbush** (Name of circulator)
certify: I reside at **1054 17th St, Green Bay, WI** (Circulator's residential address - include number, street and municipality.)

CERTIFICATION OF CIRCULATOR

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

Candidate's name (required): no titles may be used. James L Ridderbach

Candidate's residential address (required) No P.O. box addresses
Street, fire, or rural route number, box number (if rural route), and name of street or road
1054 6th St

Candidate's municipality for voting purposes (required)
☐ Town ☐ Village ☒ City Green Bay
(name of municipality)

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)
1054 6th St

Title of office (required)
City Council Alderman

Branch, district or seat number (required if applicable)
☐ Branch ☒ District ☐ Seat WI

Zip code
54304

Type of election (required)
☐ spring ☒ special Filling vacancy beginning 6/12/25

Name of jurisdiction or district in which candidate seeks office (required)
8

Election date (required) Do not use primary date.
Mo/Day/Year
5/7/25

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1. <u>Wally Van Pelt</u>	<u>Allen J. Vanden Plas</u>	<u>1082 517th St</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/2025</u>
2. <u>Patricia A. Vanden Plas</u>	<u>Patricia A. Vanden Plas</u>	<u>1082 517th St</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
3. <u>Tamara M. Nelson</u>	<u>Tamara M. Krall Nelson</u>	<u>1124 Murguette Ave</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
4. <u>Jeff C. Nelson</u>	<u>Jeff C. Nelson</u>	<u>1124 Murguette Ave</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
5. <u>Barbara Schoen</u>	<u>Barbara Schoen</u>	<u>1224 Meacham St</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
6. <u>Mike Schoen</u>	<u>Mike Schoen</u>	<u>1224 Meacham St</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
7. <u>Bill J. Kabacinski</u>	<u>Bill J. Kabacinski</u>	<u>1021 Spence St</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
8. <u>Cheryl Saldaña</u>	<u>Cheryl Saldaña</u>	<u>1279 Bridgeville Ct</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
9. <u>Jenna Belacqua</u>	<u>Jenna Belacqua</u>	<u>1279 Bridgeville Ct</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>
10. <u>Gary F. Vande Hest</u>	<u>Gary F. Vande Hest</u>	<u>1282 Ridgeway Ct</u>	☐ Town ☐ Village ☒ City <u>GB</u>	<u>5/7/25</u>

CERTIFICATION OF CIRCULATOR

I, James L. Ridderbach (Name of circulator) certify: I reside at 1054 6th St Green Bay, WI (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. §12.13(3)(a).

5-7-25 (Date)

(Signature of circulator)

RECEIVED
MAY 14 2025
BY: [Signature]

Online Form Submittal: District 8 Alder Application

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

Date Wed 6/4/2025 3:12 PM

To Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

District 8 Alder Application

First Name	Mark
Last Name	Anderson
Address	1063 Shadow Ln
City	Green Bay
State	WI
Zip Code	54304
Phone Number	920 309 1552
Email Address	Abdule2013@gmail.com
(Section Break)	
Occupation	Transportation
Employer	Dorhn Transfer Company
Nomination Papers	Alderman dist 8 nomination papers.pdf

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

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. MARK ANDERSON		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 1063 SHADOW LN		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City GREEN BAY (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) SAME		State (required) WI	Zip code 54304	Type of election (required) ☐ spring ☒ special VACANCY	Election date (required) Do not use primary date. Mo/Day/Year 6/16/2025
Title of office (required) ALDEEMAN DIST. 8 GREEN BAY, WI		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8		Name of jurisdiction or district in which candidate seeks office (required) GREEN BAY, WI	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☐ Village ☒ City	Date of Signing Mo/Day/Year
1. Cheryl Coopman	Cheryl Coopman	1334 Hannah St	☒ City Green Bay	5/29/25
2. Gerald Coopman	Gerald Coopman	1334 Hannah St	☒ City Green Bay	5/29/25
3. Gary Coleman	Gary Coleman	1085 Liberty St	☒ City Green Bay	5/29/25
4. Jeffrey Gillis	Jeff Gillis	1507 Spence St	☒ City Green Bay	5/30/25
5. Rochelle Gillis	Rochelle Gillis	1507 Spence St	☒ City Green Bay	5/31/25
6. Shonna Fuerst	Shonna Fuerst	1519 Spence Ave	☒ City Green Bay	5/30/25
7. Jacob Dewitt	Jacob Dewitt	1081 Raleigh St	☒ City green Bay	5/30/25
8. JoAnn MacGroth	JoAnn MacGroth	1137 Thornclark St	☒ City GREEN BAY	5/30/25
9. Barb Roeser	Barb Roeser	1608 Pilgrim St	☒ City Green Bay	5/30/25
10. Karmy Jones	Karmy Jones	1608 Pilgrim St	☒ City Green Bay	5/30/25

CERTIFICATION OF CIRCULATOR

I, **MARK ANDERSON** (Name of circulator) certify: I reside at **1063 SHADOW LN. GREEN BAY, WI** (Circulator's residential address - include number, street, and municipality.) 10

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 18.13(3)(a).

5/31/2025 (Date) **[Signature]** (Signature of circulator)

Page No. **104**

RECEIVED
JUN 05 2025
BY: **NC**

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. MARK ANDERSON ✓		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road. 1063 SHADOW LN. ✓		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City GREEN BAY (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) SAME ✓		State (required) WI	Zip code 54304 ✓	Type of election (required) ☐ spring ☒ special	Election date (required) Do not use primary date. Mo/Day/Year 6/6/25
Title of office (required) ALDERMAN ✓		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8 ✓		Name of jurisdiction or district in which candidate seeks office (required) CITY OF GREEN BAY ✓	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.				
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☐ Village ☒ City	Date of Signing Mo/Day/Year
1. <i>Chris Smith</i>	<i>Chris Smith</i>	122 S Ridge	☐ Town ☐ Village ☒ City Green Bay	5/30/25 ✓
2. <i>Raymond G Hansen</i>	Raymond G Hansen	1312 Western Ave	☐ Town ☐ Village ☒ City Green Bay	5/30/25 ✓
3. <i>JOAN BARBEAU</i>	Joan Barbeau	1311-Western Ave	☐ Town ☐ Village ☒ City GREEN BAY	5/30/25 ✓
4. <i>Jason Midthun</i>	Jason Midthun	1206 Rockdale	☐ Town ☐ Village ☒ City Green Bay	5/30/25 ✓
5. <i>Sarah Midthun</i>	Sarah Midthun	1266 Rockdale	☐ Town ☐ Village ☒ City Green Bay	5/30/25 ✓
6. <i>Sara Draeger</i>	Sara Draeger	1054 Shadow Ln	☐ Town ☐ Village ☒ City Green Bay	5/31/25 ✓
7. <i>Steve Draeger</i>	Steve Draeger	1054 SHADOW LN	☐ Town ☐ Village ☒ City GREEN BAY	5-31-25 ✓
8. <i>Hannah Draeger</i>	Hannah Draeger	1054 Shadow Ln	☐ Town ☐ Village ☒ City Green Bay	5/31/25 ✓
9. <i>Ricky G Nelson</i>	Ricky G Nelson	1060 Shadow Ln	☐ Town ☐ Village ☒ City Green Bay	5/31/25 ✓
10. <i>Julie Aloisi</i>	JULIE ALOISI	1060 Shadow LN	☐ Town ☐ Village ☒ City Green Bay	5/31/25 ✓

I, MARK ANDERSON (Name of circulator) certify: I reside at 1063 SHADOW LN. GREEN BAY, WI. (Circulator's residential address - include number, street, and municipality.) 10

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.18(3)(a).

5/31/2025 (Date) [Signature] (Signature of circulator)

Page No. 2 of 2

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. MARK ANDERSON ✓		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 1063 SHADOW LN.		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City GREEN BAY (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) SAME		State (required) WI	Zip code 54304 /	Type of election (required) ☐ spring ☒ special	Election date (required) Do not use primary date. Mo/Day/Year 6/6/25
Title of office (required) ALDERMAN ✓		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8 ✓		Name of jurisdiction or district in which candidate seeks office (required) CITY OF GREEN BAY ✓	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☒ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☐ Village ☒ City	Date of Signing Mo/Day/Year
<i>Mary Jo Reimer</i>	Mary Jo Reimer	1064 Shadow Lane	☐ Town ☐ Village ☒ City Green Bay	5/31/25
<i>Juan Chavez</i>	JUAN CHAVEZ	1070 SHADOW LN.	☐ Town ☐ Village ☒ City GREEN BAY	5/31/25
<i>Mike Sosa II</i>	Mike Sosa II	1093 THORNDAL ST	☐ Town ☐ Village ☒ City G.B.	5/31/25
<i>Annette Chavez</i>	1070 Shadow Ln.		☐ Town ☐ Village ☒ City	X
<i>Annette Chavez</i>	Annette Chavez	1070 Shadow	☐ Town ☐ Village ☒ City G.B.	5-31-25
<i>Kelly Haters</i>	Kelly Haters	1076 Shadow Ln	☐ Town ☐ Village ☒ City G-B	5-31-25
<i>Roger Rosenkranz</i>	Roger Rosenkranz	1077 Shadow Ln	☐ Town ☐ Village ☒ City GB	5-31-25
<i>Mark Wegner</i>	Mark Wegner	1093 Shadow Ln.	☐ Town ☐ Village ☒ City GB	5-31-25
<i>Kathleen Rosenkranz</i>	Kathleen Rosenkranz	1077 Shadow Lane	☐ Town ☐ Village ☒ City GB	5/31/25
<i>Jan VanHaverbeel</i>	JAN VANHAVERBEEL	1095 SHADOW LN	☐ Town ☐ Village ☒ City GB	5/31/25

CERTIFICATION OF CIRCULATOR
 I certify: I reside at **1063 SHADOW LN. GREEN BAY, WI.**
 (Name of circulator) (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. §2.13(3)(a).

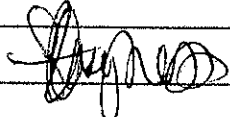
6/1/2025 (Date) *W. Anderson* (Signature of circulator)

Page No. **354**

NOMINATION PAPER FOR NONPARTISAN OFFICE

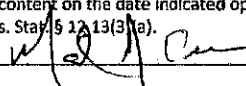
Candidate's name (required); no titles may be used. MARK ANDERSON ✓		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 1063 SHADOW LN.		Candidate's municipality for voting purposes (required) ☐ Town ☒ Village ☐ City GREEN BAY (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) SAME ✓		State (required) WI	Zip code 54304	Type of election (required) ☐ spring ☒ special	Election date (required) Do not use primary date. Mo/Day/Year 6/6/25
Title of office (required) ALDERMAN ✓		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8 ✓		Name of jurisdiction or district in which candidate seeks office (required) CITY OF GREEN BAY	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☒ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.				
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. ☐ Town ☒ Village ☐ City	Date of Signing Mo/Day/Year
1. 	Stacy Ness	1802 Carroll Ave	☒ Town ☐ Village ☐ City GB	6/1/2025
2.			☐ Town ☐ Village ☐ City	X
3.			☐ Town ☐ Village ☐ City	X
4.			☐ Town ☐ Village ☐ City	X
5.			☐ Town ☐ Village ☐ City	X
6.			☐ Town ☐ Village ☐ City	X
7.			☐ Town ☐ Village ☐ City	X
8.			☐ Town ☐ Village ☐ City	X
9.			☐ Town ☐ Village ☐ City	X
10.			☐ Town ☐ Village ☐ City	X

I, **MARK ANDERSON** ✓
(Name of circulator)
certify: I reside at **1063 SHADOW LN. GREEN BAY, WI.**
(Circulator's residential address - include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 18.13(3)(a).

6/1/2025 ✓
(Date)

(Signature of circulator)

Page No. **484**

Online Form Submittal: District 8 Alder Application

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

Date Fri 6/6/2025 11:27 AM

To Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>

District 8 Alder Application

First Name	Megan
Last Name	Borchardt
Address	1146 9th St.
City	Green Bay
State	WI
Zip Code	54304
Phone Number	6084488008
Email Address	meganborchardt1@gmail.com
(Section Break)	
Occupation	Director of Mirco Markets
Employer	Be's Refreshments
Nomination Papers	2022 Nomination Papers for Non Partisan Office.pdf

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

Candidate's name (required): no titles may be used. Megan Barcharat

Candidate's residential address (required) No P.O. box addresses
Street, fire, or rural route number, box number (if rural route), and name of street or road
1146 9th St.

Candidate's municipality for voting purposes (required)
Green Bay
(name of municipality)

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)
1146 9th St.

Title of office (required)
Common Council (Alder person)

Branch, district or seat number (required if applicable)
WI 8

State (required)
WI

Zip code
54301

Type of election (required)
☒ spring ☐ fall ☐ special ☐ general

Name of jurisdiction or district in which candidate seeks office (required)
District 8 Common Council

Election date (required) Do not use primary date.
Beginning 6/10/25

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☐ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1. <u>Robert Victor</u>	<u>Robert Victor</u>	<u>1035 S. Chippewa St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
2. <u>Raymond Delgado</u>	<u>Raymond Delgado</u>	<u>1155 S. Oneida St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
3. <u>James A Smet</u>	<u>James A Smet</u>	<u>1173 Hickory Hill Dr</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
4. <u>Randee Maltby</u>	<u>Randee Maltby</u>	<u>1116 S. Oneida St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
5. <u>Ellen Vandenberg</u>	<u>Ellen Vandenberg</u>	<u>1134 S. Oneida St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
6. <u>Wendi Schenck</u>	<u>Wendi Schenck</u>	<u>1145 9th St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
7. <u>John W. W. W.</u>	<u>John W. W. W.</u>	<u>1137 9th St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
8. <u>John W. W. W.</u>	<u>John W. W. W.</u>	<u>1133 9th St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
9. <u>Lee Barcharat</u>	<u>Lee Barcharat</u>	<u>1146 9th St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>
10. <u>Megan Barcharat</u>	<u>Megan Barcharat</u>	<u>1146 9th St</u>	☐ Town ☐ Village ☐ City ☒ Green Bay	<u>6-4-25</u>

CERTIFICATION OF CIRCULATOR

I, Megan Barcharat (Name of circulator)
certify: I reside at 1146 9th St. (Circulator's residential address - include number, street, and municipality.)
Green Bay, WI 54301

NOTIFICATION AREA FOR MUNICIPALITY OFFICE

Candidate's name (required); no titles may be used. Megan Berchardt		Candidate's residential address (required) (No P.O. box addresses) Street, fire, or rural route number; box number (if rural route); and name of street or road 146 4th St.		Candidate's municipality for voting purposes (required) ☐ Town ☒ Village Green Bay (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) WI		Election date (required) Do not use primary date. Mo/Day/Year Beginning 6/10/25	
Title of office (required) Common Council (Alderperson)		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8		Name of jurisdiction or district in which candidate seeks office (required) District 8	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☐ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.			
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.
1. <i>Alan Meyer</i>	ALAN MEYER	1139 NINTH ST.	☐ Town ☒ Village GREEN BAY
2. <i>Charles Kuerste</i>	CHARLES KURST	1159 Ashwood Dr	☐ Town ☒ Village GREEN BAY
3. <i>Jim Christensen</i>	Jim Christensen	1157 Redwood Dr	☐ Town ☒ Village Green Bay
4. <i>Jordan Smith</i>	Jordan Smith	1153 Redwood Dr	☐ Town ☒ Village Green Bay
5. <i>Zeck Alberts</i>	Zeck Alberts	1153 Redwood Dr	☐ Town ☒ Village Green Bay
6. <i>Stacy</i>	Stacy	1149 Redwood	☐ Town ☒ Village Green Bay
7. <i>Tim</i>	Tim	1123 Redwood	☐ Town ☒ Village Green Bay
8. <i>Wendy Cecchi</i>	Wendy Cecchi	1109 Redwood Dr	☐ Town ☒ Village Green Bay
9. <i>Mike John</i>	Mike John	1136 Redwood Dr	☐ Town ☒ Village Green Bay
10. <i>Tristan</i>	Tristan	1136 Redwood Dr	☐ Town ☒ Village Green Bay

I, **Megan Berchardt**, (Name of circulator) certify: I reside at **146 4th St. Green Bay WI 54304** (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. §13.33(a).

NOTIFICATION FOR NOMINATION OFFICE

Candidate's name (required): no titles may be used. Negan Borchardt		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 146 4th St.		Candidate's municipality for voting purposes (required) ☐ Town ☐ Village ☒ City Green Bay (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		State (required) WI		Zip code 54304	
Title of office (required) Common Council Member		Branch, district or seat number (required if applicable) ☐ Branch ☒ District ☐ Seat 8		Type of election (required) ☐ spring ☒ fall ☐ special vacancy	
Name of jurisdiction or district in which candidate seeks office (required)		Election date (required) Do not use primary date. Mo/Day/Year Beginning 6/10/25			

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ☐ him or ☐ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.					
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year	
1.	Ben Blahnik	1200 Redwood Dr Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
2.	Robert Cooney	1695 9th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
3.	M.S. Berger	1197 4th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
4.	Chelsea Michels	1195 4th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
5.	David's Malter	1255 9th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
6.	Brandi Theeke	1236 9th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
7.	Jerry Mills	1222 9th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25
8.	Theresa Giannuzzi	1245 7th St Green Bay WI 54304	☐ Town ☐ Village ☒ City	Green Bay	6-5-25

1. **Negan Borchardt** (Name of circulator) certify: I reside at _____ (Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3).