AGENDA OF THE COMMON COUNCIL

TUESDAY, MAY 19, 2026, 6:00 PM
In person at City Hall, Room 203 - Council Chambers.
Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. 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 leave a comment for this public meeting, please fill out the online Comment Form and submit by 3:00 PM on Council meeting day. More detailed Zoom Instructions can be found online.

B. Roll Call.

1. Alders: Jennifer Grant (District 1), Jim Hutchison (District 2), Bill Morgan (District 3), Jon Shelton (District 4), Doug Orlowski (District 5), Joey Prestley (District 6), Alyssa Proffit (District 7), Jim Ridderbush (District 8), Ben DeBaker (District 9), Ben Delie (District 10), Melinda Eck (District 11), Kathy Hinkfuss (District 12).

C. Pledge of Allegiance.

D. Invocation.

E. Approval of Minutes.

1. Approval of the minutes from the May 5, 2026 meeting.

F. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, May 19, 2026, meeting of the Common Council.

G. Report by the Mayor.

H. Announcements.

I. Ordinances - Second Reading for Adoption.

1. Zoning Ordinance No. 04-26
   An Ordinance Amending Planned Unit Development (PUD) ZO 1-15 & 4-18 for land generally located North of Finger Road, West of Northview Road, South of Catalina Drive, And East of Erie Road (ZP 26-07)

2. Zoning Ordinance No. 05-26
   An Ordinance Amending a Planned Unit Development for Certain Land known as The JBS Redevelopment Site (Tax Parcels #23-243-1-1, #23-243-1, #23-243-1-2, #23-243-1-3, #23-337) Located on the 1300 Block of Guns Road (ZP 26-18)

J. Report of the Redevelopment Authority (May 12, 2026).

1. Consideration with possible action on the approval of the assignment and assumption of Development Agreement 18-01-A, Whitney School Apartments.

2. Consideration with possible action on a request to the Joint Review Board and subsequent approval of fund transfer of $1 million from TID 12 (I-43 Industrial Park) to TID 22 (The Shipyard) to serve as matching funds for $1 million in grant funding from the National Parks Service for the construction of Phase II Shipyard Park.

K. Report of the Improvement & Services Committee (May 13, 2026).

1. To approve request by the Department of Public Works to enter into a Professional Design Services Agreement with JT Engineering, Inc. for design services for Bedford Road and Grandview Road in the amount of $69,555.00.

2. To approve request by the Department of Public Works to award the contract ATKINSON MARSH RESTORATION (AOC) PROJECT to Northeast Asphalt, Inc. in the amount of $1,714,331.19.

3. To approve request by the Department of Public Works to grant licenses for:

    1. Sidewalk Builder

        a. Global Concrete LLC
        b. E&I Concrete Construction
        c. Delahaut Custom Concrete LLC
        d. Blaser Construction LLC

L. Report of the Protection & Policy Committee (May 11, 2026).

1. To approve a new regular application for a "Class B" liquor and Class "B" beer license and a tobacco license for Bichota by La Bodega at 223 N Washington St (formerly held by Ned Kelly's) with a licensed premise described as "Main bar, side bar, patio bar, backroom storage, walk-in cooler, office".

2. To approve a new regular application for a "Class B" liquor and Class "B" beer license for Stonewood Event and Conference Center at 850 Kepler Dr, Suite B (formerly held by Be's Refreshments) with a license premise described as: "1 lrg ballroom w/bar & 2 conf rooms, hallway bev cool, office, outdoor patio area"

3. To approve a limited expansion of licensed premises for Richard Craniums at 840 S Broadway for the following dates: 7/5-7/5, 7/7, 7/8, 7/11-7/12, 7/15, 7/15, 7/18-7/19, 7/21, 7/22, 7/25-7/26, 7/28, 7/29, 8/1-8/5, 8/4, 8/7-8/9, 8/14-8/16, 8/21-8/23, 8/28-8/30, 9/4-9/6, 9/11-9/13, 9/18-9/20, 9/25-9/27, 10/2-10/4, 10/9-10/11, 10/16-10/18, 10/23-10/25, 10/30-11/1, 11/6-11/8 with a premise description of "back parking lot".

4. To deny an appeal by Terry Mooren regarding the denial of his operator's license (carried over from 4/27 P&P).

5. To approve an appeal by Andria Nolan regarding the denial of her operator's license (carried over from 4/27 P&P).

6. To approve an appeal by Mykaiel Schadt-Reed regarding the denial of his operator's license (carried over from 4/27 P&P).

7. To approve an appeal by Shane Schumacher regarding the denial of his operator's license (carried over from 4/27 P&P).

8. To deny an appeal by Robert Fieck regarding the denial of his operator's license.

9. To approve the listed liquor and/or beer license renewal applications for the 2026-2027 license year, excluding the recommendation for non-rewnewal for Jam Rock, subject to the approval of the proper authorities, (see attached list with any change of agents highlighted).

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 Plan Commission (May 11, 2026).

1. To approve a request for a Conditional Use Permit at 895 S. Military Avenue to allow minor motor vehicle repair in the Community Center Commercial (C3) Zoning District. (ZP 26-19 Public Hearing held May 11, 2026).

2. To approve a request for a Conditional Use Permit at 315 S Jefferson Street, with conditions. (ZP 26-20 Public Hearing held May 11, 2026).

O. Report of the Finance Committee (May 12, 2026).

1. To approve the purchase of thirteen (13) 2026 Ford Police Interceptor Utility Hybrid AWD vehicles for the Police Department for a total of $688,584.

2. To refer to staff to see if there are other, more effective vehicles that can also be service in Green Bay for the two (2) 2026 Tesla Model for the Police Department for a total of $89,390.00.

3. To refer to staff to go out to BID for the City of Green Bay's cell phone contract instead of the 24-month extension on the current cell phone contract with Cellcom.

4. To approve the Press Times as the Official Newspaper of the City of Green Bay from June 1, 2026, to May 31, 2027.

5. To refer to staff to consider alternative funding sources to expand Keycafe to Public Works and a shared motor pool for a cost of $27,393.10 other than the Innovation Fund as a funding source for 2026-2029.

P. Report of the Park Committee (May 13, 2026).

1. To approve the concept plan for proposed renovations to the Joannes Sk8 Park.

2. To approve a fundraising effort by the Green Bay Strikers soccer group to fundraise for improvements to the Arnie Wolff Sports Complex.

3. To approve a sponsorship agreement with Children's Hospital and Health System, Inc. for a donation of $20,000 towards Green Bay Kids' Day Karnival on July 30th, 2026.

4. To approve hiring Robert E. Lee & Associates, Inc. for a total cost of $27,850 to provide engineering design services associated with the proposed regrading of the Tubing Hill at Triangle Sports Area.

5. To approve granting a 12' wide permanent utility easement to Wisconsin Public Service Corporation at Leicht Memorial Park to accommodate gas service to the new shelter.

Q. Report of the Personnel Committee (May 12, 2026).

1. To approve the reclassification of the Economic Development Specialist position within the Community and Economic Development Department to a Sr. Economic Development Specialist.

R. Informational.

1. Building Report for April 2026

2. Municipal Court Report--April 2026.

S. Resolutions.

1. Resolution Authorizing Conditional Use Permit at 895 S. Military Avenue (ZP 26-19)

2. Resolution Authorizing Conditional Use Permit at 315 S Jefferson Street (SP 26-20)

T. Adjournment.

1. Next Meeting: June 2, 2026

2. Adjournment of the Tuesday, May 19, 2026, meeting of the Common Council.

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 5, 2026, 6:00 PM
In person at City Hall, Room 203 - Council Chambers.
Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

1. 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 leave a comment for this public meeting, please fill out the online Comment Form and submit by 3:00 PM on Council meeting day. More detailed Zoom Instructions can be found online.

B. ROLL CALL.

1. Alders: Jennifer Grant (District 1), Jim Hutchison (District 2), Bill Morgan (District 3), Jon Shelton (District 4), Doug Orlowski (District 5), Joey Prestley (District 6), Alyssa Proffit (District 7), Jim Ridderbush (District 8), Ben DeBaker (District 9), Ben Delie (District 10), Melinda Eck (District 11), Kathy Hinkfuss (District 12).

C. PLEDGE OF ALLEGIANCE.

D. INVOCATION.

E. APPROVAL OF MINUTES.

Moved by Ald. Ben Delie, seconded by Ald. Jim Ridderbush to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Approval of the minutes from the April 21, 2026 meeting.

F. APPROVAL OF THE AGENDA.

Moved by Ald. Joey Prestley, seconded by Ald. Doug Orlowski to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Approval of the agenda for the Tuesday, May 5, 2026, meeting of the Common Council.

G. REPORT BY THE MAYOR.

H. ANNOUNCEMENTS.

I. APPOINTMENTS.

Moved by Ald. Jim Ridderbush, seconded by Ald. Ben DeBaker to approve new appointments.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Ben Delie, seconded by Ald. Melinda Eck to approve reappiontments.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. **Appointments:**

   Police and Fire Commission
   Jean Marsch, 290 Arbor Lane, Green Bay, WI 54301
   Term to expire: April 1, 2027 (Filling the remainder term)

Redevelopment Authority
Timothy McCoy, 740 S. Jackson Street, Green Bay, WI 54301
Term to expire: March 1, 2031

On Broadway Business Improvement District Board
Jonathan Martens, 3244 Sweet Meadow Dr., DePere, WI 54115
Term to expire: December 1, 2028 (Filling the remainder term)

Reappointments:

Green Bay Public Arts Commission
Rissel Peguero Almonte, 110 Little Swiss Pl., Green Bay, WI 54302
Term to expire: April 1, 2029 (Liaison)

Green Bay Area Room Tax Commission
Larry Vesely, 1715 E. Sonata Dr., Green Bay, WI 54311
Term to expire: April 1, 2027

Brett Vogel, 2670 Van Beek Road, Green Bay, WI 54311
Term to expire: May 1, 2027

Sex Offender Residency Board
Heidi Michel, 1201 St. Agnes Dr., Green Bay, WI 54304
Term to expire: May 1, 2031

Brian Skaletski, 2083 Muirwood Lane, Green Bay, WI 54313
Term to expire: May 1, 2031

Police and Fire Commission
Ed Dorff, 3375 Pebble Beach Court, Green Bay, WI 54311
Term to expire: May 1, 2031

Rod Goldhahn, 3109 Nicolet Dr., Green Bay, WI 54311
Term to expire: May 1, 2031

Brown County Planning Commission
Steve Grenier, 341 Charity Lane, Green Bay, WI 54311
Term to expire: May 1, 2029

Josh Lutzow, 427 S Baird Street, Green Bay, WI 54301
Term to expire: May 1, 2029

Zoning & Planning Board of Appeals
Noel Halvorsen, 2443 Deckner Ave., Green Bay, WI 54302
Term to expire: April 1, 2029

Green Bay Plan Commission

Jacob Miller, 1014 S Clay Street, Green Bay, WI 54301
Term to expire: May 1, 2029

J. PUBLIC HEARINGS.

no one appeared to speak to this item

1. Public Hearing on a request to adopt an amendment to The Go Big Green Bay 2050 Comprehensive Plan of The City of Green Bay related to the property located at 1696 Janice Avenue from Multifamily Residential to Low Density Residential (CPA 26-02)

K. ORDINANCES - SECOND READING FOR ADOPTION.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to suspend the rules and take up items 1,2,4 with one roll call vote.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Melinda Eck to adopt items 1, 2, 4.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Miscellaneous Ordinance No. 02-26
   An ordinance adopting an Amendment to the Go Big Green Bay 2050 Comprehensive Plan of The City of Green Bay related to the property located at 1696 Janice Avenue from Multifamily Residential to Low Density Residential (CPA 26-02)

2. Zoning Ordinance No. 02-26
   An ordinance rezoning the property located at 1696 Janice Avenue from Varied Density Residential (R3) to Low Density Residential (R1) (ZP 26-04)

3. Zoning Ordinance No. 03-26
   An ordinance zoning land located at 201 N Monroe Avenue and 515 Pine Street as a Planned Unit Development District (ZP 26-03)

   Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to open the floor.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

   Dan Teaters, Brown County Planning, 305 E Walnut

   Moved by Ald. Jim Hutchison, seconded by Ald. Ben Delie to close the floor.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

   Moved by Ald. Alyssa Proffitt, seconded by Ald. Melinda Eck to amend to replace the language "job center" from the following sections: Section 2, subsection A two times; Section 2, subsection C subsection 1; Section 2, subsection C subsection 2 four times; And to also replace the language "Wisconsin job center" from section 2, subsection H, subsection 1 and replace with "public or semi-public users"
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

   Moved by Ald. Melinda Eck, seconded by Ald. Ben DeBaker to amend, replace "Grounded Cafe" with "generic cafe".
   Motion Failed.
   Yes-None, No-None, Abstain-None.

   Moved by Ald. Alyssa Proffitt, seconded by Ald. Joey Prestley to adopt as amended.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Kathy Hinkfuss, No-Melinda Eck, Abstain-None.

4. General Ordinance No. 09-26
   An ordinance amending Section 40-37(1), Green Bay Municipal Code, Relating to Penalties for Parking Violations

L. REPORT OF THE REDEVELOPMENT AUTHORITY (APRIL 14, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Consideration with possible action on Development Agreement 26-01 with Three Sixty Real Estate Solutions, LLC for the redevelopment of 227 N. Quincy Street, 221 N. Quincy Street, 624 Pine Street, 618 Pine Street, 616 Pine Street, and 605 Cherry Street, and authorizing the City to approve agreements required by the Developer's lender for financing purposes, subject to final legal review.
   The Authority may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

M. REPORT OF THE IMPROVEMENT & SERVICES COMMITTEE (APRIL 29, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Ridderbush to approve, except item 7.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Informational: Ald. Melinda Eck was elected as Chairperson and Ald. Ben DeBaker was elected as Vice-Chairperson of the Improvement & Services Committee.

2. To refer to staff the request by Alder Prestley (District 6) to reduce charges for damage to a traffic light controller levied against Ayan Ahmed and to have staff submit the claim to the City's insurance. (PC-26-04)

3. To approve the request by Department of Public Works to award final design services for the Community Coastal Hazard Risk Reduction and Restoration at the Mouth of the Fox River project to GEI Consultants, Inc. in the amount of $859,983.00, and to authorize the Department of Public Works to enter into a professional services agreement for this work.

4. To approve the request by Department of Public Works to award contract CITY HALL 1-26 PARAPET WALL REPAIRS to IEI General Contractors in the amount of $75,739.50.

5. To approve the request by Department of Public Works to grant licenses for:

    1. Sidewalk Builder

        a. Jim Fischer, Inc.
        b. Helmle Construction & Concrete, Inc.
        c. Total Construction (Joe Mains Concrete)
        d. Al Dix Concrete
        e. Allied Concrete Construction, Inc.

6. To approve the request by Department of Public Works to award contract RESURFACING 1-26 (INCLUDING SEWER & WATER) to Jossart Brothers, Inc. in the amount of $4,221,446.81.

7. To approve the request by Department of Public Works to award contract PARKS 3-26 JBS URBAN BARN DEVELOPMENT to Milbach Construction Services Co. in the amount of $1,345,075.00.

    Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jennifer Grant to amend to make the approval contingent on acceptance of non-state grant funding.
    Motion Passed.
    Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

    Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Ridderbush to approve as amended.
    Motion Passed.
    Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

N. REPORT OF THE PROTECTION & POLICY COMMITTEE (APRIL 27, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve, with Ald. Morgan abstaining from item 9.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To deny an appeal by Tena Doxtater regarding the denial of her excess animal permit.

2. To hold an appeal by Terry Mooren regarding the denial of his operator's license over to the 5/11 P&P.

3. To hold an appeal by Andria Nolan regarding the denial of her operator's license to the 5/11 P&P.

4. To approve an appeal by Dawn Fischer regarding the denial of her operator's license.

5. To approve an appeal by Alicia Schadrie-Wagnitz regarding the denial of her operator's license.

6. To hold an appeal by Mykaiel Schadt-Reed regarding the denial of his operator's license to the 5/11 P&P.

7. To hold an appeal by Shane Schumacher regarding the denial of his operator's license to the 5/11 P&P.

8. To approve a Limited Expansion of Licensed Premises for Blue Collar Bar & Grill at 1313 S Broadway for May 17, 2026 with a licensed premised description of "outside w/ tent, completely fenced, small bar outside w/ cans only".

9. To approve the renewal liquor application with no changes for the 2026-2027 license year for Green Bay Blue Ribbons Baseball Club at 1450 E Walnut St to Jennifer Leo.

10. To approve an original application for a Class "B" beer and "Class B" liquor license for Eddie Boyce at Studio 112, 1139 Main St with a licensed premise description of "bar and storage room w/cooler and outdoor patio".

11. To approve an original application for a Class "B" beer and a "Class B" liquor license for Jeffrey Schermetzler at The Depot, 200 Dousman St with a licensed premise description of "restaurant 1st floor, bar, dining, kitchen, walk-in cooler, storage, office, outdoor patio".

12. Informational: Ald. Hutchison was elected as the Chair; Ald. Orlowski was elected as the Vice Chair of the Protection and Policy Committee.

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

Moved by Ald. Alyssa Proffitt, seconded by Ald. Joey Prestley to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

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

P. REPORT OF THE PLAN COMMISSION (APRIL 27, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Hutchison to approve, except items 1 and 2.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve the amendment of the Grandview Planned Unit Development (PUD), located on parcels #21-16-1-5, #21-10, #21-11, #21-12, #21-13-1, #21-17, #12-11-1, #21-16-1-16, #21-21-A, #21-20, #21-4. (ZP 26-07 Public Hearing held April 27, 2026)

   Moved by Ald. Jennifer Grant, seconded by Ald. Alyssa Proffitt to approve.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

2. To approve a Conditional Use Permit to allow a Rooming House at 828 Cherry Street. (ZP 26-08 Public Hearing held April 27, 2026).

   Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Hutchison to open the floor.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

   Kevin Platt, 117 N Van Buren,
   David Nelson, 1230 Spartan Road
   Monty Desmond, 1227 Emilie

   Moved by Ald. Ben Delie, seconded by Ald. Melinda Eck to close the floor.
   Motion Passed.
   Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

   Moved by Ald. Ben Delie, seconded by Ald. Jim Ridderbush to approve.
   Motion Passed.
   Yes-Jim Hutchison, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Kathy Hinkfuss, No-Jennifer Grant, William Morgan, Melinda Eck, Abstain-None.

3. To approve the amendment of the Planned Unit Development for the JBS Development Site (Parcels #23-243-1-1, #23-243-1, #23-243-1-2, #23-243-1-3, #B-243-4), subject to the adoption of the draft PUD. (ZP 26-18 Public Hearing held April 27, 2026).

4. To approve a Conditional Use Permit request to build a single-family home within the S-RLI zoned district at 1108 S Broadway with conditions. (ZP 26-09 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single-family home within the S-RLI zoned district at 1112 S Broadway with conditions. (ZP 26-10 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single-family home within the S-RLI zoned district at 1116 S Broadway with conditions. (ZP 26-11 Public Hearing held April 27, 2026).

5. To approve a Conditional Use Permit request to build a single family home within the S-RLI zoned district at 1216 S Broadway with conditions. (ZP 26-12 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single family home within the S-RLI zoned district at 1319 S Broadway with conditions. (ZP 26-13 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single family home within the S-RLI zoned district at 1321 S Broadway with conditions. (ZP 26-14 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single-family home within the S-RLI zoned district at 1305 S Chestnut Ave with conditions. (ZP 26-15 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single family home within the S-RLI zoned district at 1223 S Chestnut Ave with conditions. (ZP 26-16 Public Hearing held April 27, 2026).
   To approve a Conditional Use Permit request to build a single family home within the S-RLI zoned district at 1322 S Chestnut Ave with conditions. (ZP 26-17 Public Hearing held April 27, 2026).

Q. REPORT OF THE FINANCE COMMITTEE (APRIL 28, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Joey Prestley to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. For Information only:
   Ald. Kathy Hinkfuss was elected Chair of the Finance Committee.
   Ald. Jon Shelton was elected Vice-Chair of the Finance Committee.

2. To accept the land donation of parcel 18-754-A, Emmet St, from Diane Derks to the City of Green Bay for the purposes of future development.

3. To approve the purchase of eighteen (18) complete package APX800 All Band Radios for the Fire Department for a total of $157,521.00.

4. To approve the purchase and install of four (4) emergency notification sirens for the City of Green Bay Fire Department for a total of $126,695.81.

5. To approve the resolution authorizing a budget amendment to transfer from the Parking Operating fund to the Parking Capital fund for $600,000.

6. To accept three (3) police donations totaling $32,705 per city donation policy.

7. To approve the 2026 budget amendment resolution for unbudgeted overtime for special events.

8. To approve a 60-day planning option extension to Keller Inc. for approximately nine (9) acres of land located on Erie Road, Parcel 21-199.

R. REPORT OF THE PARK COMMITTEE (APRIL 29, 2026).

Moved by Ald. Ben Delie, seconded by Ald. Jim Ridderbush to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley,

Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. For information only:
   Alder Ben Delie was elected as Chairperson of the Parks Committee.
   Alder Jim Ridderbush was elected as Vice Chairperson of the Parks Committee.

2. To approve hiring GRAEF for a total cost of $123,000 for architectural/engineering services related to the design of a new shelter/concession stand at Colburn Park.

S. REPORT OF THE PERSONNEL COMMITTEE (APRIL 28, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to approve, except item 3.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. For information only:
   Ald. Joey Prestley was elected Chair of the Personnel Committee
   Ald. Jennifer Grant was elected Vice Chair of the Personnel Committee

2. To approve the reclassification of the Resiliency Coordinator position from Pay Grade J to Pay Grade K.

3. To approve the elimination of the requirement to obtain approval from the Common Council to fill existing and budgeted positions when vacant and direct staff to provide a list of vacant positions as an informational item on Personnel Committee agendas. This policy change includes all recruitments, including internal transfers between positions, which do not change classification, FTE status, or paygrade. (communication submitted by Ald. Alyssa Proffitt (District 7). [PC-26-05]

   Moved by Ald. Jennifer Grant, seconded by Ald. William Morgan to refer back to staff.
   Motion Failed.

   Moved by Ald. Alyssa Proffitt, seconded by Ald. Jim Ridderbush to approve.
   Motion Passed.

Yes-Jim Hutchison, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Kathy Hinkfuss, No-Jennifer Grant, William Morgan, Melinda Eck, Abstain-None.

T. REPORT OF THE PUBLIC ARTS COMMISSION (APRIL, 22, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jon Shelton to lay on the table.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to open the floor.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Pat Evans, Brown County Supervisor, 1692 Nancy Ave
Mary Pappas, 1947 Lakeside Pl
David Coury, 1917 Lakeside Pl
Lisa Rose-Lampson, 2470 Woodale Ave
Rebecca Nesvitt, 118 S Washington St
Tarl Knight, 405 W Walnut

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to close the floor.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jon Shelton to lay on the table.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To approve the Petition and Communication submitted by Alder Proffitt and co-sponsored by Mayor Genrich and Alders Shelton, Orlowski, Prestley, Ridderbush, and Delie to recommend the City adopt a resolution directed to Brown County to reaffirm the Neville Public Museum's mission as a vital cultural institution and to prioritize the prompt hiring of a permanent Director committed to honoring its heritage and advancing a vision for a new era of collaboration.

U. REPORT OF THE TRAFFIC, BICYCLE, AND PEDESTRIAN COMMISSION (APRIL 20, 2026).

Moved by Ald. Alyssa Proffitt, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. To receive and place on file the March and April 2026 reports by the Police Department on the monthly Traffic Enforcement Unit Traffic Safety Plans.

2. To receive and place on file the report by the Police Department of the 2026 1st quarter serious injury and fatal crashes.

3. To approve the request by Ald. Johnson (District 9) to modify the "No Stopping or Standing 12 A.M. to 3 A.M." parking condition on Washington Street as follows on a 90-day trial:

    A. Remove the NO STOPPING NO STANDING MIDNIGHT TO 3:00 AM (Saturday & Sunday) restriction in the 200 block of N. Washington Street.
    B. Remove the NO STOPPING NO STANDING MIDNIGHT TO 3:00 AM (Saturday & Sunday) restriction in the 100 block of S. Washington Street.
    C. Create a NO STOPPING NO STANDING MIDNIGHT TO 3:00 AM (Saturday & Sunday) restriction in the 200 block of N. Washington Street from Doty Street to a point 260 feet north of Doty Street.
    D. Remove the 5 MINUTE LOADING ZONE (7:00 AM-11:00 PM) from a point 80 feet south of E. Walnut Street to a point 195 feet south of E. Walnut Street.
    E. Create a NO PARKING 5 MINUTE LOADING ZONE ONLY from a point 80 feet south of E. Walnut Street to a point 195 feet south of E. Walnut Street.

    (PC-26-03)

4. To approve the request by the Traffic Engineer, on behalf of Freedom House Ministries, to create a Bus Loading Zone on Saint Anthony Drive adjacent to its facility located at 2997 Saint Anthony Drive.

5. To approve the request by the Traffic Engineer to restrict parking on both sides of the West Mason Street south frontage road on behalf of Chili's Restaurant located at 2363 West Mason Street.

6. To approve the request by the Traffic Engineer to remove the traffic signal at Shawano Avenue (STH 29) and Siegler Street.

7. To approve the request by the Traffic Engineer to remove the traffic signal at Dousman Street and Taylor Street.

8. To approve the request by the Traffic Engineer to restrict parking on the south side of Liberty Street west of Ridge Road.

V. REPORT OF THE SUSTAINABILITY COMMISSION (APRIL 16, 2026).

Moved by Ald. Joey Prestley, seconded by Ald. Jon Shelton to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Refer to Parks staff to work in collaboration with the Sustainability Commission on amendments to Sec. 28-3 that would allow the harvesting of fruit and nuts on City-owned park property.

2. Informational: Work Group Reports of the Sustainability Commission from April 16, 2026.

3. Informational: Report of the Resiliency Coordinator.

W. COMMITTEE OF THE WHOLE

Moved by Ald. Alyssa Proffitt, seconded by Ald. Kathy Hinkfuss to approve.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Consideration with possible action on involvement in the Firetruck antitrust litigation against firetruck manufacturers pending in the Eastern District of Wisconsin, Green Bay Division.

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

X. RESOLUTIONS.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Jon Shelton to suspend for items 1 to 13.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to adopt.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Resolution Authorizing a Conditional Use Permit at 828 Cherry Street (ZP 26-08)

2. Resolution Authorizing a Conditional Use Permit at 1108 S Broadway (ZP 26-09)

3. Resolution Authorizing a Conditional Use Permit at 1112 S Broadway (ZP 26-10)

4. Resolution Authorizing a Conditional Use Permit at 1116 S Broadway (ZP 26-11)

5. Resolution Authorizing a Conditional Use Permit at 1216 S Broadway (ZP 26-12)

6. Resolution Authorizing a Conditional Use Permit at 1319 S Broadway (ZP 26-13)

7. Resolution Authorizing a Conditional Use Permit at 1321 S Broadway (ZP 26-14)

8. Resolution Authorizing a Conditional Use Permit at 1305 S Chestnut (ZP 26-15)

9. Resolution Authorizing a Conditional Use Permit at 1223 S Chestnut Avenue (ZP 26-16)

10. Resolution Authorizing a Conditional Use Permit at 1322 S Chestnut (ZP 26-17)

11. Resolution authorizing a budget amendment to transfer from the Parking Operating fund to the Parking Capital fund for $600,000.

12. Resolution authorizing budget amendment for unbudgeted overtime for special events.

13. Resolution creating Ward 48 in the City of Green Bay, Brown County, Wisconsin.

14. Resolution in support of the Neville Public Museum

Moved by Ald. Alyssa Proffitt, seconded by Ald. Ben Delie to lay on the table.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Y. ORDINANCES - FIRST READING.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Kathy Hinkfuss to suspend the rules to advance all items.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

Moved by Ald. Alyssa Proffitt, seconded by Ald. Kathy Hinkfuss to advance.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Zoning Ordinance No. 04-26
   An Ordinance Amending Planned Unit Development (PUD) ZO 1-15 & 4-18 for land generally located North of Finger Road, West of Northview Road, South of Catalina Drive, And East of Erie Road (ZP 26-07)

2. Zoning Ordinance No. 05-26
   An Ordinance Amending a Planned Unit Development for Certain Land known as The JBS Redevelopment Site (Tax Parcels #23-243-1-1, #23-243-1, #23-243-1-2, #23-243-1-3, #23-337) Located on the 1300 Block of Guns Road (ZP 26-18)

Z. ADJOURNMENT.

Moved by Ald. Ben Delie, seconded by Ald. Melinda Eck to adjourn.
Motion Passed.
Yes-Jennifer Grant, Jim Hutchison, William Morgan, Jon Shelton, Doug Orlowski, Joey Prestley, Alyssa Proffitt, Jim Ridderbush, Ben DeBaker, Ben Delie, Melinda Eck, Kathy Hinkfuss, No-None, Abstain-None.

1. Next Meeting: May 19, 2026.

2. Adjournment of the Tuesday, May 5, 2026, meeting of the Common Council.

ZONING ORDINANCE NO. 04-26

AN ORDINANCE
AMENDING PLANNED UNIT DEVELOPMENT (PUD) ZO 1-15 & 4-18
FOR LAND GENERALLY LOCATED
NORTH OF FINGER ROAD, WEST OF NORTHVIEW ROAD,
SOUTH OF CATALINA DRIVE, AND EAST OF ERIE ROAD
(ZP 26-07)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amending the Planned Unit Development (PUD) District on the following described property:

BEGINNING AT THE WEST 1/4 CORNER OF SECTION 1, T23N-R21E; THENCE N00°26'02"E, 635.02 FEET ALONG THE WEST LINE OF THE SW1/4–NW1/4 OF SAID SECTION 1, THENCE S89°32'54"E, 983.85 FEET; THENCE N00°26'04"E, 690.00 FEET; THENCE S89°32'54"E, 1,664.20 FEET; THENCE S00°07'58"W, 1,079.77 FEET; THENCE S89°46'12"E, 400.00 FEET; THENCE N00°08'01"E, 180.00 FEET; THENCE N89°46'07"W, 100.00 FEET; THENCE N00°09'51"W, 239.43 FEET; THENCE N81°16'35"E, 552.07 FEET; THENCE N08°43'25"W, 253.00 FEET; THENCE N89°45'35"E, 524.42 FEET; THENCE S00°00'09"W, 994.57 FEET; THENCE S00°04'03"E, 1,770.48 FEET; THENCE S89°55'51"W, 1,004.06 FEET; THENCE N00°07'58"E, 434.18 FEET; THENCE S89°55'51"W, 334.10 FEET; THENCE S00°07'58"W, 916.33 FEET; THENCE N89°32'54"W, 604.18 FEET; THENCE S00°05'12"W, 371.43 FEET; THENCE N87"22'26"W, 303.29 FEET; THENCE N00°07'04"E, 329.98 FEET; THENCE N89°05'24"W, 169.93 FEET; THENCE S00°07'04"W, 329.98 FEET; THENCE N87°23'43"W, 251.57 FEET; THENCE N00°28'38"E, 305.90 FEET; THENCE N88°04'59"W, 287.60 FEET; THENCE N08°57'38"W, 465.99 FEET; THENCE N77°25'18"W, 248.99 FEET: THENCE S29°15'01"E, 163.87 FEET; THENCE 65.32 FEET ALONG THE ARC OF A 55 FOOT RADIUS CURVE TO THE LEFT WHOSE LONG CHORD BEARS S26°43'13"W, 61.53 FEET; THENCE N78°53'21"W, 382.13 FEET; THENCE 129.88 FEET ALONG THE ARC OF A 55 FOOT RADIUS CURVE TO THE LEFT WHOSE LONG CHORD BEARS N52°44'23"W, 101.74 FEET; THENCE N30°23'35"W, 180.30 FEET; THENCE N15°59'51"W, 397.37 FEET; THENCE N88°55'28"W, 119.75 FEET TO THE WEST LINE OF THE NW1/4–SW1/4 OF SECTION 1, T23N- R21E; THENCE N00°06'09"E, 1,304.09 FEET ALONG SAID LINE TO THE POINT OF BEGINNING.

Parcel Numbers: 21-10, 21-11, 21-11-1, 21-12, 21-12-1, 21-13-1, 21-16-1-5, 21-17, 21-20, 21-21-A, 21-4, 21-16-1-16
Parcels contains 11,471,961.6 square feet / 263.36 acres
Parcel is subject to easements and restrictions of record

SECTION 2. This ordinance is enacted pursuant to Wis. Statutes Sections 62.23 and 66.1027. Its purpose is to allow the optional development and redevelopment of land in Green Bay consistent with the design principles of traditional neighborhoods.

A. INTENT. The intent of the PUD is to develop the subject area with elements of a traditional neighborhood, these themes include:

1. Is compact and is designed for the human scale.
2. Provides a mix of uses, including residential, commercial, civic, and open space uses in close proximity to one another within the neighborhood.
3. Provides a mix of housing styles, types, and sizes to accommodate the households of all ages, sizes, and incomes.
4. Incorporates a system of relatively narrow, interconnected streets with sidewalks, as well as access to bicycle and transit routes; offering multiple routes for motorists, pedestrians, and bicyclists and provides for the connections of those streets to existing and future developments.
5. Incorporates significant environmental features into the design.
6. Is consistent with the City of Green Bay Comprehensive Plan.

B. APPLICABILITY. This ordinance applies as an alternative set of standards for development or redevelopment on sites of 5 acres or more if it is within the Urban Service or Urban Expansion Districts and is contiguous to existing development and 15 acres or more if it is within the Urban Service or Urban Expansion Districts and is noncontiguous to existing development.

C. INTERPRETATION. Development shall be planned, reviewed, and carried out in conformance with all municipal, state, and other laws and regulations. However, if there is a conflict between the provisions of this subchapter and other provisions of the zoning or subdivision sections of the Green Bay Municipal Code, this subchapter shall take precedence.

SECTION 3. Pursuant to Chapter 44, Article XX, Green Bay Municipal Code, as they apply, the following conditions are imposed:

A. PERMITTED, CONDITIONAL, AND ACCESSORY USES. The only uses that may be established and/or maintained on the subject property, in conformance with Exhibit D – Grandview Place Land Use Plan, are as follows:

1. Permitted Uses: In order to achieve the proximity necessary to make neighborhoods walkable, it is important to mix land uses. A traditional neighborhood development shall consist of the following components: a residential area, a mixed-use area, and open space, as specified below.

a. Residential areas. The PUD shall include a residential area in which the following uses are permitted:

(1) Single-family detached dwellings.
(2) Single-family attached dwellings.
(3) Two-family dwellings as shown in Exhibit D.
(4) Multi-family dwellings, including senior housing, at a density of at least 10 and no more than 20 units per net acre.
(5) Required mix. A minimum of two housing types from this list must be present in the PUD. Single-family detached dwellings shall constitute a maximum of 70 percent of the dwelling units.
(6) Parcel No. 21-12-1 shall maintain the underlying R1 – Low Density Residential zoning.

b. Mixed-use areas. The PUD shall include a mixed-use area containing commercial, civic, residential, and open space uses as identified below. The total land area devoted to nonresidential development, including ground floor commercial or office uses, civic buildings, and parking areas, shall not exceed 25 percent of the gross acreage of the PUD.

(1) Commercial uses:

(a) Food services (grocery stores, butcher shops, bakeries, and other specialty food stores, ice cream, candy shops, and restaurants, not including bars, taverns, and similar uses).
(b) General retail.
(c) Services such as daycare centers, music, dance or exercise studios, offices, including professional and medical offices, barber, hair salon, dry cleaning, repairs of small goods such as shoes, electronics, or similar items.
(d) Accommodations, including bed and breakfast establishments, small hotel, or inn.

(2) Residential uses, including those listed above, with the exception of single-family detached dwellings and also including the following:

(a) Residential units located above or to the rear of commercial uses.
(b) Live-work units that combine a residence and work place.

(3) Civic or institutional uses, including the following:

(a) Municipal offices, fire and police stations, libraries, museums, community meeting facilities, and post offices.
(b) Transit shelters.
(c) Places of worship.
(d) Educational facilities.

(4) Open space uses:

(a) Central square.
(b) Neighborhood park.
(c) Playground
(d) Natural open space area.

2. Conditional Uses: The following uses may be established with approval of a conditional-use permit:

a. Community-living arrangements and assisted living facilities. The density and housing type shall be determined based on the findings for the conditional-use permit.
b. Commercial uses, identified above, greater than 10,000 square feet.
c. Commercial uses with drive-through facilities.

3. Accessory Uses: The only accessory uses that may be established and/or maintained on the subject property, in conformances with permitted uses listed above, are as follows:

a. Residential areas: Chapter 44, Article VI. Division 2, Green Bay Municipal Code.
b. Mixed-use areas: Chapter 44, Article VII, Division 2, uses and standards listed under the Neighborhood Commercial (NC) District, Green Bay Municipal Code.

4. Open Space:

a. At least 20 percent of the gross acreage of the PUD shall be designated as open space, which may include undevelopable areas, such as steep slopes and wetlands, and stormwater detention and retention basins. Open space areas may include:

(1) Environmental corridors, greenways.
(2) Protected natural areas.
(3) Neighborhood and community parks, squares, plazas, and playing fields.
(4) Streams, ponds, and other water bodies.
(5) Open spaces do not include required setback areas and rights-of-way but may include (1) – (4) above.

b. Common open space. At least 25 percent of the open space area must be common open space available for public use. At least 90 percent of all dwellings shall be located within one-half mile of such common open space.
c. Conservancy and open space areas shall be dedicated to the City at the time of platting.

B. DIMENSIONAL AND LOT AREA REQUIREMENTS. The following dimensional and area requirements shall apply to all lots within the development based on the land-use plan listed in Exhibit D.

1. Block and lot size diversity. Street layouts should provide for perimeter blocks that are generally in the range of 200 – 400 feet deep by 400 – 800 feet long. A variety of lot sizes should be provided to facilitate housing diversity and choice and meet the projected requirements of people with different housing needs.
2. Lot widths. Lot widths should create a relatively symmetrical street cross-section that reinforces the public space of the street as a simple, unified public space. Similar lot sizes and housing types should generally be located on opposite sides of a street.
3. Dimensional Standards.

	Min. lot size	**Min. lot width**	**Front yard setback**	**Rear yard setback** [a]	**Side yard setback** [b, e, c]	**Height** [d]	**Max Impervious Surface** [g]
			Min - Max	Minimum	Minimum	Min - Max	
Single-family detached	5,000 SF	50	10-20	5	5	1 – 2.5 stories / 35’	60%
Two-family/attached residences	2,000 SF/unit	25 per unit	10-20	5	5 (end units)	1 – 2.5 stories / 35’	60%
Multi-family residences [h]	1,500/unit, min 4,000 SF	40	5 – 25	5	10	2-4 stories / 45’	70%
Nonresidential or mixed use	5,000	50	0 – 10	n/a	6[c]	2-4 stories / 45’	80%
Civic (institutional, rec.) buildings	5,000	50	0 – 25	n/a	10	2-4 stories / 45’	80%

Notes:

a. All semi-detached single-family dwellings, townhouses, and other attached dwellings shall have pedestrian access to the rear yard through means other than the principal structure.
b. No side yards are required along interior lot lines, except as otherwise specified in the building code, except that if walls of structures facing such interior lot lines contain windows or other openings, yards of not less than 6 feet shall be provided. Side and rear yards of at least 6 feet shall be required when a nonresidential use adjoins a side yard of a residential property.

c. See Chapter 44-1499(a), Green Bay Municipal Code, for exceptions to maximum height.
d. Corner properties. The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street. If no structure exists on the adjacent property, no less than half of the front setback applies.
e. Commercial buildings or a portion of such buildings shall be oriented to the public right-of-way with parking located in the rear or side yard to ensure the uses are integrated into the block structure. The same restrictions shall apply to multi-family buildings or a portion of such buildings that front onto Erie Road or Grandview Road.
f. Single-family detached lots greater than 7,500 square feet shall have a maximum impervious surface coverage of 50 percent.
g. All units in multi-family development shall have an attached garage and may have additional detached garages as necessary.

4. Standards for garages and other access structures. Garages may be placed on a single-family detached residential lot either within the principal building or an accessory building, meeting the following requirements:

a. Attached accessory structures shall be considered attached and integral part of the principal structure when it is connected by an enclosed passageway. Such structures are subject to Section 44-590(b), Green Bay Municipal Code.
b. Detached accessory structures shall be permitted in residential districts in accordance with Section 44-590(c), Green Bay Municipal Code.
c. All garages shall be set back 20 feet from the public right-of-way.

C. ARCHITECTURE STANDARDS. A variety of architectural and design features and building materials is encouraged to give each building or group of buildings a distinct character, as well as sensitivity to the surrounding context.

1. Commercial use building height. To create a visually unified streetwall, buildings should be no more than 30 percent taller or shorted that then average building height on the block.
2. Entries and facades:

a. The architectural features, materials, and the articulation of a façade of a building shall be continued on all sides visible from a public street. This shall exclude single-family detached residential homes.
b. The front or principal façade of the principal building on any lot shall face a public street and shall not be oriented to face directly toward a parking lot.
c. Buildings of more than 30 feet in width shall be divided into smaller regular increments through articulation of the façade. This can be achieved through variations in materials, detailing, roof lines, and elements, such as arcades, awnings, windows, and balconies.

d. The ground level of any multi-story, commercial, and mixed-use structure shall be visually distinct from the upper stories through the use of an intermediate cornice line, sign band, awning or arcade, or a change in building materials, texture, or detailing.
e. Porches, pent roofs, roof overhangs, hooded front doors, or similar architectural elements shall be used to define the front entrance to all residences or multi-family buildings.
f. No single-family detached structure shall have the same front façade as an adjoining parcel.

3. Residential uses at street level should generally be set back far enough from the street to provide a private yard area between the sidewalk and the front door. Landscaping, steps, porches, grade changes, and low ornamental fences or walls may be used to provide increased privacy and livability for first floor units. Residential architectural styles shall include but not be limited to: Craftsman, Bungalow, Classic, Traditional, Cottage, Country, Farmhouse, Southern and Ranch. All single family detached homes shall have a covered front porch. The following styles are viewed not to conform: Mediterranean, Log, Southwestern.
4. For commercial or mixed-use buildings, a minimum of 30 percent of the front façade on the ground floor shall be transparent, consisting of window or door openings allowing views into and out of the interior.
5. Additions to existing structures shall maintain setbacks, building proportions, roof and cornice lines, façade divisions, rhythm and proportion of openings, building materials, and colors that are similar to and compatible with the existing structure.
6. Materials. A 30 percent mix of materials is required for the front façade of residential structures. A major change in texture on a material can be considered a change in material. A change in direction of application qualifies as a change in material or texture. Acceptable building façade material includes:

    a. Concrete (including precast concrete with prior approval of sample),
    b. Glass,
    c. Masonry (brick as well as decorative block with prior approval of block sample),
    d. Metals,
    e. Stone,
    f. Tile,
    g. Vinyl,
    h. Wood with prior approval of sample,
    i. Other materials, such as cementious sidings, stucco, and polyurethane or PVC detailing.

7. Commercial street façade should have clear distinction between the “storefront” on the first floor and the floors above for the mixed-use commercial and light industrial uses of this district.
8. Any signage, lighting and awning must be integrated into the design.
9. Second street façade (these will occur on corner lots and lots adjacent to dedicated park space) should be developed to a similar level of detail as the “address”

elevation, though the overall emphasis of the "address" elevation should be greater than the second street facades.

10. Functional entries are allowed and encouraged on second street facades.
11. Side façade at adjoining property lines may be "blank" and must meet fire separation codes.
12. Rear façade should also use good design principles.

    a. Entries should be properly emphasized to match use of entry (customer entry more emphasized than a "receiving" entry).
    b. Some differentiation should occur between the first floor and the upper floors.
    c. Rear façade should correlate to the front elevation.

13. A minimum 1,000 square foot dwelling unit for all single-family detached dwelling structures.
14. A minimum 900 square foot dwelling unit for single-family attached dwelling structures.

D. SITE DESIGN STANDARDS.

1. Lighting. Street lighting shall be provided on both sides of all streets at intervals of no greater than 75 feet. Generally, smaller lights, as opposed to fewer high-intensity lights, should be used. Street lighting design shall meet the minimum standards developed by the Department of Public Works. Exterior lighting shall be directed downward in order to reduce glare onto adjacent properties, per Green Bay Municipal Code, General Regulations.
2. Exterior signage. Sign number, size, height, and location in the PUD shall meet the requirements of the Neighborhood Center District. A comprehensive sign program shall be developed for the entire PUD that establishes a uniform sign theme. Signs shall share a common palette of sizes, shapes, materials, and lettering styles.
3. Landscaping and screening standards:

    a. Overall composition and location of landscaping shall complement the scale of the development and its surroundings. In general, larger, well-placed contiguous planting areas shall be preferred to smaller disconnected areas.
    b. Height and opacity. Where screening is required by this ordinance, it shall be at least 3 feet in height unless otherwise specified. Required screening shall be at least 50 percent opaque throughout the year.
    c. Components. Required screening shall be satisfied by one or a combination of the following:

        (1) A decorative fence not less than 50 percent opaque behind a continuous landscaped area.
        (2) A masonry wall.
        (3) A hedge.
        (4) Mixed use and commercial building foundation landscaping shall be in accordance with Section 44-1967, Green Bay Municipal Code.

4. Street trees. Street trees shall be required in accordance with Chapter 36, Green Bay Municipal Code. Trees should preferably be located within a planting strip between the sidewalk and the curb, within a landscaped median strip, or in tree wells installed in pavement or concrete.

E. PARKING. Parking areas for shared or community use should be encouraged. In addition:

1. In the mixed-use area, any parking lot shall be located at the rear or side of a building. If located at the side, screening shall be provided as specified in Chapter 44-1519, Green Bay Municipal Code.
2. A parking lot or parking garage shall not be located adjacent to or opposite a street intersection.
3. In the mixed-use area, a commercial use shall provide one parking space for every 300 square feet of gross floor area or portion thereof. Parking may be provided in shared or community lots within 1,000 feet of the site.
4. Shared parking and cross-access easements are highly encouraged to better facilitate movement throughout the development area.
5. In the mixed-used and residential areas, 1.5 off-street parking spaces shall be provided for each dwelling unit, with the exception of senior housing and secondary dwelling units, which shall provide one space per unit, and live-work units, which shall provide two spaces per unit.
6. On-street parking directly adjacent to a building may apply toward the minimum parking requirements for that building.
7. Surface parking lots or garages shall provide at least one bicycle parking space for every 10 motor vehicle parking spaces. Bicycle parking shall consist of a rack of acceptable design in a well-lit location, preferably sheltered.
8. Service access. Direct access to service and loading dock areas for service vehicles should be provided, while avoiding movement through parking areas to the greatest extent possible. Alleys may be used to provide service access.
9. Paving. Reduction of impervious surfaces through the use of interlocking pavers is strongly encouraged for remote parking lots or those used infrequently.
10. A preliminary development site and parking plan is included as Exhibits G and H.

F. LANDSCAPING AND PARKING MAINTENANCE. All parking and loading areas fronting public street and sidewalks shall be landscaped in accordance with the requirements of Chapter 44, Article XIX, Green Bay Municipal Code. All parking and loading areas abutting residential districts shall be landscaped in accordance with Chapter 44, Article XIX, Green Bay Municipal Code. Parking area interior landscaping shall conform to the requirements of Chapter 44, Article XIX, Green Bay Municipal Code. Parking area landscaping can include turf grass, native grasses, or other perennial flowering plants, vines, shrubs, or trees. Such spaces may also include architectural features, such as benches, kiosks, or bicycle parking.

G. LIGHTING. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, Chapter 44, Article V, Division 8, Green Bay Municipal Code, and further regulated as follows:

1. Parking lot lighting shall consist of sharp cut-off fixtures. Poles shall not exceed 25 feet in height.
2. Pedestrian lighting for walkways shall not exceed 16 feet overall measured from ground level.
3. Lighting plan indicating fixtures, placement, and height shall be included as part of the site plan submittal process and approved by the Community Development Review Team.

H. STORMWATER MANAGEMENT AND GRADING PLAN. The design and development of the PUD should minimize off-site stormwater run off, promote onsite filtration, and minimize the discharge of pollutants to ground and surface water. Natural topography and existing land cover should be maintained/protected to the maximum extent practicable. New development and redevelopment shall meet the requirements of Chapter 42, Green Bay Municipal Code. A conceptual stormwater management plan and grading plan meeting the standards established by the City's Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits and shall be approved as listed above.

A complete stormwater management plan can be done for the entire PUD area, or in the following phases (as detailed in Exhibit J):

- Phase 1: All land generally north of Copper Falls Way
- Phase 2: All land generally south of Copper Falls Way
- Phase 3: All land east of Grandview Road

The complete stormwater management plan for each Phase shall be submitted at the time the first land division for a Phase is submitted. This stormwater management plan shall address all watershed areas in the Phase. This stormwater management plan shall be submitted in accordance with the requirements of Chapter 42, Green Bay Municipal Code, and prior to approval of any land divisions within each Phase. The stormwater management plan shall be implemented by the Developer prior to construction of public infrastructure improvements.

Any proposed amendment to the land-use plan within the PUD described in Exhibit D as a result of the complete stormwater management plan shall be approved according to Section 3.D. of this ordinance.

I. REFUSE AND MECHANICALS. Screening of refuse materials and mechanicals shall meet the standards as set forth within the Green Bay Zoning Code, Chapter 44, Article XIX, Green Bay Municipal Code.

J. ACCESS AND CIRCULATION STANDARDS. Access and circulation for automobile and pedestrian traffic established through permanent access easements and in substantial conformity with what is depicted on the attached Exhibit E. The attached circulation standards allow for multiple modes of transportation. They provide functional and visual links within the residential, mixed-use, and open-space areas of the PUD and provide multiple connections to existing and proposed external development. The circulation standards provide for adequate traffic capacity and multiple connections to pedestrian bicycle routes, including off-street bicycle or multi-use paths. The standards also control through traffic, limit lot access to streets of lower traffic volumes, and promote safe and efficient mobility through the PUD.

1. Pedestrian circulation. Convenient pedestrian circulation systems that minimize pedestrian-motor vehicle conflicts shall be provided continuously throughout the PUD. Where feasible, any existing pedestrian routes through the site shall be preserved and enhanced. All streets, except for alleys, shall be bordered by sidewalks on both sides in accordance with the specifications listed in Table 14-2. The following provisions also apply:

    a. Sidewalks in mixed use areas. Clear and well-lighted walkways at least 5 feet in width shall connect all building entrances to the adjacent public sidewalk and associated parking areas.
    b. Disabled accessibility. Sidewalks shall comply with the applicable requirements of the Americans with Disabilities Act.
    c. Crosswalks. Intersections of sidewalks with streets shall be designed with clearly defined edges. Crosswalks shall be well-lit and clearly marked with contrasting paving material at the edges or with striping.

2. Bicycle circulation. Bicycle circulation shall be accommodated on streets and/or dedicated bicycle paths. Any existing or planned bicycle routes through the site shall be preserved or developed. Bicycle facilities may include off-street paths (generally shared with pedestrians and other non-motorized uses) and/or separate striped 4-foot bicycle lanes on streets. If a bicycle lane is combined with a parking lane, the combined width should be 14 feet.
3. Transit access. Where public transit service is available or planned, convenient access to transit stops shall be provided. Transit shelters, where provided, shall be well-lighted and placed in highly visible locations that provide security through surveillance.
4. Motor vehicle circulation. Motor vehicle circulation shall be designed to minimize conflicts with pedestrians and bicycles. Traffic calming features, such as “queuing streets”, curb extensions, traffic circles, and medians, may be used to encourage slow traffic speeds.
5. Street hierarchy. Each street within a PUD shall be classified according to the following hierarchy:

    a. Arterial streets should not bisect a PUD but may border a PUD.

b. Collector. This street provides access to mixed-use areas and is also part of the City's major street network.
c. Subcollector. This street provides primary access to residential properties and connects streets of higher and lower function, and it may provide access to community facilities, such as schools.
d. Local street. This street provides primary access to residential properties.
e. Alley. This street provides primary access to residential garages and commercial parking areas. It is typically used where street frontages are narrow, where the primary street width is narrow and limited on-street parking is provided, or to provide delivery access and access to commercial parking. Alleys should be discouraged, though not prohibited, in both attached and detached residential areas.

6. Street design. The following table is a guide to street design in the PUD. Street and right-of-way widths shall be reviewed by City staff as part of the concept plan review and shall be approved as part of the platting process in accordance with the phasing exhibit listed above.
7. Concrete sidewalks. Concrete sidewalks shall be installed on both sides of all public streets within this PUD. Sidewalks shall be installed at the time the lots are developed and prior to receiving an occupancy permit or as directed by the Common Council of the City of Green Bay. Once a block is built up with 50 percent of structures, the Common Council shall order in the sidewalks to complete the block network.
8. Walking Trails. The Developer is not responsible for the installation of trails. Dedication of trail areas to the City shall be done at the time of platting. Trails will be installed at the City of Green Bay Parks, Recreation, and Forestry Department's discretion.

	Collector	**Sub-Collector**	**Local Street**	**Alley**
Typical Average Daily Trips	750 or more	250 – 750	Less than 250	N/A
Right-of-way	76-88 feet	48 -72 feet	50 - 60 feet	12-16 feet
Auto travel lanes	2 or 3 @ 12 feet	2 @ 10 feet	2 @ 10'	2 @ 8 feet or 1 @ 12 feet (1-way)
Bicycle lanes (may be required where needed)	6 feet next to parking lane	4 feet without parking or 6 feet next to parking lane	None	None
Parking	Both sides, 9 feet	One or both sides, 9 feet	One or both sides, 9 feet	None (access to drives and garages)
Curb and gutter	Required	Required	Required	Not required
Planting strips	Both sides, min. 6 feet	Both sides, min. 6 feet	Both sides, min. 6 feet	None

Sidewalks	Both sides @ 5 feet min.	Both sides @ 5 feet	Both sides @ 5 feet	None

K. SUBDIVISION OF LAND. If the PUD involves the subdivision of land, as defined in the subdivision ordinance, the applicant shall submit all required land division documents in accordance with the requirements of Chapter 36**,** Green Bay Municipal Code, and Chapter 236, Wisconsin Statutes. If there is a conflict between the design standards of the subdivision ordinance and the design guidelines of this ordinance, the provisions of this ordinance shall apply.

L. OWNERSHIP AND MAINTENANCE OF PUBLIC SPACE. Provisions shall be made for the ownership and maintenance of streets, squares, parks, open space, and other public spaces in a PUD by dedication to the City or management by an entity, such as homeowners association or neighborhood association approved by the Common Council.

M. PROPOSED SCHEDULE OF DEVELOPMENT PHASING. The section allows for phased construction with the knowledge that subsequent phases will be developed consistently with earlier phases and under the review of the Plan Commission in accordance with the provisions of Chapter 44, Green Bay Municipal Code. Phasing of this PUD shall be permitted, provided that each individual phase is designed and developed to exist as an independent unit and that the construction and improvement of common open space and site amenities shown on the development plan proceeds at the same rate as the construction of dwellings and other permitted land uses. Any violation of this provision shall authorize the Common Council to hold a public hearing to review the status of the PUD and impose any remedies it deems appropriate, including, but not limited to, revocation of permits, issuance of construction orders, or issuance of citations for failure to comply with such orders.

The applicant must submit to the Planning Department for review a Final Development Plan for each phase before development on it can begin. The Final Development Plan for each phase must include a written summary describing the following information:

1. Proposed subdivisions of land, including total number and type of dwelling units.
2. Planned utility improvements plan showing underground and above-ground lines and structures for sanitary sewers, electricity, gas, telecommunications, etc.
3. A site plan, including proposed topographic contours at 2-foot intervals, with the following information:

    a. The location existing and if know commercial and mixed-use structures that will remain, with height and gross floor area noted.
    b. The location and function of proposed open space.
    c. The circulation system indicating pedestrian, bicycle, and motor vehicle movement systems, including existing and proposed public streets or rights-of-way; transit stops; easements or other reservations of land on the site; the location and dimensions of existing and proposed curb cuts, off-street parking,

and loading spaces, including service access for receiving and trash removal; sidewalks and other walkways.

d. Location of all trees, shrubs, and groundcover proposed or existing to remain on the site.
e. The location of street and pedestrian lighting, including lamp intensity and height.
f. If known, detailed elevations of all proposed commercial buildings and typical elevations of residential buildings. Scaled elevations should identify all signs; building materials; the location, height, and material for screening walls and fences, including outdoor trash storage areas; electrical, mechanical, and gas metering equipment; storage areas for trash and recyclable materials; and rooftop equipment.

4. Stormwater Management Plan as required by Chapter 42, Green Bay Municipal Code.
5. Ownership and maintenance of public space (see Section 3.N of this ordinance).
6. Any other information deemed necessary by the Zoning Administrator in order to evaluate plans.

N. AMENDMENTS TO PLANNED UNIT DEVELOPMENT. Requested amendments to the PUD or to individual phases of the PUD as subject to the following:

1. Minor changes. Minor changes to the final plan adopted by the Plan Commission may be approved by the Planning Department, provided that the changes do not involve:

a. Increases or decreases of less than 10 percent in the floor area of structures or number of dwelling units or the area designated as open space.
b. Changes to the street layout or circulation pattern that would eliminate a street or path segment or an intersection.
c. Changes to primary architectural style(s) as shown.
d. Alteration of any conditions attached or modifications to the conceptual plan made by the Common Council.
e. Any other changes that, in the opinion of the planning staff, depart from the original concept or intent of the conceptual plan.

2. Major changes. A major change to a final plan shall require approval by a majority vote of all members of the Common Council.

O. FINAL SITE PLAN APPROVAL.

1. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for single-family attached dwellings shall receive approval of final site plans from the Community Development Review Team.

2. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for multi-family dwellings shall receive approval of final site plans from the Plan Commission.
3. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for duplexes, townhouses, and rowhouses shall receive approval of final site plans from the Community Development Review Team as part of the conditional-use permit.

SECTION 4. This PUD shall be recorded with any future plats or land divisions.

SECTION 5. The provisions of this ordinance, including, without limitation, the granting of a conditional-use permit and all obligations, conditions, restrictions and limitations related thereto shall run with and be jointly and severally binding upon the fee simple owner and the beneficial owner of all or any portion of the subject property. All obligations, requirements, and rights of the owner shall run with the land and shall automatically be assigned to be binding upon and inure to the benefit of its successors and assigns, including, but not limited to, any entity acquiring any financial interest in the subject property and/or any subsequent owner and/or beneficial owner of all or any portion of the subject property.

SECTION 6. Each exhibit which is attached to this ordinance is deemed to be and is expressly made a part of and incorporated into this ordinance to the same extent as if each such exhibit, and the plans identified therein, had been set forth in its entirety in the body of this ordinance.

SECTION 7. Unless stated above, the development must comply with all other regulations of the Green Bay Municipal Code.

SECTION 8. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 9. In addition to all other remedies available to the City of Green Bay, the City may decline to issue any building or other permits otherwise required by any ordinance of this City while any violation of this ordinance remains uncured.

SECTION 10. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 11. This ordinance shall not take effect until a public hearing is held thereon as provided by Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2026.

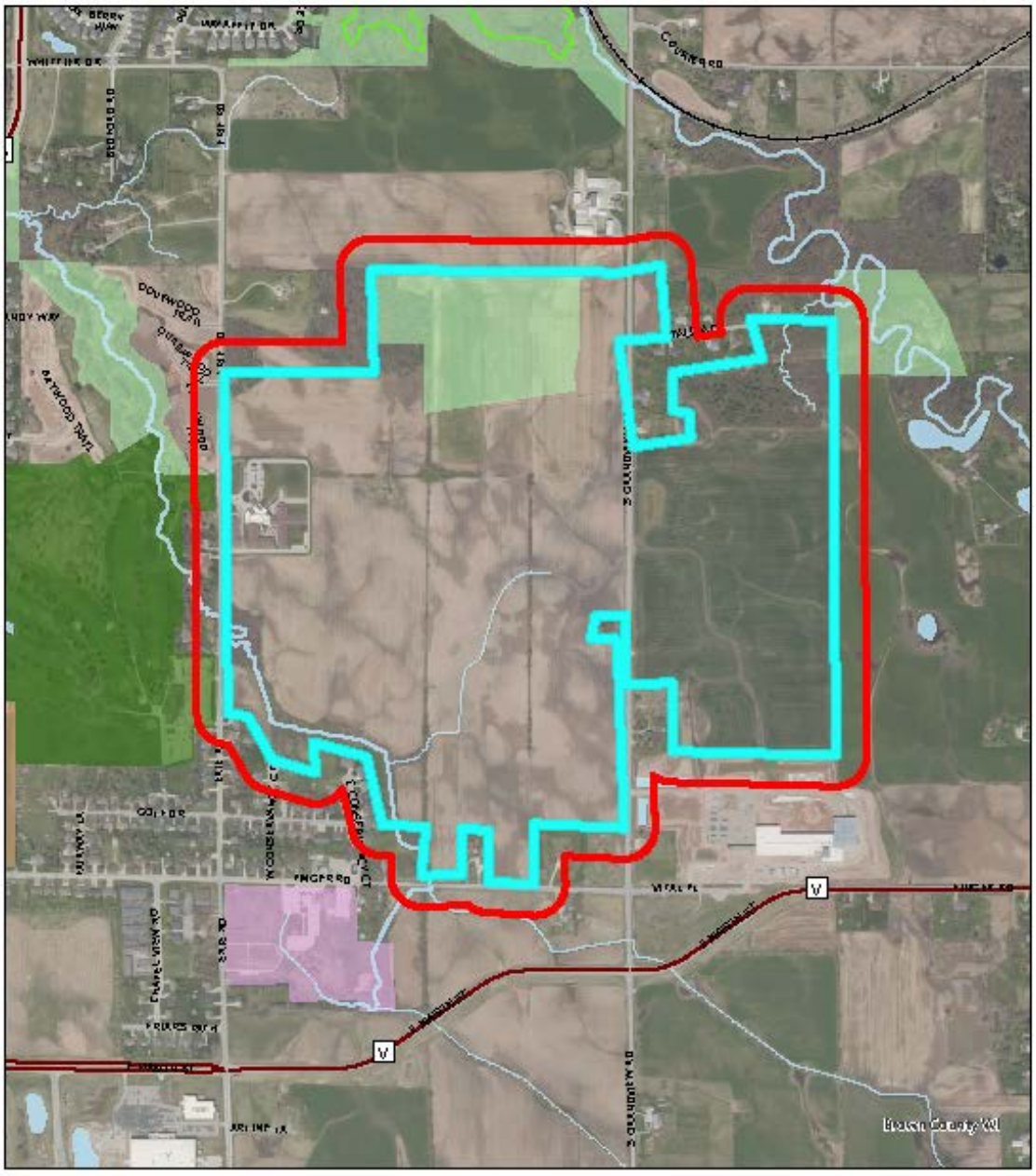
APPROVED:

_____
Mayor

ATTEST:

_____
Clerk

Attachments:
Site Location Map
Exhibit B - Grandview Place Natural Resources Inventory
Exhibit C - Grandview Place Existing Site Topography Map
Exhibit D - Grandview Place Land Use Map
Exhibit E - Grandview Place Circulation Plan (sidewalks required)
Exhibit F - Grandview Place Phasing Map
Exhibit G - Grandview Place Development Site
Exhibit H - Grandview Place Development Site
Exhibit I - Grandview Place Conceptual Stormwater Management Plan
Exhibit J - Watershed Map



(ZP 26-07) PUD Amendment for Grandview Development

Feet
0 240 480 960

N

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development, E.R. 10 Apr 2026 G:\Users\stephanief\Documents\ArcGIS\Projects\Misc Map\Misc Map.aprx

JBS Development Site

200' Notification Area

ZONING ORDINANCE NO. 04-26

AN ORDINANCE
AMENDING PLANNED UNIT DEVELOPMENT (PUD) ZO 1-15 & 4-18
FOR LAND GENERALLY LOCATED
NORTH OF FINGER ROAD, WEST OF NORTHVIEW ROAD,
SOUTH OF CATALINA DRIVE, AND EAST OF ERIE ROAD
(ZP 26-07)

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

SECTION 1. Section **44-30,** Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amending the Planned Unit Development (PUD) District on the following described property:

BEGINNING AT THE WEST 1/4 CORNER OF SECTION 1, T23N-R21E; THENCE N00°26'02"E, 635.02 FEET ALONG THE WEST LINE OF THE SW1/4–NW1/4 OF SAID SECTION 1, THENCE S89°32'54"E, 983.85 FEET; THENCE N00°26'04"E, 690.00 FEET; THENCE S89°32'54"E, 1,664.20 FEET; THENCE S00°07'58"W, 1,079.77 FEET; THENCE S89°46'12"E, 400.00 FEET; THENCE N00°08'01"E, 180.00 FEET; THENCE N89°46'07"W, 100.00 FEET; THENCE N00°09'51"W, 239.43 FEET; THENCE N81°16'35"E, 552.07 FEET; THENCE N08°43'25"W, 253.00 FEET; THENCE N89°45'35"E, 524.42 FEET; THENCE S00°00'09"W, 994.57 FEET; THENCE S00°04'03"E, 1,770.48 FEET; THENCE S89°55'51"W, 1,004.06 FEET; THENCE N00°07'58"E, 434.18 FEET; THENCE S89°55'51"W, 334.10 FEET; THENCE S00°07'58"W, 916.33 FEET; THENCE N89°32'54"W, 604.18 FEET; THENCE S00°05'12"W, 371.43 FEET; THENCE N87"22'26"W, 303.29 FEET; THENCE N00°07'04"E, 329.98 FEET; THENCE N89°05'24"W, 169.93 FEET; THENCE S00°07'04"W, 329.98 FEET; THENCE N87°23'43"W, 251.57 FEET; THENCE N00°28'38"E, 305.90 FEET; THENCE N88°04'59"W, 287.60 FEET; THENCE N08°57'38"W, 465.99 FEET; THENCE N77°25'18"W, 248.99 FEET: THENCE S29°15'01"E, 163.87 FEET; THENCE 65.32 FEET ALONG THE ARC OF A 55 FOOT RADIUS CURVE TO THE LEFT WHOSE LONG CHORD BEARS S26°43'13"W, 61.53 FEET; THENCE N78°53'21"W, 382.13 FEET; THENCE 129.88 FEET ALONG THE ARC OF A 55 FOOT RADIUS CURVE TO THE LEFT WHOSE LONG CHORD BEARS N52°44'23"W, 101.74 FEET; THENCE N30°23'35"W, 180.30 FEET; THENCE N15°59'51"W, 397.37 FEET; THENCE N88°55'28"W, 119.75 FEET TO THE WEST LINE OF THE NW1/4–SW1/4 OF SECTION 1, T23N- R21E; THENCE N00°06'09"E, 1,304.09 FEET ALONG SAID LINE TO THE POINT OF BEGINNING.

Parcel Numbers: 21-10, 21-11, 21-11-1, 21-12, 21-12-1, 21-13-1, 21-16-1-5, 21-17, 21-20, 21-21-A, 21-4, **21-16-1-16**
Parcels contains 11,471,961.6 square feet / 263.36 acres
Parcel is subject to easements and restrictions of record

SECTION 2. This ordinance is enacted pursuant to Wis. Statutes Sections 62.23 and 66.1027. Its purpose is to allow the optional development and redevelopment of land in Green Bay consistent with the design principles of traditional neighborhoods.

A. INTENT. The intent of the PUD is to develop the subject area with elements of a traditional neighborhood, these themes include:

1. Is compact and is designed for the human scale.
2. Provides a mix of uses, including residential, commercial, civic, and open space uses in close proximity to one another within the neighborhood.
3. Provides a mix of housing styles, types, and sizes to accommodate the households of all ages, sizes, and incomes.
4. Incorporates a system of relatively narrow, interconnected streets with sidewalks, as well as access to bicycle and transit routes; offering multiple routes for motorists, pedestrians, and bicyclists and provides for the connections of those streets to existing and future developments.
5. Incorporates significant environmental features into the design.
6. Is consistent with the City of Green Bay Comprehensive Plan.

B. APPLICABILITY. This ordinance applies as an alternative set of standards for development or redevelopment on sites of 5 acres or more if it is within the Urban Service or Urban Expansion Districts and is contiguous to existing development and 15 acres or more if it is within the Urban Service or Urban Expansion Districts and is noncontiguous to existing development.

C. INTERPRETATION. Development shall be planned, reviewed, and carried out in conformance with all municipal, state, and other laws and regulations. However, if there is a conflict between the provisions of this subchapter and other provisions of the zoning or subdivision sections of the Green Bay Municipal Code, this subchapter shall take precedence.

SECTION 3. Pursuant to **Chapter 44, Article XX**, Green Bay Municipal Code, as they apply, the following conditions are imposed:

A. PERMITTED, CONDITIONAL, AND ACCESSORY USES. The only uses that may be established and/or maintained on the subject property, in conformance with Exhibit D – Grandview Place Land Use Plan, are as follows:

1. Permitted Uses: In order to achieve the proximity necessary to make neighborhoods walkable, it is important to mix land uses. A traditional neighborhood development shall consist of the following components: a residential area, a mixed-use area, and open space, as specified below.

a. Residential areas. The PUD shall include a residential area in which the following uses are permitted:

(1) Single-family detached dwellings.
(2) Single-family attached dwellings.
(3) Two-family dwellings as shown in Exhibit D.
(4) Multi-family dwellings, including senior housing, at a density of at least 10 and no more than 20 units per net acre. ~~Listed in Exhibit A.~~
(5) Required mix. A minimum of two housing types from this list must be present in the PUD. Single-family detached dwellings shall constitute a maximum of 70 percent of the dwelling units.
(6) Parcel No. 21-12-1 shall maintain the underlying R1 – Low Density Residential zoning.

b. Mixed-use areas. The PUD shall include a mixed-use area containing commercial, civic, residential, and open space uses as identified below. The total land area devoted to nonresidential development, including ground floor commercial or office uses, civic buildings, and parking areas, shall not exceed 25 percent of the gross acreage of the PUD.

(1) Commercial uses:

(a) Food services (grocery stores, butcher shops, bakeries, and other specialty food stores, ice cream, candy shops, and restaurants, not including bars, taverns, and similar uses).
(b) General retail.
(c) Services such as daycare centers, music, dance or exercise studios, offices, including professional and medical offices, barber, hair salon, dry cleaning, repairs of small goods such as shoes, electronics, or similar items.
(d) Accommodations, including bed and breakfast establishments, small hotel, or inn.

(2) Residential uses, including those listed above, with the exception of single-family detached dwellings and also including the following:

(a) Residential units located above or to the rear of commercial uses.
(b) Live-work units that combine a residence and work place.

(3) Civic or institutional uses, including the following:

(a) Municipal offices, fire and police stations, libraries, museums, community meeting facilities, and post offices.
(b) Transit shelters.
(c) Places of worship.
(d) Educational facilities.

(4) Open space uses:

(a) Central square.
(b) Neighborhood park.
(c) Playground
(d) Natural open space area.

2. Conditional Uses: The following uses may be established with approval of a conditional-use permit:

~~a. Single-family attached dwellings.~~
b. Community-living arrangements and assisted living facilities. The density and housing type shall be determined based on the findings for the conditional-use permit.
c. Commercial uses, identified above, greater than 10,000 square feet.
d. Commercial uses with drive-through facilities.

3. Accessory Uses: The only accessory uses that may be established and/or maintained on the subject property, in conformances with permitted uses listed above, are as follows:

a. Residential areas: **Chapter 44, Article VI. Division 2**, Green Bay Municipal Code.
b. Mixed-use areas: **Chapter 44, Article VII, Division 2**, uses and standards listed under the Neighborhood Commercial (NC) District, Green Bay Municipal Code.

4. Open Space:

a. At least 20 percent of the gross acreage of the PUD shall be designated as open space, which may include undevelopable areas, such as steep slopes and wetlands, and stormwater detention and retention basins. Open space areas may include:

(1) Environmental corridors, greenways.
(2) Protected natural areas.
(3) Neighborhood and community parks, squares, plazas, and playing fields.
(4) Streams, ponds, and other water bodies.
(5) Open spaces do not include required setback areas and rights-of-way but may include (1) – (4) above.

b. Common open space. At least 25 percent of the open space area must be common open space available for public use. At least 90 percent of all dwellings shall be located within one-half mile of such common open space.
c. Conservancy and open space areas shall be dedicated to the City at the time of platting.

B. DIMENSIONAL AND LOT AREA REQUIREMENTS. The following dimensional and area requirements shall apply to all lots within the development based on the land-use plan listed in Exhibit D.

1. Block and lot size diversity. Street layouts should provide for perimeter blocks that are generally in the range of 200 – 400 feet deep by 400 – 800 feet long. A variety of lot sizes should be provided to facilitate housing diversity and choice and meet the projected requirements of people with different housing needs.
2. Lot widths. Lot widths should create a relatively symmetrical street cross-section that reinforces the public space of the street as a simple, unified public space. Similar lot sizes and housing types should generally be located on opposite sides of a street.
3. Dimensional Standards.

	Min. lot size	**Min. lot width**	**Front yard setback**	**Rear yard setback** [a]	**Side yard setback** [b, e, c]	**Height** [d]	**Max Impervious Surface** [g]
			Min - Max	Minimum	Minimum	Min - Max	
Single-family detached	5,000 SF	50	10-**20**~~—35~~	~~25~~ **5**	~~6 (two) or 10 (one – ZLL)~~ **5**	1 – 2.5 stories / 35’	60%
Two-family/attached residences	2,000 SF/unit	25 per unit	10-**20**~~—25~~	~~25~~ **5**	~~10~~ **5** (end units)	1 – 2.5 stories / 35’	60%
Multi-family residences [h]	1,500/unit, min 4,000 SF	~~80~~ **40**	5 – 25	~~15~~ **5**	10	2-4 stories / 45’	70%
Nonresidential or mixed use	5,000	50	0 – 10	n/a	6[c]	2-4 stories / 45’	80%
Civic (institutional, rec.) buildings	5,000	50	0 – 25	n/a	10	2-4 stories / 45’	80%

Notes:

a. ~~Where an alley is present, half of the alley’s right-of-way width shall be counted toward the rear setback.~~

b. ~~A minimum side yard setback of 6 feet shall be provided for single-family detached dwellings or a single side yard of 10 feet for semi-detached single-family dwellings. A minimum side yard setback of 10 feet shall be provided for end-unit attached dwellings. For semi-detached single-family dwellings, a reciprocal access easement shall be recorded for both lots~~. All semi-detached

single-family dwellings, townhouses, and other attached dwellings shall have pedestrian access to the rear yard through means other than the principal structure.

c. No side yards are required along interior lot lines, except as otherwise specified in the building code, except that if walls of structures facing such interior lot lines contain windows or other openings, yards of not less than 6 feet shall be provided. Side and rear yards of at least 6 feet shall be required when a nonresidential use adjoins a side yard of a residential property.
d. See **Chapter 44-1499(a)**, Green Bay Municipal Code, for exceptions to maximum height.
e. Corner properties. The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street. If no structure exists on the adjacent property, no less than half of the front setback applies.
f. Commercial buildings or a portion of such buildings shall be oriented to the public right-of-way with parking located in the rear or side yard to ensure the uses are integrated into the block structure. The same restrictions shall apply to multi-family buildings or a portion of such buildings that front onto Erie Road or Grandview Road.
g. Single-family detached lots greater than 7,500 square feet shall have a maximum impervious surface coverage of 50 percent.
h. All units in multi-family development shall have an attached garage and may have additional detached garages as necessary.

4. Standards for garages and other access structures. Garages may be placed on a single-family detached residential lot either within the principal building or an accessory building, meeting the following requirements:

a. Attached accessory structures shall be considered attached and integral part of the principal structure when it is connected by an enclosed passageway. Such structures are subject to **Section 44-590(b),** Green Bay Municipal Code.
b. Detached accessory structures shall be permitted in residential districts in accordance with **Section 44-590(c)**, Green Bay Municipal Code.
c. All garages shall be set back 20 feet from the public right-of-way.

C. ARCHITECTURE STANDARDS. A variety of architectural and design features and building materials is encouraged to give each building or group of buildings a distinct character, as well as sensitivity to the surrounding context.

1. Commercial use building height. To create a visually unified streetwall, buildings should be no more than 30 percent taller or shorted that then average building height on the block.
2. Entries and facades:

a. The architectural features, materials, and the articulation of a façade of a building shall be continued on all sides visible from a public street. This shall exclude single-family detached residential homes.
b. The front or principal façade of the principal building on any lot shall face a public street and shall not be oriented to face directly toward a parking lot.
c. Buildings of more than 30 feet in width shall be divided into smaller regular increments through articulation of the façade. This can be achieved through variations in materials, detailing, roof lines, and elements, such as arcades, awnings, windows, and balconies.
d. The ground level of any multi-story, commercial, and mixed-use structure shall be visually distinct from the upper stories through the use of an intermediate cornice line, sign band, awning or arcade, or a change in building materials, texture, or detailing.
e. Porches, pent roofs, roof overhangs, hooded front doors, or similar architectural elements shall be used to define the front entrance to all residences or multi-family buildings.
f. No single-family detached structure shall have the same front façade as an adjoining parcel.

3. Residential uses at street level should generally be set back far enough from the street to provide a private yard area between the sidewalk and the front door. Landscaping, steps, porches, grade changes, and low ornamental fences or walls may be used to provide increased privacy and livability for first floor units. ~~A list of permitted residential architectural styles is listed under Exhibit A.~~ **Residential architectural styles shall include but not be limited to: Craftsman, Bungalow, Classic, Traditional, Cottage, Country, Farmhouse, Southern and Ranch. All single family detached homes shall have a covered front porch. The following styles are viewed not to conform: Mediterranean, Log, Southwestern.**
4. For commercial or mixed-use buildings, a minimum of 30 percent of the front façade on the ground floor shall be transparent, consisting of window or door openings allowing views into and out of the interior.
5. Additions to existing structures shall maintain setbacks, building proportions, roof and cornice lines, façade divisions, rhythm and proportion of openings, building materials, and colors that are similar to and compatible with the existing structure.
6. Materials. A 30 percent mix of materials is required for the front façade of residential structures. A major change in texture on a material can be considered a change in material. A change in direction of application qualifies as a change in material or texture. Acceptable building façade material includes:

a. Concrete (including precast concrete with prior approval of sample),
b. Glass,
c. Masonry (brick as well as decorative block with prior approval of block sample),
d. Metals,
e. Stone,
f. Tile,
g. Vinyl,

h. Wood with prior approval of sample,
i. Other materials, such as cementious sidings, stucco, and polyurethane or PVC detailing.

7. Commercial street façade should have clear distinction between the "storefront" on the first floor and the floors above for the mixed-use commercial and light industrial uses of this district.
8. Any signage, lighting and awning must be integrated into the design.
9. Second street façade (these will occur on corner lots and lots adjacent to dedicated park space) should be developed to a similar level of detail as the "address" elevation, though the overall emphasis of the "address" elevation should be greater than the second street facades.
10. Functional entries are allowed and encouraged on second street facades.
11. Side façade at adjoining property lines may be "blank" and must meet fire separation codes.
12. Rear façade should also use good design principles.

    a. Entries should be properly emphasized to match use of entry (customer entry more emphasized than a "receiving" entry).
    b. Some differentiation should occur between the first floor and the upper floors.
    c. Rear façade should correlate to the front elevation.

13. A minimum 1,000 square foot dwelling unit for all single-family detached dwelling structures.
14. A minimum 900 square foot dwelling unit for single-family attached dwelling structures.

D. SITE DESIGN STANDARDS.

1. Lighting. Street lighting shall be provided on both sides of all streets at intervals of no greater than 75 feet. Generally, smaller lights, as opposed to fewer high-intensity lights, should be used. Street lighting design shall meet the minimum standards developed by the Department of Public Works. Exterior lighting shall be directed downward in order to reduce glare onto adjacent properties, per **Green Bay Municipal Code**, General Regulations.
2. Exterior signage. Sign number, size, height, and location in the PUD shall meet the requirements of the Neighborhood Center District. A comprehensive sign program shall be developed for the entire PUD that establishes a uniform sign theme. Signs shall share a common palette of sizes, shapes, materials, and lettering styles.
3. Landscaping and screening standards:

    a. Overall composition and location of landscaping shall complement the scale of the development and its surroundings. In general, larger, well-placed contiguous planting areas shall be preferred to smaller disconnected areas.

b. Height and opacity. Where screening is required by this ordinance, it shall be at least 3 feet in height unless otherwise specified. Required screening shall be at least 50 percent opaque throughout the year.
c. Components. Required screening shall be satisfied by one or a combination of the following:

(1) A decorative fence not less than 50 percent opaque behind a continuous landscaped area.
(2) A masonry wall.
(3) A hedge.
(4) Mixed use and commercial building foundation landscaping shall be in accordance with **Section 44-1967**, Green Bay Municipal Code.

4. Street trees. Street trees shall be required in accordance with **Chapter 36**, Green Bay Municipal Code. Trees should preferably be located within a planting strip between the sidewalk and the curb, within a landscaped median strip, or in tree wells installed in pavement or concrete.

E. PARKING. Parking areas for shared or community use should be encouraged. In addition:

1. In the mixed-use area, any parking lot shall be located at the rear or side of a building. If located at the side, screening shall be provided as specified in **Chapter 44-1519**, Green Bay Municipal Code.
2. A parking lot or parking garage shall not be located adjacent to or opposite a street intersection.
3. In the mixed-use area, a commercial use shall provide one parking space for every 300 square feet of gross floor area or portion thereof. Parking may be provided in shared or community lots within 1,000 feet of the site.
4. Shared parking and cross-access easements are highly encouraged to better facilitate movement throughout the development area.
5. In the mixed-used and residential areas, 1.5 off-street parking spaces shall be provided for each dwelling unit, with the exception of senior housing and secondary dwelling units, which shall provide one space per unit, and live-work units, which shall provide two spaces per unit.
6. On-street parking directly adjacent to a building may apply toward the minimum parking requirements for that building.
7. Surface parking lots or garages shall provide at least one bicycle parking space for every 10 motor vehicle parking spaces. Bicycle parking shall consist of a rack of acceptable design in a well-lit location, preferably sheltered.
8. Service access. Direct access to service and loading dock areas for service vehicles should be provided, while avoiding movement through parking areas to the greatest extent possible. Alleys may be used to provide service access.
9. Paving. Reduction of impervious surfaces through the use of interlocking pavers is strongly encouraged for remote parking lots or those used infrequently.
10. A preliminary development site and parking plan is included as Exhibits G and H.

F. LANDSCAPING AND PARKING MAINTENANCE. All parking and loading areas fronting public street and sidewalks shall be landscaped in accordance with the requirements of **Chapter 44, Article XIX**, Green Bay Municipal Code. All parking and loading areas abutting residential districts shall be landscaped in accordance with **Chapter 44, Article XIX**, Green Bay Municipal Code. Parking area interior landscaping shall conform to the requirements of **Chapter 44, Article XIX**, Green Bay Municipal Code. Parking area landscaping can include turf grass, native grasses, or other perennial flowering plants, vines, shrubs, or trees. Such spaces may also include architectural features, such as benches, kiosks, or bicycle parking.

G. LIGHTING. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Zoning Code, **Chapter 44, Article V, Division 8**, Green Bay Municipal Code, and further regulated as follows:

1. Parking lot lighting shall consist of sharp cut-off fixtures. Poles shall not exceed 25 feet in height.
2. Pedestrian lighting for walkways shall not exceed 16 feet overall measured from ground level.
3. Lighting plan indicating fixtures, placement, and height shall be included as part of the site plan submittal process and approved by the Community Development Review Team.

H. STORMWATER MANAGEMENT AND GRADING PLAN. The design and development of the PUD should minimize off-site stormwater run off, promote onsite filtration, and minimize the discharge of pollutants to ground and surface water. Natural topography and existing land cover should be maintained/protected to the maximum extent practicable. New development and redevelopment shall meet the requirements of **Chapter 42**, Green Bay Municipal Code. A conceptual stormwater management plan and grading plan meeting the standards established by the City's Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits and shall be approved as listed above.

A complete stormwater management plan can be done for the entire PUD area, or in the following phases (as detailed in Exhibit J):

- Phase 1: All land generally north of Copper Falls Way
- Phase 2: All land generally south of Copper Falls Way
- Phase 3: All land east of Grandview Road

The complete stormwater management plan for each Phase shall be submitted at the time the first land division for a Phase is submitted. This stormwater management plan shall address all watershed areas in the Phase. This stormwater management plan shall be submitted in accordance with the requirements of **Chapter 42**, Green Bay Municipal Code, and prior to approval of any land divisions within each Phase. The stormwater

management plan shall be implemented by the Developer prior to construction of public infrastructure improvements.

Any proposed amendment to the land-use plan within the PUD described in Exhibit D as a result of the complete stormwater management plan shall be approved according to Section 3.D. of this ordinance.

I. REFUSE AND MECHANICALS. Screening of refuse materials and mechanicals shall meet the standards as set forth within the Green Bay Zoning Code, **Chapter 44, Article XIX**, Green Bay Municipal Code.

J. ACCESS AND CIRCULATION STANDARDS. Access and circulation for automobile and pedestrian traffic established through permanent access easements and in substantial conformity with what is depicted on the attached Exhibit E. The attached circulation standards allow for multiple modes of transportation. They provide functional and visual links within the residential, mixed-use, and open-space areas of the PUD and provide multiple connections to existing and proposed external development. The circulation standards provide for adequate traffic capacity and multiple connections to pedestrian bicycle routes, including off-street bicycle or multi-use paths. The standards also control through traffic, limit lot access to streets of lower traffic volumes, and promote safe and efficient mobility through the PUD.

1. Pedestrian circulation. Convenient pedestrian circulation systems that minimize pedestrian-motor vehicle conflicts shall be provided continuously throughout the PUD. Where feasible, any existing pedestrian routes through the site shall be preserved and enhanced. All streets, except for alleys, shall be bordered by sidewalks on both sides in accordance with the specifications listed in Table 14-2. The following provisions also apply:

    a. Sidewalks in mixed use areas. Clear and well-lighted walkways at least 5 feet in width shall connect all building entrances to the adjacent public sidewalk and associated parking areas.
    b. Disabled accessibility. Sidewalks shall comply with the applicable requirements of the Americans with Disabilities Act.
    c. Crosswalks. Intersections of sidewalks with streets shall be designed with clearly defined edges. Crosswalks shall be well-lit and clearly marked with contrasting paving material at the edges or with striping.

2. Bicycle circulation. Bicycle circulation shall be accommodated on streets and/or dedicated bicycle paths. Any existing or planned bicycle routes through the site shall be preserved or developed. Bicycle facilities may include off-street paths (generally shared with pedestrians and other non-motorized uses) and/or separate striped 4-foot bicycle lanes on streets. If a bicycle lane is combined with a parking lane, the combined width should be 14 feet.
3. Transit access. Where public transit service is available or planned, convenient access to transit stops shall be provided. Transit shelters, where provided, shall be

well-lighted and placed in highly visible locations that provide security through surveillance.

4. Motor vehicle circulation. Motor vehicle circulation shall be designed to minimize conflicts with pedestrians and bicycles. Traffic calming features, such as "queuing streets", curb extensions, traffic circles, and medians, may be used to encourage slow traffic speeds.
5. Street hierarchy. Each street within a PUD shall be classified according to the following hierarchy:

    a. Arterial streets should not bisect a PUD but may border a PUD.
    b. Collector. This street provides access to mixed-use areas and is also part of the City's major street network.
    c. Subcollector. This street provides primary access to residential properties and connects streets of higher and lower function, and it may provide access to community facilities, such as schools.
    d. Local street. This street provides primary access to residential properties.
    e. Alley. This street provides primary access to residential garages and commercial parking areas. It is typically used where street frontages are narrow, where the primary street width is narrow and limited on-street parking is provided, or to provide delivery access and access to commercial parking. Alleys should be discouraged, though not prohibited, in both attached and detached residential areas.

6. Street design. The following table is a guide to street design in the PUD. Street and right-of-way widths shall be reviewed by City staff as part of the concept plan review and shall be approved as part of the platting process in accordance with the phasing exhibit listed above.
7. Concrete sidewalks. Concrete sidewalks shall be installed on both sides of all public streets within this PUD. Sidewalks shall be installed at the time the lots are developed and prior to receiving an occupancy permit or as directed by the Common Council of the City of Green Bay. Once a block is built up with 50 percent of structures, the Common Council shall order in the sidewalks to complete the block network.
8. Walking Trails. The Developer is not responsible for the installation of trails. Dedication of trail areas to the City shall be done at the time of platting. Trails will be installed at the City of Green Bay Parks, Recreation, and Forestry Department's discretion.

	Collector	**Sub-Collector**	**Local Street**	**Alley**
Typical Average Daily Trips	750 or more	250 – 750	Less than 250	N/A
Right-of-way	76-88 feet	48 -72 feet	50 - 60 feet	12-16 feet
Auto travel lanes	2 or 3 @ 12 feet	2 @ 10 feet	2 @ 10'	2 @ 8 feet or 1 @ 12 feet (1-way)

Bicycle lanes (may be required where needed)	6 feet next to parking lane	4 feet without parking or 6 feet next to parking lane	None	None
Parking	Both sides, 9 feet	One or both sides, 9 feet	One or both sides, 9 feet	None (access to drives and garages)
Curb and gutter	Required	Required	Required	Not required
Planting strips	Both sides, min. 6 feet	Both sides, min. 6 feet	Both sides, min. 6 feet	None
Sidewalks	Both sides @ 5 feet min.	Both sides @ 5 feet	Both sides @ 5 feet	None

K. SUBDIVISION OF LAND. If the PUD involves the subdivision of land, as defined in the subdivision ordinance, the applicant shall submit all required land division documents in accordance with the requirements of **Chapter 36,** Green Bay Municipal Code, and Chapter 236, Wisconsin Statutes. If there is a conflict between the design standards of the subdivision ordinance and the design guidelines of this ordinance, the provisions of this ordinance shall apply.

L. OWNERSHIP AND MAINTENANCE OF PUBLIC SPACE. Provisions shall be made for the ownership and maintenance of streets, squares, parks, open space, and other public spaces in a PUD by dedication to the City or management by an entity, such as homeowners association or neighborhood association approved by the Common Council.

M. PROPOSED SCHEDULE OF DEVELOPMENT PHASING. The section allows for phased construction with the knowledge that subsequent phases will be developed consistently with earlier phases and under the review of the Plan Commission in accordance with the provisions of **Chapter 44**, Green Bay Municipal Code. Phasing of this PUD shall be permitted, provided that each individual phase is designed and developed to exist as an independent unit and that the construction and improvement of common open space and site amenities shown on the development plan proceeds at the same rate as the construction of dwellings and other permitted land uses. Any violation of this provision shall authorize the Common Council to hold a public hearing to review the status of the PUD and impose any remedies it deems appropriate, including, but not limited to, revocation of permits, issuance of construction orders, or issuance of citations for failure to comply with such orders.

The applicant must submit to the Planning Department for review a Final Development Plan for each phase before development on it can begin. The Final Development Plan for each phase must include a written summary describing the following information:

1. Proposed subdivisions of land, including total number and type of dwelling units.
2. Planned utility improvements plan showing underground and above-ground lines and structures for sanitary sewers, electricity, gas, telecommunications, etc.
3. A site plan, including proposed topographic contours at 2-foot intervals, with the following information:

a. The location existing and if know commercial and mixed-use structures that will remain, with height and gross floor area noted.
b. The location and function of proposed open space.
c. The circulation system indicating pedestrian, bicycle, and motor vehicle movement systems, including existing and proposed public streets or rights-of-way; transit stops; easements or other reservations of land on the site; the location and dimensions of existing and proposed curb cuts, off-street parking, and loading spaces, including service access for receiving and trash removal; sidewalks and other walkways.
d. Location of all trees, shrubs, and groundcover proposed or existing to remain on the site.
e. The location of street and pedestrian lighting, including lamp intensity and height.
f. If known, detailed elevations of all proposed commercial buildings and typical elevations of residential buildings. Scaled elevations should identify all signs; building materials; the location, height, and material for screening walls and fences, including outdoor trash storage areas; electrical, mechanical, and gas metering equipment; storage areas for trash and recyclable materials; and rooftop equipment.

4. Stormwater Management Plan as required by **Chapter 42**, Green Bay Municipal Code.
5. Ownership and maintenance of public space (see Section 3.N of this ordinance).
6. Any other information deemed necessary by the Zoning Administrator in order to evaluate plans.

N. AMENDMENTS TO PLANNED UNIT DEVELOPMENT. Requested amendments to the PUD or to individual phases of the PUD as subject to the following:

1. Minor changes. Minor changes to the final plan adopted by the Plan Commission may be approved by the Planning Department, provided that the changes do not involve:

a. Increases or decreases of less than 10 percent in the floor area of structures or number of dwelling units or the area designated as open space.
b. Changes to the street layout or circulation pattern that would eliminate a street or path segment or an intersection.
c. Changes to primary architectural style(s) as shown.
d. Alteration of any conditions attached or modifications to the conceptual plan made by the Common Council.
e. Any other changes that, in the opinion of the planning staff, depart from the original concept or intent of the conceptual plan.

2. Major changes. A major change to a final plan shall require approval by a majority vote of all members of the Common Council.

O. FINAL SITE PLAN APPROVAL.

1. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for single-family attached dwellings shall receive approval of final site plans from the Community Development Review Team.
2. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for multi-family dwellings shall receive approval of final site plans from the Plan Commission.
3. Following the adoption of this ordinance and prior to the issuance of building permits, the petitioner for duplexes, townhouses, and rowhouses shall receive approval of final site plans from the Community Development Review Team as part of the conditional-use permit.

SECTION 4. This PUD shall be recorded with any future plats or land divisions.

SECTION 5. The provisions of this ordinance, including, without limitation, the granting of a conditional-use permit and all obligations, conditions, restrictions and limitations related thereto shall run with and be jointly and severally binding upon the fee simple owner and the beneficial owner of all or any portion of the subject property. All obligations, requirements, and rights of the owner shall run with the land and shall automatically be assigned to be binding upon and inure to the benefit of its successors and assigns, including, but not limited to, any entity acquiring any financial interest in the subject property and/or any subsequent owner and/or beneficial owner of all or any portion of the subject property.

SECTION 6. Each exhibit which is attached to this ordinance is deemed to be and is expressly made a part of and incorporated into this ordinance to the same extent as if each such exhibit, and the plans identified therein, had been set forth in its entirety in the body of this ordinance.

SECTION 7. Unless stated above, the development must comply with all other regulations of the Green Bay Municipal Code.

SECTION 8. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

~~**SECTION 9.** This ordinance supersedes any discrepancies between the standards herein and the Grandview Place Development Plan Report listed in Exhibit A.~~

SECTION 10. In addition to all other remedies available to the City of Green Bay, the City may decline to issue any building or other permits otherwise required by any ordinance of this City while any violation of this ordinance remains uncured.

SECTION 11. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision

of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 12. This ordinance shall not take effect until a public hearing is held thereon as provided by Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2026.

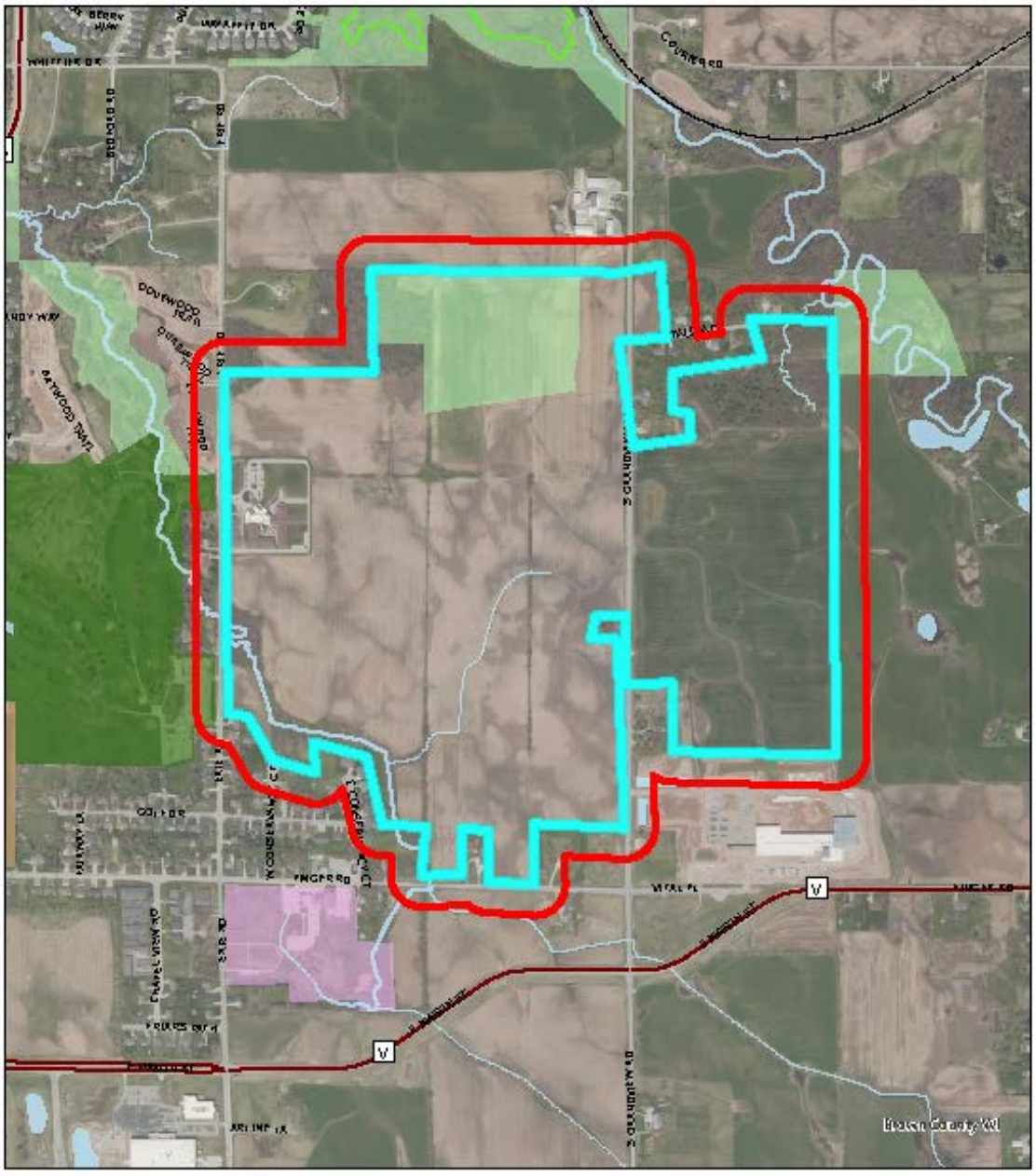
APPROVED:

_____
Mayor

ATTEST:

_____
Clerk

Attachments:
Site Location Map
~~Exhibit A - Grandview Place Development Plan~~
Exhibit B - Grandview Place Natural Resources Inventory
Exhibit C - Grandview Place Existing Site Topography Map
Exhibit D - Grandview Place Land Use Map
Exhibit E - Grandview Place Circulation Plan (sidewalks required)
Exhibit F - Grandview Place Phasing Map
Exhibit G - Grandview Place Development Site
Exhibit H - Grandview Place Development Site
Exhibit I - Grandview Place Conceptual Stormwater Management Plan
Exhibit J - Watershed Map



(ZP 26-07) PUD Amendment for Grandview Development

Feet
0 240 480 960

N

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development, E.R. 10 Apr 2026 G:\Users\stephanief\Documents\ArcGIS\Projects\Misc Map\Misc Map.aprx

JBS Development Site

200' Notification Area

ZONING ORDINANCE NO. 05-26

AN ORDINANCE AMENDING A PLANNED UNIT DEVELOPMENT
FOR CERTAIN LAND KNOWN AS THE JBS REDEVELOPMENT SITE
(TAX PARCELS #23-243-1-1, #23-243-1, #23-243-1-2, #23-243-1-3, #23-337)
LOCATED ON THE 1300 BLOCK OF GUNS ROAD
(ZP 26-18)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amending the Planned Unit Development District on the following described property (as shown on Exhibit A - Location Map):

PARCEL NUMBER 23-243-1: Lot 1 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-1: Lot 2 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-2: Lot 3 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-3: Lot 4 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-337: Lot 1 of Certified Survey Map No. 9772, Document No. 3068066, being part of private claim 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

SECTION 2. Pursuant to Chapter 44, Article XX, Green Bay Municipal Code, as it applies, the following conditions are imposed:

A. PURPOSE AND INTENT. The Planned Unit Development (PUD) is being utilized to permit the development of a bold and impactful mixed-use development that will complement the Imperial Pride neighborhood, the East Side, and greater Green Bay. This project will incorporate three primary elements:

1. New housing opportunities that include unique urban housing designs with higher density and a wide range of products to provide affordability options for both rental and ownership.
2. Destination community park facilities that are culturally and ecologically inclusive incorporating active and passive recreational opportunities as well as programmable space.
3. Urban farming concept scaled to focus on family sustaining levels of production, with potential training/support facilities and include a public gathering area (building and exterior space).

B. DEVELOPMENT AREAS. The approximately 26 acres of the JBS development site is broken into two (2) public community asset site and seven (7) residential development areas as illustrated in Exhibit B – Development Areas. Each development area may have different and distinct permitted uses and other land-use/dimensional regulations as outlined within this PUD.

C. LAND-USE. The principal and accessory land uses which may be established and/or maintained on the subject property, public community asset sites and development areas are as follows:

1. Active Play Park, Urban Farm and Community Center Barn. Permitted and conditional uses within the active play park, urban farm and community center barn as identified on Exhibit B – Development Areas are those identified within Green Bay Municipal Code, Chapter 44, Article X – Public Institutional District. The following uses shall also be permitted with the issuance of a Conditional Use Permit:
   a. General Retail Sales.
   b. Personal Service.
   c. Outdoor Commercial Recreation.
   d. Agriculture.

2. Grand Boulevard. Permitted and conditional uses within the active play park as identified on Exhibit B – Development Areas are those identified within Green Bay Municipal Code, Chapter 44, Article X – Public Institutional District. The following uses shall also be permitted with the issuance of a Conditional Use Permit:
   a. General Retail Sales.
   b. Personal Service.
   c. Outdoor Commercial Recreation.

3. Development Areas A, B and C. The following uses shall be permitted within Development Area A, B or C as identified on Exhibit B – Development Areas:
   a. Single-family dwelling, detached. 4-8 units/acre.
   b. Two-family dwelling, upper/lower duplex. 6-10 units/acre.
   c. Single-family attached dwelling, townhouse. 8-12 units/acre.
   d. Multiple-family dwelling. 10-30 units/acre.
   e. Live-work unit.
   f. Short-term rentals.
   g. Community living arrangements serving 4-8 persons.
   h. Family daycare home serving 8 or fewer children.

4. Development Area D. The following uses shall be permitted within Development Area D as identified on Exhibit B – Development Areas:
   a. Single-family attached dwelling, townhouse. 8-12 units/acre.
   b. Multiple-family dwelling. 10-30 units/acre.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

5. Development Area E. The following uses shall be permitted within Development Area E as identified on Exhibit B – Development Areas:
   a. Multiple-family dwelling. 10-30 units/acre.
   b. Mixed-use building. 10-30 units/acre. Commercial components shall only be permitted on the ground floor fronting the Grand Boulevard.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

6. Development Area F. The following uses shall be permitted within Development Area F as identified on Exhibit B – Development Areas:
   a. Single-family dwelling, detached. 4-8 units/acre.
   b. Two-family dwelling, upper/lower duplex. 6-10 units/acre.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

7. Development Area G. The following uses shall be permitted within Development Area G as identified on Exhibit B – Development Areas:
   a. Single-family attached dwelling, townhouse. 8-12 units/acre.
   b. Live-work unit.

c. Short-term rentals.
d. Community living arrangements serving 4-8 persons.
e. Family daycare home serving 8 or fewer children.

8. Development Area H. The following uses shall be permitted within Development Area H as identified on Exhibit B – Development Areas:
   a. Multiple-family dwelling. 10-30 units/acre.
   b. Mixed-use building. 10-30 units/acre. Commercial components shall only be permitted on the ground floor fronting Guns Road or the Grand Boulevard. Permitted and conditional commercial uses shall be those listed for the Neighborhood Commercial District within Green Bay Municipal Code, Chapter 44, Article VIII – Commercial Districts.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children

9. Accessory Uses.
   a. Accessory uses for active play park, urban farm, community center barn and Grand Boulevard shall be those listed within for the Public Institutional District within Green Bay Municipal Code, Chapter 44, Article X, Division 2, Section 44-884, Table 44-16.
   b. Accessory uses for Development Areas A, B, C, D, E, F and G shall be those listed within for the R-3 Varied Density Residential District within Green Bay Municipal Code, Chapter 44, Article VI, Division 2, Section 44-589, Table 44-3.

D. DIMENSIONAL AND AREA REQUIREMENTS. Dimensional and area requirements shall meet the following regulations:

1. Lot Width and Area. Minimum lot width and lot area shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: minimum lot width of 35 feet with minimum lot area of 3,500 square feet.
   b. Single-family, attached dwellings/townhomes: minimum lot width of 15 feet per unit with minimum lot area of 1,500 square feet per unit.
   c. Multiple-family dwellings and mixed-use buildings: minimum lot width of 40 feet with minimum lot area of 750 square feet per unit.

2. Setbacks. Setbacks are established by Development Area and uses, as depicted on Exhibit B - Development Areas.
   a. Development Areas A, B and C

(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is fifteen (15) feet. Attached garages fronting the right-of-way shall maintain a minimum front yard setback that is five (5) feet further back that the home.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures and Drives: Minimum side yard setback is five (5) feet.
    i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.
    ii. Side yard setbacks for drives leading to detached garages shall have the same side yard setback of the detached garage.
(4) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.

b. Development Area D
(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is ten (10) feet.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.
    i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.
(3) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.
(4) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet

c. Development Area E
(1) Front yard setback, principal structures: There is no minimum setback required for yards fronting the public right-of-way and the maximum front yard setback is fifteen (15) feet.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.

(5) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is ten (10) feet.
(6) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet.

d. Development Area F
(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is fifteen (15) feet.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures and Drives: Minimum side yard setback is six (6) feet for single story structures and eight (8) feet for greater than single story structures.
i. Side yard setbacks for drives leading to detached garages shall have the same side yard setback of the detached garage.
(4) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear yard setback is four (4) feet and minimum side yard setbacks is two and a half (2.5) feet.

e. Development Area G
(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is five (5) feet and maximum front yard setback is fifteen (15) feet.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures: Minimum side yard setback is six (6) feet for single story structures and eight (8) feet for greater than single story structures.
i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.
(5) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.

f. Development Area H
(1) Front yard setback, principal structures: There is no minimum setback required for yards fronting the public right-of-way and the maximum front yard setback is fifteen (15) feet.
(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.

(3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.
(6) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is ten (10) feet.
(7) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet.

3. Height. Maximum building heights shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: maximum height is thirty-five (35) feet or two and a half (2.5) stories, whichever is less.
   b. Single-family, attached dwellings/townhomes: maximum height is thirty-five (40) feet or three (3) stories, whichever is less.
   c. Multiple-family dwellings and mixed-use buildings: maximum height is fifty (50) feet or four (4) stories, whichever is less.
   d. Active play park, urban farm and community center : maximum height of fifty (50) feet or four (4) stories, whichever is less.

4. Impervious Surface. Maximum impervious surface coverage shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: maximum impervious surface including all buildings, drives, walks, etc. is 60% of lot area.
   b. Single-family, attached dwellings/townhomes: maximum impervious surface including all buildings, drives, walks, etc. is 70% of lot area.
   c. Multiple-family dwellings and mixed-use buildings: maximum impervious surface including all buildings, drives, walks, etc. is 80% of lot area.
      (1) Beyond typical green space, when calculating impervious surface, exposed balconies; decks; patios; active hardscaped plazas; roof gardens; green roofs and planters may be included as pervious surfaces.
   d. Active play park, urban farm and community center: maximum impervious surface including all buildings, drives, walks, etc. is 80% of lot area.

E. STORM WATER MANAGEMENT AND GRADING PLAN. A storm water management and grading plan meeting the standards established by the Department of Public Works, Brown County, and the State of Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits.

1. The storm water management and grading plan shall be comprehensive and take into account expected build-out of the entire PUD area as depicted on Exhibit A – Location Map.
    a. With approval of the Department of Public Works, this requirement may be adjusted to address only storm water management needs of the specific Development Area for which development is proposed, as depicted on Exhibit B – Development Areas.

2. Stormwater management facilities should function not only as a utility but also as an integral site amenity.
    a. Green infrastructure and sustainable stormwater management practices are encouraged to be utilized throughout the site.
    b. Traditional stormwater facilities shall be designed with landscaping providing human-scale interest and incorporating native plant species where possible.
    c. Include public interface and interaction through the use of site amenities such as walking paths, sitting areas, art and educational/interpretive signage.

F. SIGNAGE. Signage throughout the PUD area shall be regulated as follows:

1. Signage for single-family dwellings, detached and two-family dwelling, upper/lower duplexes shall be regulated as the R-1 Low Density District per the Green Bay Municipal Code, Chapter 30, Article II.
2. Signage for multiple-family dwellings and mixed-use buildings shall be regulated as the OR Office Residential District per the Green Bay Municipal Code, Chapter 30, Article II.

G. REFUSE AND MECHANICALS. Screening of refuse material containers and mechanical equipment throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article XIX, Division 3, Section 44-1917 and further regulated as follows:

1. Refuse material containers and mechanical equipment shall not be located between any principal structure's front facade and the public right-of-way and shall be screened so as not to be visible from the public right-of-way with materials compatible to the nearest structure.

2. Shared communal recycling/trash may be utilized in lieu of dedicated space on individual sites provided that proof of sufficient capacity exists for the number of proposed users and a recorded shared

access/use agreement is provided.

H. PARKING. Parking requirements shall be regulated by use:

1. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: two (2) spaces per dwelling unit, of which one (1) space per unit must be an enclosed (garage) space.
2. Single-family, attached dwellings/townhomes: one (1) space per dwelling unit.
3. Multiple-family dwellings and mixed-use buildings:
   a. Residential Uses: one (1) space per dwelling unit.
   b. Commercial and Service Uses: regulated by specific use per the Green Bay Municipal Code, Chapter 44, Article VIII.
4. Active play park, urban farm and community center: To be determined by Zoning Administrator based on a parking study.

I. LIGHTING. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article V, Division 8.

J. LANDSCAPING. Landscaping throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article XIX, Division 5.

K. ACCESS AND CIRCULATION. Access and circulation for automobile and pedestrian traffic shall be established in substantial conformity with Exhibit C – Circulation Plan.

1. Roadway area identified as "Grand Boulevard" shall be dedicated to the public and be a wide boulevard designed with a variety of social and active spaces within its center. The linear boulevard shall create a link through the site from Guns Road to the activity zone (community gathering space, community building/barn and urban farm on the west side of the development area.)

2. Roadway areas identified as "Imperial Lane Connection" shall be dedicated to the public as street right-of-way.
   a. "Imperial Land Connection" shall connect Interior Roads and Imperial Lane.

3. Roadway areas identified as "West-East Connector" shall be dedicated to the public as street right-of-way.
   a. "West-East Connector" shall connect Lime Kiln Road to the "Imperial Lane Connection" and continue to Guns Road.

4. Roadway areas identified as "Interior Roads" shall be dedicated to the public or privately held.

a. If privately held, “Interior Roads” shall provide for public access and use though permanent easement(s).

5. Coordinated pedestrian connections linking all individual building entries, public rights-of-way, community gathering space, barn and urban farm within the PUD area through the use of public sidewalks and/or private walks/trails.

SECTION 3. The provisions of this ordinance, including, without limitation, the granting of a conditional use permit and all obligations, conditions, restrictions, and limitations related thereto shall run with and be jointly and severally binding upon the fee simple owner and the beneficial owner of all or any portion of the subject property. All obligations, requirements, and rights of the owner shall run with the land and shall automatically be assigned to be binding upon and inure to the benefit of its successors and assigns, including, but not limited to, any entity acquiring any financial interest in the subject property and/or any subsequent owner and/or beneficial owner of all or any portion of the subject property.

SECTION 4. Each exhibit which is attached to this ordinance is deemed to be and is expressly made a part of and incorporated into this ordinance to the same extent as if each such exhibit, and the plans identified therein, had been set forth in its entirety in the body of this ordinance.

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

SECTION 6. In addition to all other remedies available to the City of Green Bay, the City may decline to issue any building or other permits otherwise required by any ordinance of this City while any violation of this ordinance remains uncured.

SECTION 7. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 8. This ordinance shall not take effect until a public hearing is held thereon as provided by Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2026.

APPROVED:

_____
Eric Genrich, Mayor

ATTEST:

_____
Celestine Jeffreys, City Clerk

sh:

Attachments:
Exhibit A - Location Map
Exhibit B - Development Areas
Exhibit C – Circulation Plan

EXHIBIT A-Location Map

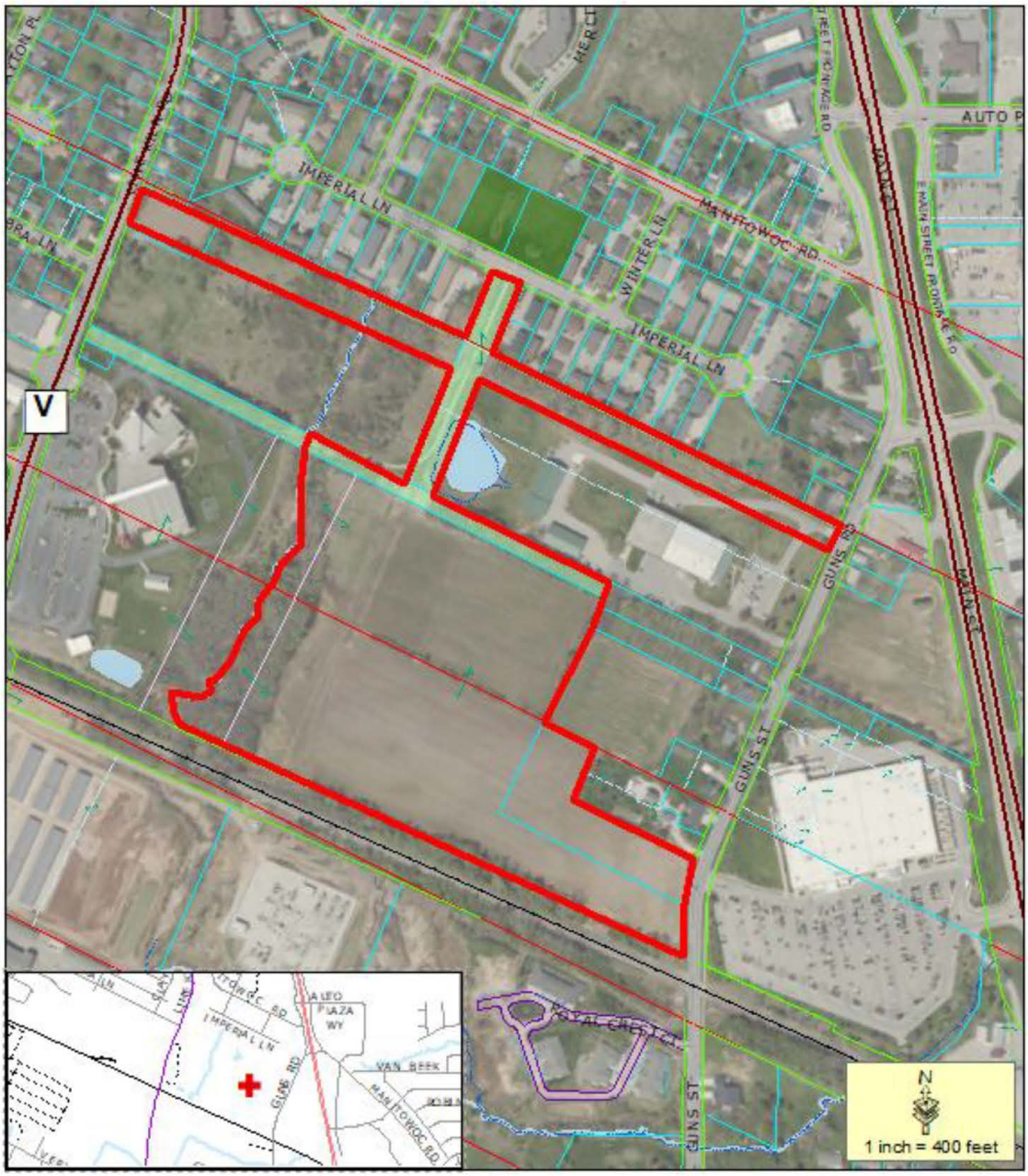


EXHIBIT B-Development Areas

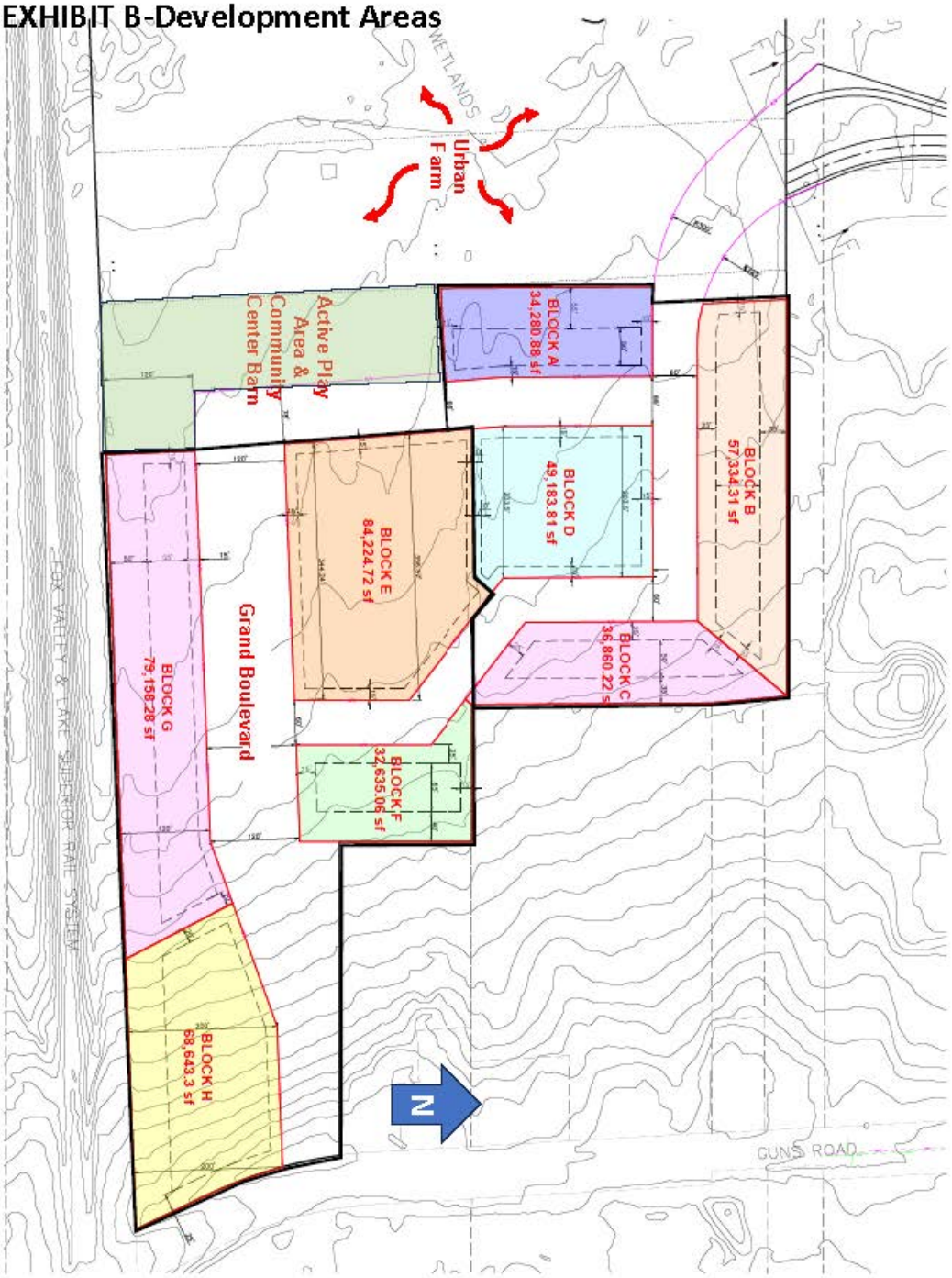
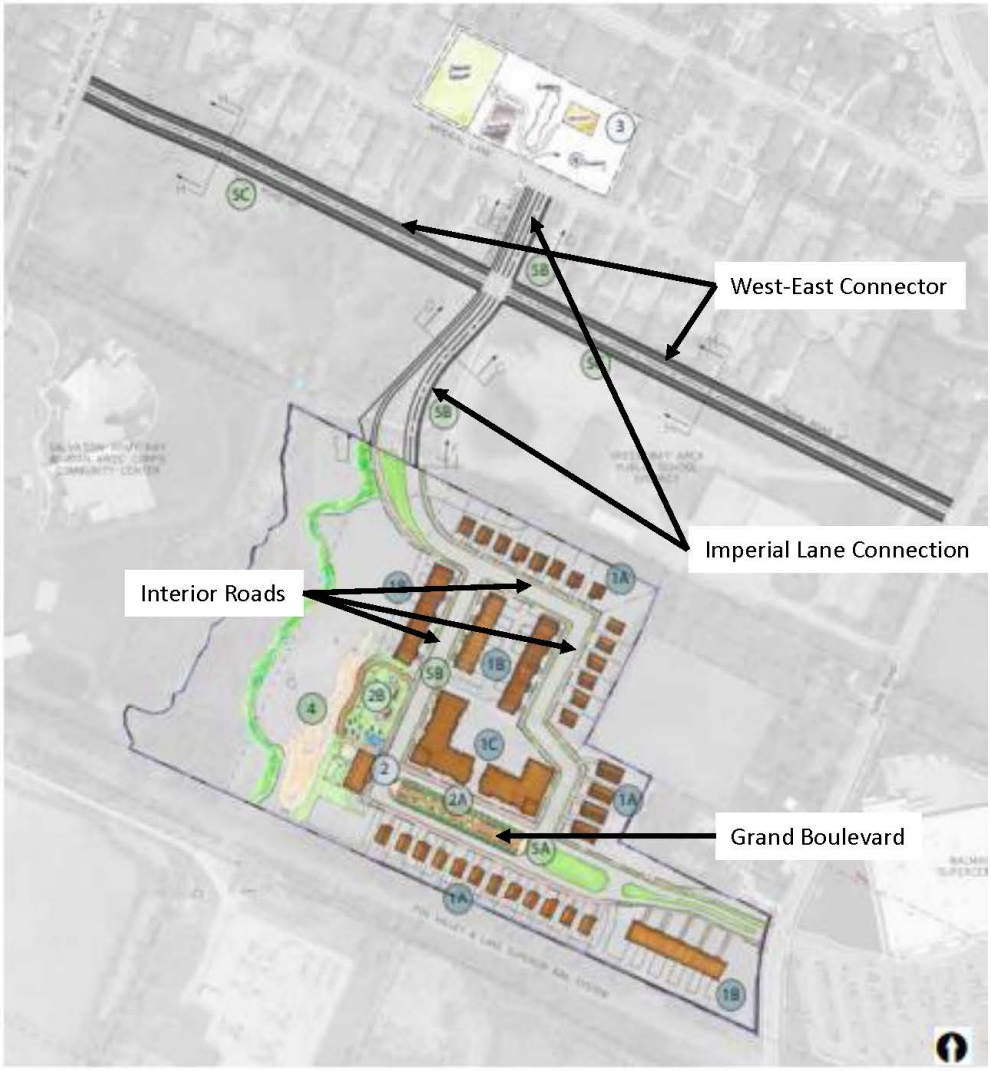


EXHIBIT C- Circulation Plan



ZONING ORDINANCE NO. 05-26

AN ORDINANCE AMENDING A PLANNED UNIT DEVELOPMENT FOR CERTAIN LAND KNOWN AS THE JBS REDEVELOPMENT SITE (TAX PARCELS #23-243-1-1, #23-243-1, #23-243-1-2, #23-243-1-3, #23-337) LOCATED ON THE 1300 BLOCK OF GUNS ROAD (ZP 26-18)

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

SECTION 1. Section 44-30, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amending the Planned Unit Development District on the following described property (as shown on Exhibit A - Location Map):

PARCEL NUMBER 23-243-1: Lot 1 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-1: Lot 2 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-2: Lot 3 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-243-1-3: Lot 4 of Certified Survey Map No. 9773, Document No. 3068067, being part of Lot 1 Certified Survey Map No. 7758 recorded in Vol. 53 of Certified Survey Maps, page 221, as Document No. 23507022, being part of Private Claims 9 and 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

PARCEL NUMBER 23-337: Lot 1 of Certified Survey Map No. 9772, Document No. 3068066, being part of private claim 10, East side of Fox River, City of Green Bay, Brown County, Wisconsin.

SECTION 2. Pursuant to Chapter 44, Article XX, Green Bay Municipal Code, as it applies, the following conditions are imposed:

A. PURPOSE AND INTENT. The Planned Unit Development (PUD) is being utilized to permit the development of a bold and impactful mixed-use development that will complement the Imperial Pride neighborhood, the East Side, and greater Green Bay. This project will incorporate three primary elements:

1. New housing opportunities that include unique urban housing designs with higher density and a wide range of products to provide affordability options for both rental and ownership.
2. Destination community park facilities that are culturally and ecologically inclusive incorporating active and passive recreational opportunities as well as programmable space.
3. Urban farming concept scaled to focus on family sustaining levels of production, with potential training/support facilities and include a public gathering area (building and exterior space).

B. DEVELOPMENT AREAS. The approximately 26 acres of the JBS development site is broken into two (2) public community asset site and seven (7) residential development areas as illustrated in Exhibit B – Development Areas. Each development area may have different and distinct permitted uses and other land-use/dimensional regulations as outlined within this PUD.

C. LAND-USE. The principal and accessory land uses which may be established and/or maintained on the subject property, public community asset sites and development areas are as follows:

1. Active Play Park, Urban Farm and Community Center Barn. Permitted and conditional uses within the active play park, urban farm and community center barn as identified on Exhibit B – Development Areas are those identified within Green Bay Municipal Code, Chapter 44, Article X – Public Institutional District. The following uses shall also be permitted with the issuance of a Conditional Use Permit:
   a. General Retail Sales.
   b. Personal Service.
   c. Outdoor Commercial Recreation.
   d. Agriculture.

2. Grand Boulevard. Permitted and conditional uses within the active play park as identified on Exhibit B – Development Areas are those identified within Green Bay Municipal Code, Chapter 44, Article X – Public Institutional District. The following uses shall also be permitted with the issuance of a Conditional Use Permit:
   a. General Retail Sales.
   b. Personal Service.
   c. Outdoor Commercial Recreation.

3. Development Areas A, B and C. The following uses shall be permitted within Development Area A, B or C as identified on Exhibit B – Development Areas:
   a. Single-family dwelling, detached. 4-8 units/acre.
   b. Two-family dwelling, upper/lower duplex. 6-10 units/acre.
   c. Single-family attached dwelling, townhouse. 8-12 units/acre.
   d. Multiple-family dwelling. 10-30 units/acre.
   e. Live-work unit.
   f. Short-term rentals.
   g. Community living arrangements serving 4-8 persons.
   h. Family daycare home serving 8 or fewer children.

4. Development Area D. The following uses shall be permitted within Development Area D as identified on Exhibit B – Development Areas:
   a. Single-family attached dwelling, townhouse. 8-12 units/acre.
   b. Multiple-family dwelling. 10-30 units/acre.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

5. Development Area E. The following uses shall be permitted within Development Area E as identified on Exhibit B – Development Areas:
   a. Multiple-family dwelling. 10-30 units/acre.
   b. Mixed-use building. 10-30 units/acre. Commercial components shall only be permitted on the ground floor fronting the Grand Boulevard.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

6. Development Area F. ~~This development area is located within the Village of Bellevue and is regulated by the Village however they are listed within this PUD for reference.~~ The following uses shall be permitted within Development Area F as identified on Exhibit B – Development Areas:
   a. Single-family dwelling, detached. 4-8 units/acre.
   b. Two-family dwelling, upper/lower duplex. 6-10 units/acre.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children.

7. Development Area G. The following uses shall be permitted within Development Area G as identified on Exhibit B – Development Areas:
   a. Single-family attached dwelling, townhouse. 8-12 units/acre.
   b. Live-work unit.
   c. Short-term rentals.
   d. Community living arrangements serving 4-8 persons.
   e. Family daycare home serving 8 or fewer children.

8. Development Area H. The following uses shall be permitted within Development Area H as identified on Exhibit B – Development Areas:
   a. Multiple-family dwelling. 10-30 units/acre.
   b. Mixed-use building. 10-30 units/acre. Commercial components shall only be permitted on the ground floor fronting Guns Road or the Grand Boulevard. Permitted and conditional commercial uses shall be those listed for the Neighborhood Commercial District within Green Bay Municipal Code, Chapter 44, Article VIII – Commercial Districts.
   c. Live-work unit.
   d. Short-term rentals.
   e. Community living arrangements serving 4-8 persons.
   f. Family daycare home serving 8 or fewer children

9. Accessory Uses.
   a. Accessory uses for active play park, urban farm, community center barn and Grand Boulevard shall be those listed within for the Public Institutional District within Green Bay Municipal Code, Chapter 44, Article X, Division 2, Section 44-884, Table 44-16.
   b. Accessory uses for Development Areas A, B, C, D, E, F and G shall be those listed within for the R-3 Varied Density Residential District within Green Bay Municipal Code, Chapter 44, Article VI, Division 2, Section 44-589, Table 44-3.

D. DIMENSIONAL AND AREA REQUIREMENTS. Dimensional and area requirements shall meet the following regulations:

1. Lot Width and Area. Minimum lot width and lot area shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: minimum lot width of 35 feet with minimum lot area of 3,500 square feet.
   b. Single-family, attached dwellings/townhomes: minimum lot width of 15 feet per unit with minimum lot area of 1,500 square feet per unit.
   c. Multiple-family dwellings and mixed-use buildings: minimum lot width of 40 feet with minimum lot area of 750 square feet per unit.

2. Setbacks. Setbacks are established by Development Area and uses, as depicted on Exhibit B - Development Areas.
   a. Development Areas A, B and C
      (1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is fifteen (15) feet. Attached garages fronting the right-of-way shall maintain a minimum front yard setback that is five (5) feet further back that the home.
      (2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
      (3) Side yard setback, Principal Structures and Drives: Minimum side yard setback is five (5) feet.
         i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.
         ii. Side yard setbacks for drives leading to detached garages shall have the same side yard setback of the detached garage.
      (4) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.

   b. Development Area D
      (1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is ten (10) feet.
      (2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
      (3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.
         i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.
      (3) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.
      (4) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet
   c. Development Area E
      (1) Front yard setback, principal structures: There is no minimum setback required for yards fronting the public right-of-way and the maximum front yard setback is fifteen (15) feet.
      (2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.

(3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.

(5) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is ten (10) feet.

(6) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet.

d. Development Area F

(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is fifteen (15) feet.

(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.

(3) Side yard setback, Principal Structures and Drives: Minimum side yard setback is six (6) feet for single story structures and eight (8) feet for greater than single story structures.

i. Side yard setbacks for drives leading to detached garages shall have the same side yard setback of the detached garage.

(4) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear yard setback is four (4) feet and minimum side yard setbacks is two and a half (2.5) feet.

e. Development Area G

(1) Front yard setback, principal structures: Minimum setback required for yards fronting the public right-of-way is five (5) feet and maximum front yard setback is fifteen (15) feet.

(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.

(3) Side yard setback, Principal Structures: Minimum side yard setback is six (6) feet for single story structures and eight (8) feet for greater than single story structures.

i. Side yard setbacks shall apply only to the ends of single-family attached dwellings.

(5) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structure's façade and the public right-of-way. Minimum rear and side yard setbacks is two and a half (2.5) feet.

f. Development Area H

(1) Front yard setback, principal structures: There is no minimum setback required for yards fronting the public right-of-way and the maximum front yard setback is fifteen (15) feet.

(2) Rear yard setback, principal structures: Minimum rear yard setback is fifteen (15) feet.
(3) Side yard setback, Principal Structures: Minimum side yard setback is ten (10) feet.
(6) Setbacks for accessory structures: Accessory structures shall not be permitted between the principal structures façade and the public right-of-way. Minimum rear and side yard setbacks is ten (10) feet.
(7) Setbacks for surface parking: Surface parking lots shall not be permitted between a structures front façade and the public right-of-way. Side and rear yard setbacks for parking lots is ten (10) feet.

3. Height. Maximum building heights shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: maximum height is thirty-five (35) feet or two and a half (2.5) stories, whichever is less.
   b. Single-family, attached dwellings/townhomes: maximum height is thirty-five (40) feet or three (3) stories, whichever is less.
   c. Multiple-family dwellings and mixed-use buildings: maximum height is fifty (50) feet or four (4) stories, whichever is less.
   d. Active play park, urban farm and community center : maximum height of fifty (50) feet or four (4) stories, whichever is less.

4. Impervious Surface. Maximum impervious surface coverage shall be regulated by use.
   a. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: maximum impervious surface including all buildings, drives, walks, etc. is 60% of lot area.
   b. Single-family, attached dwellings/townhomes: maximum impervious surface including all buildings, drives, walks, etc. is 70% of lot area.
   c. Multiple-family dwellings and mixed-use buildings: maximum impervious surface including all buildings, drives, walks, etc. is 80% of lot area.
      (1) Beyond typical green space, when calculating impervious surface, exposed balconies; decks; patios; active hardscaped plazas; roof gardens; green roofs and planters may be included as pervious surfaces.
   d. Active play park, urban farm and community center: maximum impervious surface including all buildings, drives, walks, etc. is 80% of lot area.

E. STORM WATER MANAGEMENT AND GRADING PLAN. A storm water management and grading plan meeting the standards established by the Department of Public Works, Brown County, and the State of

Wisconsin shall be submitted to and approved by the City prior to the issuance of building permits.

1. The storm water management and grading plan shall be comprehensive and take into account expected build-out of the entire PUD area as depicted on Exhibit A – Location Map.
    a. With approval of the Department of Public Works, this requirement may be adjusted to address only storm water management needs of the specific Development Area for which development is proposed, as depicted on Exhibit B – Development Areas.

2. Stormwater management facilities should function not only as a utility but also as an integral site amenity.
    a. Green infrastructure and sustainable stormwater management practices are encouraged to be utilized throughout the site.
    b. Traditional stormwater facilities shall be designed with landscaping providing human-scale interest and incorporating native plant species where possible.
    c. Include public interface and interaction through the use of site amenities such as walking paths, sitting areas, art and educational/interpretive signage.

F. SIGNAGE. Signage throughout the PUD area shall be regulated as follows:

1. Signage for single-family dwellings, detached and two-family dwelling, upper/lower duplexes shall be regulated as the R-1 Low Density District per the Green Bay Municipal Code, Chapter 30, Article II.
2. Signage for multiple-family dwellings and mixed-use buildings shall be regulated as the OR Office Residential District per the Green Bay Municipal Code, Chapter 30, Article II.

G. REFUSE AND MECHANICALS. Screening of refuse material containers and mechanical equipment throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article XIX, Division 3, Section 44-1917 and further regulated as follows:

1. Refuse material containers and mechanical equipment shall not be located between any principal structure's front facade and the public right-of-way and shall be screened so as not to be visible from the public right-of-way with materials compatible to the nearest structure.

2. Shared communal recycling/trash may be utilized in lieu of dedicated

space on individual sites provided that proof of sufficient capacity exists for the number of proposed users and a recorded shared access/use agreement is provided.

H. PARKING. Parking requirements shall be regulated by use:

1. Single-family dwellings, detached and two-family dwelling, upper/lower duplexes: two (2) spaces per dwelling unit, of which one (1) space per unit must be an enclosed (garage) space.
2. Single-family, attached dwellings/townhomes: one (1) space per dwelling unit.
3. Multiple-family dwellings and mixed-use buildings:
   a. Residential Uses: one (1) space per dwelling unit.
   b. Commercial and Service Uses: regulated by specific use per the Green Bay Municipal Code, Chapter 44, Article VIII.
4. Active play park, urban farm and community center: To be determined by Zoning Administrator based on a parking study.

I. LIGHTING. Lighting throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article V, Division 8.

J. LANDSCAPING. Landscaping throughout the PUD area shall meet the standards as set forth within the Green Bay Municipal Code, Chapter 44, Article XIX, Division 5.

K. ACCESS AND CIRCULATION. Access and circulation for automobile and pedestrian traffic shall be established in substantial conformity with Exhibit C – Circulation Plan.

1. Roadway area identified as "Grand Boulevard" shall be dedicated to the public and be a wide boulevard designed with a variety of social and active spaces within its center. The linear boulevard shall create a link through the site from Guns Road to the activity zone (community gathering space, community building/barn and urban farm on the west side of the development area.)

2. Roadway areas identified as "Imperial Lane Connection" shall be dedicated to the public as street right-of-way.
   a. "Imperial Land Connection" shall connect Interior Roads and Imperial Lane.

3. Roadway areas identified as "West-East Connector" shall be dedicated to the public as street right-of-way.
   a. "West-East Connector" shall connect Lime Kiln Road to the "Imperial Lane Connection" and continue to Guns Road.

4. Roadway areas identified as “Interior Roads” shall be dedicated to the public or privately held.
    a. If privately held, “Interior Roads” shall provide for public access and use though permanent easement(s).

5. Coordinated pedestrian connections linking all individual building entries, public rights-of-way, community gathering space, barn and urban farm within the PUD area through the use of public sidewalks and/or private walks/trails.

SECTION 3. The provisions of this ordinance, including, without limitation, the granting of a conditional use permit and all obligations, conditions, restrictions, and limitations related thereto shall run with and be jointly and severally binding upon the fee simple owner and the beneficial owner of all or any portion of the subject property. All obligations, requirements, and rights of the owner shall run with the land and shall automatically be assigned to be binding upon and inure to the benefit of its successors and assigns, including, but not limited to, any entity acquiring any financial interest in the subject property and/or any subsequent owner and/or beneficial owner of all or any portion of the subject property.

SECTION 4. Each exhibit which is attached to this ordinance is deemed to be and is expressly made a part of and incorporated into this ordinance to the same extent as if each such exhibit, and the plans identified therein, had been set forth in its entirety in the body of this ordinance.

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

SECTION 6. In addition to all other remedies available to the City of Green Bay, the City may decline to issue any building or other permits otherwise required by any ordinance of this City while any violation of this ordinance remains uncured.

SECTION 7. If any provision in this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such a decision shall not affect the validity of any other provision of this ordinance. It is hereby declared to be the intention of the City of Green Bay that all provisions of this ordinance are separable.

SECTION 8. This ordinance shall not take effect until a public hearing is held thereon as provided by Chapter 44, Article II, Division 2, Section 44-82 Zoning Amendments, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2026.

APPROVED:

Eric Genrich, Mayor

ATTEST:

Celestine Jeffreys, City Clerk

sh:

Attachments:
Exhibit A - Location Map
Exhibit B - Development Areas
Exhibit C – Circulation Plan

EXHIBIT A-Location Map

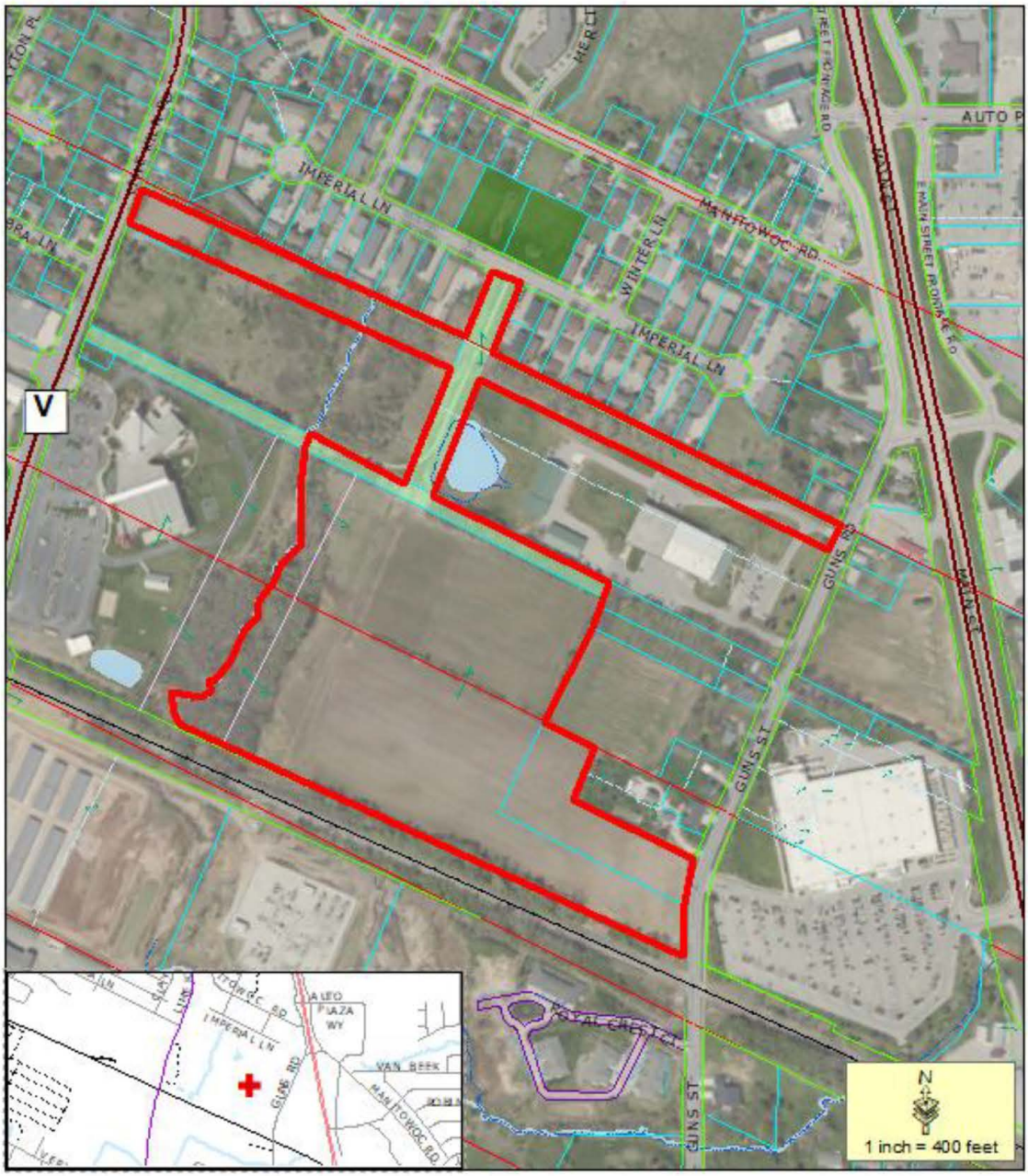


EXHIBIT B-Development Areas

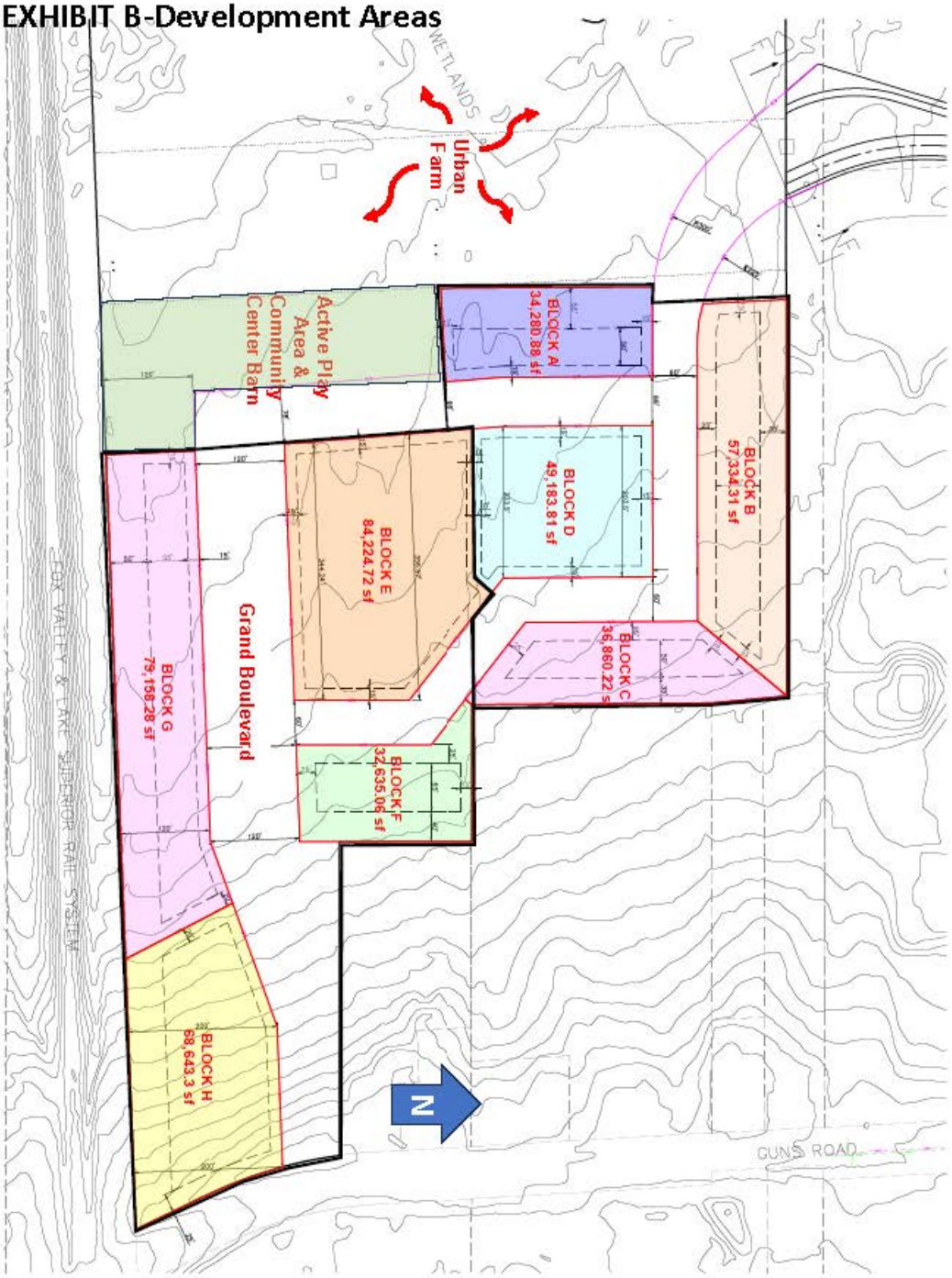
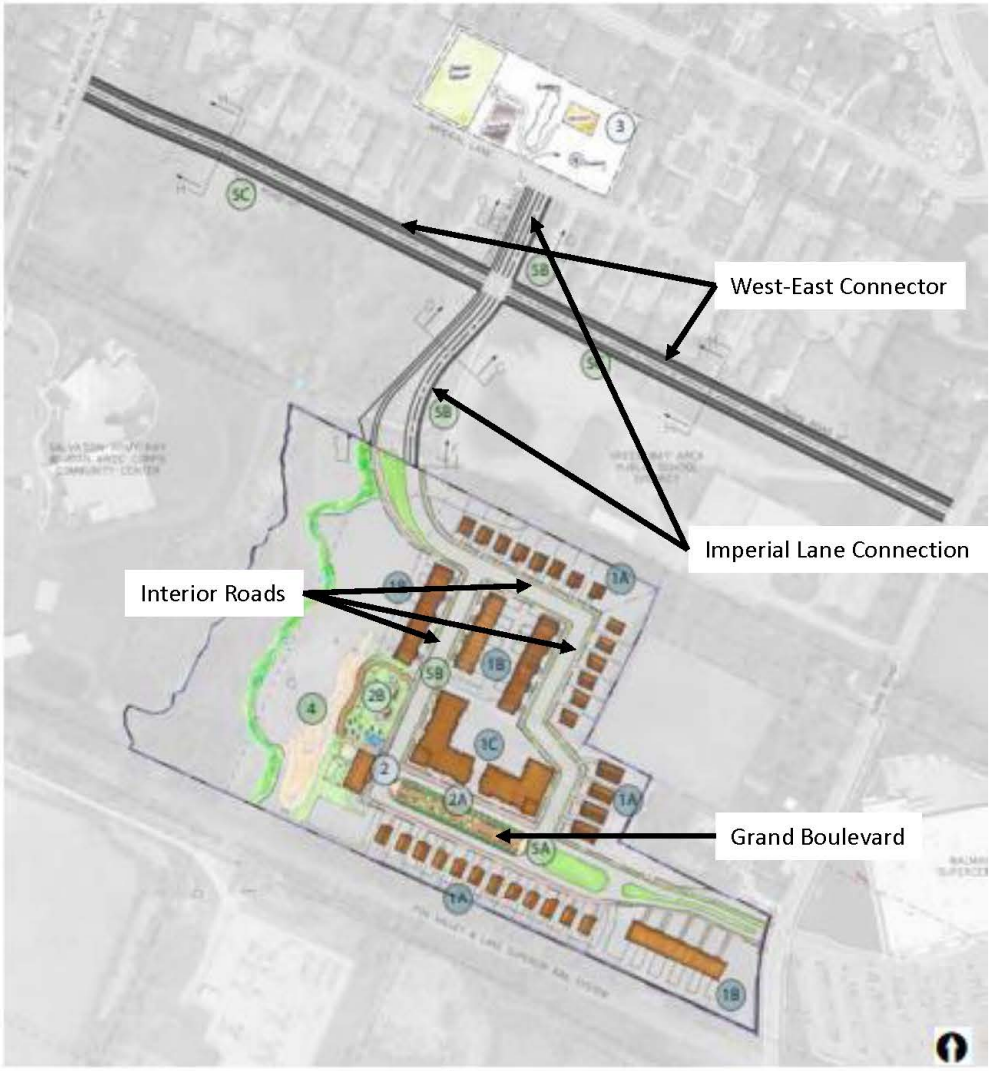


EXHIBIT C- Circulation Plan



Report to the
Redevelopment Authority of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Matthew Buchanan, Staff, Lacey Cochart, City Attorney

AGENDA ITEM # J.1

Consideration with possible action on the approval of the assignment and assumption of Development Agreement 18-01-A, Whitney School Apartments.

BACKGROUND

In April 2018, the City of Green Bay approved Development Agreement 18-01-A with Whitney School Development, LLC. The agreement allowed for Tax Increment Financing (TIF) assistance to support the adaptive reuse of the historic Whitney School property at 215 N. Webster Avenue, and creation of 23 market-rate rental units.

The developer intends to sell the property to Whitney School Lofts GB LLC. The development agreement requires the developer to obtain approval from the Redevelopment Authority and City of Green Bay, authorizing assignment and assumption of the Development Agreement.

RECOMMENDATION

To approve the assignment and assumption of Development Agreement 18-01-A, Whitney School Apartments.

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

1. Assignment and Assumption of Development Agreement
2. Whitney School Development Agreement First Amendment
3. Whitney School Development Agreement Original

ASSIGNMENT AND ASSUMPTION OF DEVELOPMENT AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION OF DEVELOPMENT AGREEMENT (this "**Assignment**") is made and entered into as of _____, 2026 (the "**Effective Date**") by and between WHITNEY SCHOOL DEVELOPMENT LLC, a Wisconsin limited liability company ("**Assignor**"), and WHITNEY SCHOOL LOFTS GB LLC, a Wisconsin limited liability company ("**Assignee**"), and is consented to by the CITY OF GREEN BAY, a Wisconsin municipal corporation ("**City**") and THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY ("**RDA**").

RECITALS:

A. Assignor and Assignee (as successor in interest to Sunil Pesesetti and Ayesha Penesetti) are parties to that certain Real Estate Purchase and Sale Agreement, dated as of November 13, 2025 (as amedned and assigned, the "**Purchase Agreement**"), regarding the sale of that certain real property being more fully described on Exhibit A attached hereto and made a part hereof (the "**Real Property**"), together with all improvements and other property comprising the Property (as defined in the Purchase Agreement) commonly known as Whitney School Lofts. Unless otherwise indicated herein, all capitalized terms in this Assignment shall have the meaning ascribed to them in the Purchase Agreement.

B. Under the Purchase Agreement, Assignor is obligated to assign to Assignee, to the extent City and RDA consent thereto, all of Assignor's right, title and interest in and to that certain Development Agreement between Assignor, City and RDA attached hereto as Exhibit B and made a part hereof (the "**Development Agreement**") and to delegate any and all of its obligations and responsibilities under the Development Agreement from and after the Effective Date to Assignee.

C. Under the Purchase Agreement, Assignee is obligated to accept such assignment and assume and agree to keep, perform and observe all of the terms, covenants, agreements and conditions contained in the Development Agreement on Assignor's part to be kept, performed and observed from and after the Effective Date.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Assignor hereby assigns, sells, transfers, sets over and delivers unto Assignee all of Assignor's estate, right, title and interest in and to the Development Agreement from and after the Effective Date (including, wihout limitation, the right to receive payments of the TIF Incentive (as defined in the Development Agreement) under the Development Agreement from and after ther Effective Date). Assignee hereby accepts such assignment and hereby assumes all of the obligations and agrees to pay, perform and discharge all of the terms, covenants and conditions, in each case arising or accruing under the Development Agreement from and after the Effective Date.

2. All payments of TIF Incentive made pursuant to the Development Agreement from and after the Effective Date shall be made payable to Assignee at the address set forth below. If Assignor receives any TIF Incentive payments from City or RDA after the Effective Date, it shall remit the same to Assignee within five (5) business days of receipt thereof. The foregoing shall not affect the proration and apportionment of TIF Incentive payments between Assignor and Assignee under the Purchase Agreement. The address for Assignee under Article X.I under the Development Agreement shall be as follows from and after the Effective Date:

   Whitney School Lofts GB LLC
   c/o Sunil Penesetti and Ayesha Penesetti
   9826 Sandhill Road
   Middleton, WI 53562

   With a copy for notice purposes to :

   Koritzinsky & Karls, LLC
   414 D'Onofrio Drive, Suite 300
   Madison, WI 53719
   Attention: Ethan Miller

3. Assignee agrees to protect, defend, indemnify and hold harmless Assignor, its legal representatives, successors and assigns from any and all losses, damages, expenses, fees (including, without limitation, reasonable attorneys' fees), court costs, suits, judgments, liability, claims and demands whatsoever in law or in equity, incurred or suffered by Assignor, its legal representatives, successors and assigns or any of them arising out of or in connection with Assignee's failure to perform obligations under the Agreement occurring from and after the Effective Date.

4. In the event of the bringing of any action or suit by a Assignor or Assignee against the other party hereunder by reason of any breach of any of the covenants, conditions, agreements or provisions on the part of the other party arising out of this Assignment, then in that event the prevailing party shall be entitled to have and recover of and from the other party all costs and expenses of the action or suit, including actual attorneys' fees and costs.

5. The transfers and assumptions given effect by this Assignment are limited by and made expressly subject to the terms, covenants and conditions set forth in the Purchase Agreement.

6. This Assignment may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

7. This Assignment shall be binding upon and inure to the benefit of the successors, assignees, personal representatives, heirs and legatees of all the respective parties hereto.

8. This Assignment shall be governed by, interpreted under, and construed and enforceable in accordance with, the laws of the State of Wisonsin.

[Signature Page Follows]

IN WITNESS WHEREOF, Assignor and Assignee have executed and delivered this Assignment and Assumption of Development Agreement as of the Effetcive Date.

ASSIGNOR:

WHITNEY SCHOOL DEVELOPMENT LLC,
a Wisconsin limited liability company

BY WHITNEY SCHOOL MM LLC, Managing Member

BY_____
Lindsey S. Bovinet, Manager

ASSIGNEE:

WHITNEY SCHOOL LOFTS GB LLC,
a Wisconsin limited liability company

By: _____
Name: _____
Title: _____

[Signatures of City and RDA on following page]

The foregoing Assignment and Assumption of Development Agreement is hereby consented to by the City and RDA as of the Effective Date.

THE CITY OF GREEN BAY

By: _____
Name: _____
Title: _____

THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY

By: _____
Name: _____
Title: _____

EXHIBIT A

Legal Description of Real Property

Lot 1 of Certified Survey Map No. 9029 recorded in the Office of the Register of Deeds for Brown County, Wisconsin on March 5, 2019, as Document No. 2852499, said certified survey map being all of Lot 2 of Certified Survey Map No. 2244, and Lots 496, 497, 498, 499, 500, 501, 565, 566, and 567 according to the Plat Of Navarino and part of the Vacated Alley described in Document No. 2797289, all being part of Private Claim 2, East Side of Fox River (ESFR), City of Green Bay, Brown County, Wisconsin.

Tax Parcel No. Tax Parcel No. 9-112

EXHIBIT B

Development Agreement

[See attached]

City of Green Bay
Department of Community and Economic Development

FIRST AMENDMENT TO
DEVELOPMENT AGREEMENT 18-01-A
WHITNEY SCHOOL APARTMENTS

This First Amendment to Development Agreement ("Amendment")
is made this 14th day of May, 2019,
by THE CITY OF GREEN BAY, a Wisconsin municipal corporation ("City"),
THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY ("RDA"),
and WHITNEY SCHOOL DEVELOPMENT LLC a Wisconsin limited liability company ("Developer").

RECITALS

A. The City, RDA, and Whitney School Development LLC entered into a Development Agreement ("Agreement") dated April 18, 2018.

B. The City, RDA, and Whitney School Development LLC desire to amend the Development Agreement as set forth in this Amendment.

C. The City Attorney and Executive Director of the RDA have determined that the proposed amendments are of a technical and interpretive nature only and that have no substantial effect on the agreement as approved by the RDA and/or City. Thus the proposed amendments fall within the authority delegated to the City Attorney and Executive Director of the RDA to make technical changes and therefore do not require the consent of the full RDA and/or City.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

AGREEMENTS

A. Incorporation of Proceedings, Exhibits, and Recitals. All motions adopted, approvals granted, minutes documenting such motions and approvals, and plans and specifications submitted in conjunction with any and all approvals as granted by the City or RDA, including but not limited to adopted or approved plans or specifications on file with the City or RDA, along with all of the Recitals set forth above, shall be incorporated into this Amendment by reference, upon attachment, or upon consent by amendment if necessary if not referenced or attached at the time of execution of this Amendment.

B. Recital A of the Agreement is hereby deleted in its entirety and replaced with the following:

A. Developer has proposed to acquire and develop certain real property in the City of Green Bay consisting of approximately one and four hundred seventy-six thousandths (1.476) acres and

more particularly described on Exhibit A attached hereto and improvements thereon (the "Property").

C. The first two (2) sentences of Recital B of the Agreement are hereby deleted in their entirety.

D. The City hereby acknowledges that Developer has satisfied its obligations to meet any and all time deadlines as set forth in the following Articles of the Agreement and is not in default under said Articles: (i) Article IV.A; (ii) Article IV.B; (iii) Article IV.C; (iv) Article IV.F; (v) Article IV.G; (vi) Article IV.H; (vii) Article IV.J and (vii) Article IV.L (except with respect to completion of the Project).

E. The address for Developer Article X.I is hereby changed to:

Whitney School Development LLC
c/o Milwaukee View, LLC
Attention: Lindsey Bovinet
225 E. St. Paul Avenue, Suite 302
Milwaukee, WI 53202

F. Exhibit A of the Agreement is hereby replaced with the Exhibit A attached to this Amendment.

G. The Secretary of the Department of Housing and Urban Development ("HUD") shall be the insurer of a loan (the "HUD-Insured Loan") from the Developer to Walker & Dunlop, LLC ("Lender") that will be secured by a mortgage on the Property. Notwithstanding anything to the contrary on the Agreement, Developer may assign the Agreement or its rights thereunder to Lender and HUD without the prior written consent of the City or RDA. Upon any endorsement, assignment or other transfer of the note evidencing the HUD-Insured Loan (the "Note") by Lender or by operation of law, the term "Lender" as used herein shall mean the endorsee, assignee, other transferee or successor to Lender then becoming the holder of the Note.

H. The following is hereby added to the end of Article IV.D of the Agreement: "City and RDA acknowledge the approval of Developer's Construction Documents and the issuance of a building permit by the City of Green of Bay. Developer shall enter into a HUD cost plus contract with a guaranteed maximum price of approximately $5,790,845 (the "Estimated GMP"). For so long as HUD is the holder or insurer of the HUD-Insured Loan, Developer shall not be required to obtain the consent of RDA or the City under this Article IV.D to any changes in the Construction Documents or Development Budget provided that such changes do not result in a change to the external façade, character of the structure, number of apartment units, the number or bedrooms in each unit, or a decrease in the guaranteed maximum price which does not exceed 5% of the Estimated GMP.

I. Notwithstanding anything to the contrary in the Agreement, the City or RDA shall not withhold its consent to any transfer of the Property or an interest in the Property to the extent such transfer requires the approval of HUD and HUD has consented to such transfer.

J. City and RDA agree and acknowledge all insurance proceeds received on account of a casualty shall be applied in the manner determined by Lender or HUD so long as the HUD-Insured Loan is outstanding.

K. Notwithstanding anything to the contrary contained in the Agreement, so long as the Property is subject to a mortgage insured or held by HUD, any indemnification obligations of Developer are

limited to available insurance proceeds and/or available surplus cash, as that term is defined in the Regulatory Agreement between HUD and Developer; provided, however, Whitney School MM LLC hereby agrees to fully indemnify the City, the RDA, and their respective agents, officials, employees, representatives, successors and assigns harmless from and against any damage, claim, fine, penalty, assessment, liability, or other charge or claim, and all costs (including, without limitation, reasonable legal, accounting, consulting, engineering, and similar expenses incurred) arising from the treatment, deposit, release, storage, or disposal of any Hazardous Materials on, within or about the Property by Developer or its agents, employees, invitees or contractors during construction and rehabilitation of the Project. Whitney School MM LLC shall execute this Amendment solely for the purpose of agreeing to the foregoing indemnification obligation.

L. Subordination. The Development Agreement shall be subordinate to the interests of (i) all mortgages encumbering all or any part of the Property given to Walker & Dunlop, LLC and/or given to secure a loan insured by the U.S. Department of Housing and Urban Development for purposes of providing construction or permanent financing for the Project (collectively, "Mortgages"); (ii) all past and future advances made under any such Mortgages; and (iii) all renewals, modifications, replacements and extensions of any such Mortgages.

M. Amendment. Except as set forth in this Amendment, the Development Agreement remains as executed and is full force and effect.

N. Severability. If any provision of this Amendment shall be determined to be unenforceable as applied in any particular case or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained unenforceable to any extent whatever.

O. Recording of Amendment. The City may record this Amendment or a Memorandum of this Amendment with the Register of Deeds for Brown County, Wisconsin. Upon request of the City, Developer shall execute and deliver to the City any such Memorandum or any other document in connection with such recording.

P. Signatures and Counterparts. This Amendment may be signed in any number of counterparts with the same effect as if the signature thereto and hereto were upon the same instrument. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed by duly authorized representatives of Developer, City and RDA as of the day and year first written above.

[Signature pages follow]

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed by duly authorized representatives of Developer, City and RDA as of the day and year first written above.

DEVELOPER:

WHITNEY SCHOOL DEVELOPMENT LLC

BY Whitney School MM LLC, its managing member

BY _____
Lindsey Bovinet, Manager

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF Milwaukee)

Personally came before me this 14th day of May 2019, the above named Lindsey Bovinet, manager if Whitney School MM LLC, managing member of WHITNEY SCHOOL DEVELOPMENT LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC FRANK PITSOULAKIS STATE OF WISCONSIN

_____
* Frank Pitsoulakis
Notary Public, Milwaukee County, Wisconsin
My Commission ~~Expires~~ is permanent

Signature page 2 of 4

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT LLC

THE CITY OF GREEN BAY

By: _____
Eric Genrich, Mayor

By: _____
Kris A. Teske, Clerk

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 13 day of May 2019, the above named Eric Genrich and Kris A. Teske, on behalf of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

_____
* Lindsey Belongea
Notary Public, Brown County, Wisconsin
My Commission Expires 1-17-23

Signature page 3 of 4

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT LLC

REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY

By: Gary J. Delveaux
Gary J. Delveaux, Chair

Attest: K. J. Vonck
Kevin J. Vonck, Executive Director

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 13 day of May 2019, the above named Gary J. Delveaux and Kevin J. Vonck, on behalf of the Redevelopment Authority of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

L. Belongea
* Lindsey Belongea
Notary Public, Brown County, Wisconsin
My Commission Expires 1-17-23

Signature page 4 of 4

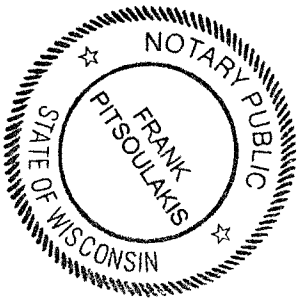
WHITNEY SCHOOL MM LLC

BY _____
Lindsey Bovinet, Manager

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF Milwaukee)

Personally came before me this 16th day of May 2019, the above named Lindsey Bovinet, the manager of WHITNEY SCHOOL MM LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same.



_____
* Frank Pitsoulakis
Notary Public, Milwaukee County, Wisconsin
My Commission ~~Expires~~ is permanent

EXHIBIT A
Legal Description

LOT ONE (1), CERTIFIED SURVEY MAP NO. 9029, AS DOCUMENT NO. 2852499; SAID MAP BEING ALL OF LOT 2 OF VOLUME 10 CERTIFIED SURVEY MAPS PAGE 155, MAP NO. 2244, AS DOCUMENT NO. 961283, AND ALL OF LOTS 496, 497, 498, 499, 500, 501, 565, 566, AND 567 ACCORDING TO THE PLAT OF NAVARINO, RECORDED AS VOLUME 1 PAGE 35, AND PART OF THE VACATED ALLEY DESCRIBED IN DOCUMENT NO. 2797289, ALL BEING PART OF PRIVATE CLAIM 2, EAST SIDE OF FOX RIVER (ESFR), CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN

City of Green Bay
Department of Community and Economic Development

DEVELOPMENT AGREEMENT 18-01-A

WHITNEY SCHOOL APARTMENTS

This Development Agreement is made this 18 day of APRIL, 2018,

by THE CITY OF GREEN BAY, a Wisconsin municipal corporation ("City"),

THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY ("RDA"),

and Whitney School Development, LLC a Wisconsin limited liability company ("Developer").

RECITALS

A. Developer has proposed to acquire and develop certain real property, identified for real estate tax purposes and address as:

Tax Parcel	Address	Acres
9-112	215 N. Webster Avenue	1.207

B. The parcels listed above, along with a twelve (12)-foot-wide Public Alley east of Van Buren Street and west of Webster Avenue, which connects Pine Street on the north to Cherry Street on the south, shall be referred to as the "Property." The Property comprises approximately [1.207] acres of land. A legal description of the Property is herein attached as EXHIBIT A. Should the boundaries of the Property change, the Developer shall cause a certified survey map to be prepared, approved and recorded with the Brown County Register of Deeds.

C. Developer intends to complete a Project, which consists of renovating the historic Whitney School into twenty-three (23) market-rate rental apartments of one (1) or two (2) bedrooms, with refurbished terrazzo floors, new appliances, high-efficiency heating and cooling, and entertainment and fitness amenities. The Proposed Project improvements are shown on a Preliminary Concept Plan, which is herein attached as EXHIBIT B.

D. As of January 1, 2018, the Property has an aggregate assessed value of six hundred and forty-two thousand, three hundred dollars ($642,300.00), which based on the assessed tax rates in effect as of January 1, 2018, the Property yields approximately:

1. $14,638.00 in total real estate taxes annually (assessed mill rate of $22.79);

2. $14,638.00 in real estate taxes to the local taxing jurisdictions (total real estate taxes less real estate taxes to the State of Wisconsin) annually (assessed mill rate of $22.79); and

3. $5,793.00 in real estate taxes to the City of Green Bay annually (assessed mill rate of $9.02).

E. Upon completion of Proposed Project, the City estimates the aggregate assessed property value of the Property on January 1, 2020 to be two million, five hundred thousand dollars ($2,500,000.00), which is anticipated to yield approximately:

1. $56,975.00 in total real estate taxes annually (assessed mill rate of $22.79);

2. $56,975.00 in real estate taxes to the local taxing jurisdictions (total real estate taxes less real estate taxes to the State of Wisconsin) annually (assessed mill rate of $22.79); and

3. $22,550.00 in real estate taxes to the City of Green Bay annually (assessed mill rate of $9.02).

The City Assessor or his/her designee may not use this Agreement or any provisions herein as the sole basis to determine the value of the Project.

F. Pursuant to the provisions of §66.1105, Wis. Stats. (the "Tax Increment Law"), the Developer requests that the RDA and City ask the Joint Review Board (JRB) to create a new conservation and rehabilitation or blight Tax Increment District ("TID 20" or the "TID"), effective January 1, 2018, which includes the Property and adjacent property, and which will provide part of the financing for certain costs of the Project.

G. Developer has requested Tax Incremental Finance ("TIF") assistance from the City and RDA with regard to certain expenses, including, but not limited to environmental remediation; demolition, remodeling, repair or reconstruction of existing buildings; clearing of land; construction of new buildings; or the construction of public works infrastructure, which will constitute qualified expenditures for which TIF assistance may be afforded Developer.

H. The City and RDA desire to have Developer perform the Project in order to generate economic activity and tax base for the community consistent with the City Comprehensive Plan.

I. In order to induce Developer to undertake the Project, such that neglected historic structures will be rehabilitated, the physical environment will be enhanced, the range of residential real estate products will be increased, and the public will generally benefit, the City has agreed to provide assistance to Developer as provided by this Agreement, all in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

I. PURPOSE

A. Incorporation of Proceedings, Exhibits, and Recitals. All motions adopted, approvals granted, minutes documenting such motions and approvals, and plans and specifications submitted in conjunction with any and all approvals as granted by the City or RDA, including but not limited to adopted or approved plans or specifications on file with the City or RDA, along with all of the Recitals set forth above, shall be incorporated into this Agreement by reference, upon attachment, or upon consent by amendment if necessary if not referenced or attached at the time of execution of this Agreement.

B. Implementation Schedule. TIME IS OF THE ESSENCE with regard to all dates and time periods set forth and/or incorporated herein. Any material modification or deviation from an approved schedule described in this Agreement shall occur only upon approval of the City and RDA, with any such approvals required to be in writing as an amendment to this Agreement, and which approvals shall not be unreasonably withheld. City shall cooperate and act promptly with respect to any and all permits or approvals necessary for completion of the Project. Notwithstanding the above, this Agreement shall not limit the discretion of the City, or any of its duly appointed and authorized governing bodies, boards or entities, in approving or rejecting any aspect of the Project or improvements contemplated on or about the Property.

C. Entire Agreement. This writing including all Exhibits hereto, and the other documents and agreements referenced herein, constitutes the entire Agreement between the parties hereto in respect to the Project and all prior letters of intent or offers, if any, are hereby terminated. This Agreement shall be deemed to include and incorporate such minutes, approvals, plans, and specifications, as referenced in this Agreement, and in the event of a conflict between this Agreement and any action of the City or RDA, granting approvals or conditions attendant with such approval, the terms of this Agreement shall be deemed controlling and the City and RDA will take the necessary action to amend any conflicting approvals or conditions.

D. Purpose of the Agreement. In order to cause the Project to occur and to induce Developer to undertake the Project, to promote community development, industry and job creation and to expand and enhance the tax base within the City, the City intends to provide the TIF Incentives as set forth in this Agreement. The City intends to recover its costs through the Available Tax Increment generated by the Property. The parties intend to enter into this Agreement to record the understandings and undertakings of the parties and to provide a framework within which the Project may proceed.

II. DEFINITIONS; EXHIBITS

Whenever in this Agreement a pronoun is used it shall be construed to represent either the singular or the plural, masculine or feminine, as the case shall demand. As used in this Agreement, the following terms, when having an initial capital letter, shall have the following meanings:

A. "Agreement" means this Development Agreement among the City, RDA, and Developer, as amended and supplemented from time to time.

B. "Annual Assessed Value" means the assessed value of the Private Improvements and the Property, as defined in this Agreement, as of January 1 of any calendar year.

C. "Available Tax Increment" means the amount of Tax Increment (as defined below) actually received by the City generated by any increase of value of the Property above the base value and attributable to development within a tax incremental finance district, during the twelve (12) month period preceding a payment date, that has not been previously used to make payment on bonds or other obligations as determined by the City. The amount of Available Tax Increment may fluctuate based on variations in the property valuations, tax rate, depreciation and other independent factors.

D. "Base Value" means the aggregate assessed value of the Property when the TID was created, which shall be five hundred fifty thousand, nine hundred dollars ($550,900.00). Any change to the boundary of the Property, through a certified survey map or other means, shall not change on the Base Value.

E. "City" means the City of Green Bay, Brown County, Wisconsin.

F. "Concept Plan" means the plan for the Project.

G. "Developer" means Whitney School Development, LLC or any assignee of the same.

H. "Future Project" means any Private Improvements that will be constructed in the future not specifically detailed in this Agreement.

I. "Plans and Specifications" means the plans and specifications developed for the Project.

J. "Preliminary Concept Plan" means the initial Concept Plan, a copy of which is attached as EXHIBIT B and which is subject to such changes as Developer, the City or RDA may propose and the City and RDA may accept in its sole discretion.

K. "Private Improvements" means the improvements to be constructed on the Property that are not Public Improvements.

L. "Project" means the Project as defined in the Recitals.

M. "Public Improvements" means the infrastructure improvements in connection with the Project that will ultimately be dedicated for public service, including, without limitation:

1. road, pedestrian, and bicycle improvements; and

2. sanitary sewer, storm sewer, and potable water and wastewater mains and laterals, and storm water management facilities; and

3. telephone, high-speed cable, and related technology infrastructure; and

4. natural gas, electrical power, and other public utilities; and

5. any related engineering, grading, erosion control, and landscaping.

N. "Qualified Expenditures" means any expenditures of Developer for the Project that are eligible for TIF Incentives as defined in Section III. B. 2.

O. "Special Assessment" means any special assessment levied against the Property by the City under §66.0701-0733, Wis. Stats., the City Code of Ordinances and this Agreement.

P. "Special Charge" means any special charge levied against the Property by the City under §66.0627, Wis. Stats., the City Code of Ordinances and this Agreement.

Q. "Tax Increment" means that amount obtained by multiplying the total county, city, school and other local general property taxes levied on all taxable property within a TID in a year by a fraction having as a numerator the value increment for that year in the district and as a denominator that year's equalized value of all taxable property in the TID.

R. "TID" means Tax Increment District Number Twenty ("TID 20" or the "TID"), of the City of Green Bay, for which the Developer requests that the RDA and City ask the Joint Review Board (JRB) to create this new conservation and rehabilitation or blight TID, effective January 1, 2018, which includes the Property, and which will provide part of the financing for certain costs of the Project.

S. "TIF" means Tax Increment Financing, as described in Section III below and in particular, Tax Increment Financing relating to the TID.

T. "TIF Incentive" means the incentive as set forth in Section III of this Agreement including specifically the Tax Incentive Cap.

III. TAX INCREMENT FINANCING

A. Qualification for TIF. Developer shall demonstrate to the satisfaction of City and RDA a need for TIF, with such determination to be made according to the "but for" test, that is, that but for the

City and RDA providing TIF, the Project would not happen. At the request of the City or RDA, Developer shall provide an independent analysis from a consultant expert in TIF to justify to the satisfaction of the City and RDA the Developer's qualification and need for TIF, both in terms of Qualified Expenditures and the amount of money to be paid to Developer.

B. Nature of TIF Incentive. The TIF Incentive available to Developer under this Agreement shall be:

1. PAYGo Reimbursement. The City shall provide an TIF Incentive as a pay-as-you-go (PAYGo) obligation of the City, which is further defined as follows:

a) Developer shall be responsible to incur and pay all of the upfront costs of the Project and, to the extent TID revenues are sufficient to the limits of the TID and this Agreement, Qualified Expenditures shall be reimbursed to Developer.

b) Commencing the first year after the first occupancy permit for the Project has been issued, the assessed value of the Property shall be determined on January 1 of each tax year and shall be compared to the assessed value of the Property as of January 1 of the year in which construction commenced. The difference in assessed values shall be known as the Incremental Property Value.

c) Incremental Property Value multiplied by the assessed mill rate, less payments of real estate taxes to the State of Wisconsin, shall be known as the Available TIF Increment.

d) The City shall make available not more than eighty percent (80%) of the Available TIF Increment to the Developer, subject to the limitations in III. C.

e) PAYGo. Commencing in the year after the first occupancy permit for the Project has been issued, reimbursement payments will be payable to Developer in the year following the year of the TIF Increment determination, after Developer has provided proof to the City of the full payment of the real estate taxes, special assessments and special charges against the Real Estate for the previous year. For example, if the first occupancy permit is issued on September 1, 2019, the TIF Increment would be determined as of January 1, 2020 and the PAYGo reimbursement would first be payable in 2021.

2. Qualified Expenditures. The TIF Incentive shall only fund:

a) Public Improvements, as defined in Section II. M., and environmental remediation and asbestos abatement as required by State and Federal law;

b) "Private Improvements" specifically approved by the City or RDA as stated in Section IV. C.

3. Assignment. Developer may assign any of its payment rights hereunder to any future purchaser or developer of any part of the Property upon approval of the RDA, provided however, that the City shall be obligated only to disburse TIF Incentives to the party with whom the City has an agreement. It shall be incumbent upon Developer to enter into a separate agreement with any third parties if it intends to assign its payment rights hereunder, or seek either reimbursement or allocation of any Incremental Property Value and guaranteed aggregate assessed value generated by any third party purchaser and/or developer of any part of the Property.

C. Limitations. The TIF Incentive available to Developer for the Project is limited as follows:

1. Monetary Limitation. The TIF Incentive in any year shall not exceed eighty percent (80%) of the Available Tax Increment for the Property.

2. Tax Incentive Cap. The City shall not be obligated to pay TIF Incentive in excess of the lesser of eight hundred thousand dollars ($800,000.00) or the total amount of Qualified Expenses incurred and paid by Developer.

3. Tax Receipts Limitation. Only the Available Tax Increment actually received by the City, and no other property, revenue, or asset of the City, shall be used to pay such amounts.

4. Temporal Limitation. Provided Developer qualifies for TIF Incentive and provides adequate proof to the City and RDA that Developer has incurred and paid Qualified Expenditures, TIF Incentive payments shall be made within thirty (30) days after Developer has paid the real estate taxes and any Special Assessments and Special Charges in full for the previous tax year, provided, however, in no event shall TIF Incentive payments continue after the earlier of:

   a) the termination date of the TID;

   b) or the termination of this Agreement if before the termination of the TID.

D. No General Obligation of City. The City's obligation to make TIF Incentive payments shall be a special and limited obligation only and shall not be considered a general obligation of the City, and neither the full faith and credit nor the taxing powers of the City are pledged to the payment of such amounts. The City shall take no action to dissolve the TID before payment of all TIF Incentive payments due to the Developer, subject to the provisions of this Agreement. In no circumstances shall amounts to be paid Developer hereunder be considered an indebtedness of the City, and the obligation of the City hereunder is limited to the Available Tax Increment appropriated and received by the City. Amounts due hereunder shall not count against the City's constitutional debt limitation, and no taxes will be levied for its payment or pledged to its payment other than from the Available Tax Increment.

E. Other Grants and Credits. The City and RDA, as appropriate and in its sole discretion, may also apply for such other grants and credits in regard to the Project as they shall deem appropriate for the benefit of the Project and as may be required to achieve necessary financing for the Project, provided, however, the City and RDA make no representations or warranties about the availability of such grants and credits or whether any such grants or credits that may be available will be awarded.

IV. OBLIGATIONS OF DEVELOPER

A. Concept Plan. Prior to October 31, 2018, Developer shall submit a Concept Plan to RDA for approval, which shall be based on, but may differ in minor respects from the Preliminary Concept Plan presented in this Agreement.

B. Construction Documents. Prior to October 31, 2018, and prior to commencement of construction of any Phase of the Project, Developer shall submit site plans, building plans, and other drawings that fix and describe the size and character of the entire Project, along with architectural and general contracts, to RDA for approval. The Construction Documents shall include:

1. Plans and specifications for structural, mechanical and electrical systems, materials; and

2. Full-color elevations for all sides of all proposed structures; and

3. Descriptions and actual samples of all exterior building materials; and

4. Descriptions and photographic examples of interior finishes; and

5. Other such essential items as may be determined by the RDA to be appropriate.

C. Development Budget. Prior to October 31, 2018, Developer shall submit a Development Budget, prepared in accordance with general principles for construction and development budgeting, to RDA for approval. The Development Budget shall include:

1. Not less than five million, five hundred thousand dollars ($5,500,000.00) in "hard" construction costs for the entire Project; and

2. A line item of not less than ten percent (10%) of total Project costs for cost overruns and change orders; and

3. Line items for each of the Qualified Expenditures for which the Developer is seeking a TIF Incentive, as identified in Section III. B. 2.

D. RDA Approvals. The RDA shall indicate its approval or further requirements in writing within thirty (30) days from the date of receipt of the Concept Plan, Construction Documents, or Development Budget, or any revisions; provided, however, that the RDA shall approve such revised Concept Plan, Construction Documents, or Development Budget unless it determines such revisions would impair the objectives of this Agreement, impose substantial financial burdens on the City or the RDA, or adversely affect the Concept Plan. The RDA will make all reasonable efforts to determine the acceptability of plans in less than thirty (30) days, including convening for special meetings to review and consider such plans. At any time during the implementation of the development contemplated by this Agreement, the RDA or Developer may propose modifications to the Preliminary Concept Plan and the approved Concept Plan subject to the agreement of the RDA and the Developer. At any time during the implementation of the development contemplated by this Agreement, Developer may submit to the RDA proposed revisions in the approved Concept Plan, Construction Documents, or Development Budget in order to enhance the achievement of the objectives of this Agreement and to improve and refine the approved Concept Plan.

E. Compliance with Planning; Zoning; Permits and Use. Developer will obtain from the City and all other appropriate governmental bodies (and all other councils, boards, and parties having a right to control, permit, approve, or consent to the development and use of the Property) all approvals and consents necessary to develop and use the Property as set forth above, including, but not limited to:

1. Developer shall pay all water, sewer, and other impact fees that may be due and payable in connection with the Project.

2. The acceptance of this Agreement and granting of any and all approvals, licenses, and permits by the City shall not obligate the City to grant any variances, exceptions, or conditional use grants, or approve any building or use the City determines not to be in compliance with the municipal codes and ordinances of the City, or in the best interests of the City or the RDA.

F. Proof of Equity. Developer shall have in place and shall provide the City and RDA no later than October 31, 2018, proof of equity of not less than five percent (5%) in an amount sufficient to obtain financing for all Project costs.

G. Proof of Financing. By no later than October 31, 2018, Developer shall have delivered proof satisfactory to the City and RDA of financing which will be sufficient in the determination of the City and RDA, to complete the Project according to the plans and specifications.

H. Acquisition of Property. By no later than October 31, 2018, Developer shall have closed on the purchase of all of the parcels comprising the Property and all of the necessary rights of way required for the Project. Developer shall provide copies of deeds and such other closing documents as requested by the City or RDA regarding the purchase of the Property and rights of way. The Property and rights of way shall be owned in the name of the Developer.

I. Termination or Relocation of Easements. Developer shall have agreements with all holders of easements or any other rights that may be affected by the Project, regarding the termination, modification or relocation of such easements and other rights in order to accommodate the Concept Plan.

J. Certified Survey Map. Prior to October 31, 2018 Developer shall cause a certified survey map to be prepared, approved by the City, RDA, and any other party whose consent is required, and shall cause the certified survey map to be recorded with the Brown County Register of Deeds.

K. Use of Funds. Developer may use TIF supported funds only to fund Qualified Expenses as set forth in the approved Development Budget.

L. Improvement of Property. Developer shall promptly design and complete the Project. Substantial work on the Project shall commence no later than ninety (90) days after the last to occur of approval by the City and RDA of the Preliminary Concept Plan, approval by RDA of the Development Budget and Development Plans, and/or issuance of a building permit and all other permits or licenses required to commence construction, which shall be no later than December 31, 2018. Construction of the Whitney School apartments shall be completed no later than December 31, 2019. Developer shall file with the RDA copies of the detailed construction plans within ninety (90) days after completion of the Project.

M. Reports and Information. During the period before the commencement of construction, Developer shall from time to time provide to the RDA information having a bearing upon the interests of the City and the RDA in the Property or under this Agreement. Upon request of the RDA, Developer shall submit progress reports during the course of construction. Upon request of the RDA. Developer shall submit a copy of annual, audited financial statements for Developer through termination of this Agreement.

N. Copies of Documents. All documents from Developer to the City or RDA shall be submitted in triplicate.

O. Maintenance and Repair. Developer shall at all times keep and maintain, or cause to be kept and maintained, the Property in good condition and repair, in a safe, clean, and attractive condition, and free of all trash, litter, refuse, and waste, subject only to demolition and construction activities contemplated by this Agreement.

P. Transfer or Sale of Project Property.

1. Notice of Intent to Transfer. If Developer intends to sell, transfer or convey the Property or any part thereof before termination of this Agreement, Developer shall provide to the City and RDA a written request for transfer thirty (30) days prior to the anticipated transfer. The City or RDA may deny the request for any commercially reasonable reason. This prohibition shall not be deemed to prohibit or restrict leasing to tenants or granting any other right to occupy and use any portion or portions of the Property. Developer may assign all rights and obligations under this Agreement only to an entity controlled and affiliated with Developer to own, manage and operate the Property. This Agreement inures to the benefit and becomes the obligation of the heirs, successors and assigns of Developer. This Agreement shall run with the land and shall be binding upon all current and future owners of the Property. Owner shall not be required to provide the City or RDA with written notice of its intent to transfer in connection with the granting of any mortgage or security agreement to finance or refinance loans for the purchase of the Property or payment of costs of the Project.

2. No Transfer to Exempt Entities. Prior to the closure of the TID, the Property shall not be sold, transferred or conveyed to, leased, or owned by any entity or used in any manner that would render any part of the Project Property exempt from taxation, unless the purchaser, transferee, lessee or owner first executes a written agreement with the City and RDA in a form satisfactory to the City providing for acceptable payments to the City in lieu of taxes.

Q. Easements. Developer shall grant to the City such easements as are reasonably necessary for public improvements, infrastructure, ingress or egress, utilities, lighting or landscaping or any other access necessary to effectuate this Agreement. Developer shall cause existing easements to be relocated or terminated to accommodate the Project.

R. Environmental.

1. Presence of Hazardous Materials and Compliance with Environmental Laws. Before commencement of construction, Developer shall be satisfied, through such means as are commercially reasonable, that the Property is free of Hazardous Materials or that any Hazardous Materials on or within the Property are being stored and handled in strict compliance with all Environmental Laws. Developer shall provide the City and RDA with copies of all environmental reports pertaining to the Property no later than ten (10) days after receiving the same.

2. Developer's Environmental Indemnification. Developer shall indemnify, pay on behalf of, defend and hold the City, the RDA, and their respective agents, officials, employees, representatives, successors and assigns, harmless from and against any loss, damage, claim, fine, penalty, assessment, liability, or other charge or claim, and all costs (including, without limitation, reasonable legal, accounting, consulting, engineering, and similar expenses incurred with respect to such matter and/or incurred in enforcing this indemnity):

   a) Arising from the actual existence, treatment, deposit, release, storage, or disposal of any Hazardous Materials on, within or about the Property prior to or during Developer's ownership or occupancy of the Property; or

   b) Arising from the breach of any warranty, covenant or representation of Developer to the City or RDA, or any other obligation of Developer to the City or RDA regarding Hazardous Materials under this Agreement.

3. Hazardous Materials Defined. As used herein, the term "Hazardous Materials" means:

   a) Hazardous wastes, hazardous substances, hazardous constituents, toxic substances or related materials, whether solids, liquids or gases, including but not limited to substances defined as "hazardous wastes," "hazardous substances," "toxic substances," "pollutants, "contaminants," "radioactive materials," or other similar designations in, or otherwise subject to regulation under, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq.; the Toxic Substance Control Act, 15 U.S.C. 2601 et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. 1802; the Resource Conservation and Recovery Act, 42 U.S.C. 9601. et seq.; the Clean Water Act, 33 U.S.C. 1251; the Safe Drinking Water Act, 42 U.S.C. 300f et seq.; the Clean Air Act, 42 U.S.C. 7401 et seq.; and in any permits, licenses, approvals, plans, rules, regulations or ordinances adopted, or other criteria and guidelines promulgated pursuant to the preceding laws or other similar federal, state or local laws, regulations, rules or ordinances now or hereafter in effect relating to environmental matters (collectively, "Environmental Laws"); and

   b) Any other substances, constituents or wastes subject to any applicable federal, state or local law, regulation or ordinance, including any Environmental Law, now or hereafter in effect, including but not limited to: petroleum, refined petroleum products, waste oil, waste aviation or motor vehicle fuel, and asbestos containing materials.

4. Survival. The provisions of this Section shall survive the conveyance to Developer of any City and/or RDA Property.

S. Insurance. Before commencement of construction activities on the Property, Developer shall deliver to the City and RDA certificates of insurance, copies of endorsements, and other evidence of insurance requested by the City or RDA, which Developer is required to purchase and maintain, or cause to be purchased or obtained, in the types and amounts of coverage listed below, each of which shall name the City and RDA as additional insured parties:

   1. Workers Compensation and Related Coverage. Coverage for state and federal workers compensation shall be defined by state and federal statute. The amounts of employer's liability coverage shall be in not less than the following limits:

      a) Bodily Injury by Accident - $100,000.00 per accident;

      b) Bodily Injury by Disease - $100,000.00 per employee; and

      c) $500,000.00 policy limit.

   2. Comprehensive General Liability Insurance. Coverage shall be written on a commercial general liability form, and shall protect Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages for personal injury, including accidental death, as well as claims for property damages which may arise from operation under this Agreement, whether such operations be by Developer, any subcontractor, or anyone directly or indirectly employed by either of them in such manner as to impose liability on the City or RDA. The amounts of such insurance shall be not less than the following limits:

a) General Aggregate Limit - $2,000,000.00; Personal and Advertising Injury Limit (per person/organization) - $2,000,000.00;

b) Bodily Injury and Property Damage - $2,000,000.00 per occurrence;

c) Fire Legal Liability Damage Limit - $100,000.00 per occurrence; and

d) Medical Expense Limit - $10,000.00 per person.

3. Comprehensive Automobile Liability and Property Damage. Coverage shall protect Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages associated with operations of owned, hired, and non-owned motor vehicles. The amounts of such insurance shall be not less than the following limits:

a) Bodily Injury - $250,000.00 per person; and

b) $1,000,000.00 per occurrence; and Property Damage - $250,000.00 per occurrence.

4. Umbrella Coverage. Coverage shall protect Developer and any subcontractor during the performance of work covered by this Agreement with limits of $1,000,000.00 for bodily injury, personal injury, and property damage on a combined basis with the stated underlying limits of Paragraphs IV. S. 1. to IV S. 3. above.

5. Builder's Risk Insurance. Before commencing construction of any improvements on the Property and during any construction activities contemplated by this Agreement, Developer shall obtain and keep in full force and effect and all builders risk insurance policy for all portions of the Property with coverage equal to the total amount of the construction contracts for all such construction activities. Nothing in this Agreement is intended to relieve Developer of its obligation to perform under this Agreement and, in the event of loss, Developer shall use the proceeds of such insurance to promptly reconstruct the damaged or lost improvements.

6. Fire and Casualty Insurance. Developer shall obtain and keep in full force adequate fire and casualty insurance with coverage in an amount equal to the assessed value of such improvements. In the event of loss the Developer shall use the proceeds of such insurance to promptly reconstruct the damaged or lost improvements.

T. General Indemnity.

1. Protection Against Losses. Developer shall indemnify, defend and hold harmless the City, RDA, and their respective officers, employees, agents, attorneys, insurers and the successors and assigns of all of the foregoing, from any and all liabilities, claims, losses, damages, judgments or awards, costs or expenses, including reasonable attorneys' fees, of whatsoever nature and by whomsoever asserted, whether asserted by a third party or by a party to this Agreement (hereinafter "Losses"), directly or indirectly, arising out of, resulting from or in any way connected with:

a) Any breach by Developer of the terms of this Agreement;

b) Any non-compliance with laws, ordinances, rules or regulations applicable to Developer's obligations under this Agreement; or

c) Any governmental, regulatory or other proceedings to the extent any such proceedings result from Developer's failure to comply with its obligations under this Agreement or otherwise.

2. Indemnification Procedures. Developer shall promptly assume full and complete responsibility for the investigation, defense, compromise and settlement of any claim, suit or action arising out of or relating to the indemnified matters following written notice thereof from the City or RDA, which notice shall be given by the City or RDA within ten (10) days of their knowledge of such claim, suit or action. Failure to provide such timely notice shall not eliminate Developer's indemnification obligations to the City and RDA unless, and only to the extent to which, such failure has substantially prejudiced Developer. Notwithstanding the foregoing, in its sole discretion and at its expense, the City and RDA may participate in or defend or prosecute, through their own counsel(s), any claim suit or action for which either of them is entitled to indemnification by Developer; provided, however, that if the City or RDA is advised in writing by its legal counsel that there is a conflict between the positions of Developer and City or RDA, as appropriate, in conducting the defense of such action or that there are legal defenses available to the City or RDA different from or in addition to those available to Developer, then counsel for the City or RDA, at Developer's expense, shall be entitled to conduct the defense only to the extent necessary to protect the interests of the City or RDA. Developer shall not enter into any compromise or settlement without the prior written consent of the City or RDA, as appropriate, which consent shall not be unreasonably withheld. The absence of a complete and general release of all claims against the City or RDA shall be reasonable grounds for the City or RDA to refuse to provide written consent to a compromise or settlement. If Developer does not assume the defense of such claim, suit or action, Developer shall reimburse the City and RDA for the reasonable fees and expenses of counsel(s) retained by the City and by RDA, and shall be bound by the results obtained by the City and RDA; provided, however, that no such claim, suit or action shall be settled without Developer's prior written consent, which consent shall not be unreasonably withheld. The absence of a complete and general release of all claims against Developer shall be reasonable grounds for Developer to refuse to provide written consent to a compromise or settlement.

V. CONDITIONS PRECEDENT TO OBLIGATIONS OF CITY AND RDA

The City's and RDA's obligations under this Agreement are conditioned upon the following:

A. Existence. Developer shall have provided City and/or RDA a certified copy of its organizational documents and a certificate from the Department of Financial Institutions for the State of Wisconsin indicating Developer's existence and good standing.

B. Incumbency; Due Authorization. Developer shall have provided a certificate of incumbency and resolutions of the company, demonstrating Developer has been duly authorized to enter into this Agreement and authorizing the person signing this Agreement to execute and deliver it to the City and/or RDA, and to bind Developer to its terms.

C. No Violation or Default. Developer shall not be in violation of any of its governing documents or other contracts subject to this Agreement or of any other agreement between Developer and the City and/or RDA.

D. Insurance. Developer shall have delivered to the City and/or RDA certificates of all insurance required under this Agreement.

E. TID District. The TID shall be in effect and in good standing certified by the Wisconsin Department of Revenue.

VI. CONDITIONS PRECEDENT TO OBLIGATIONS OF DEVELOPER

The obligations of Developer under this Agreement are conditioned upon the following:

A. TID. The TID shall be in effect and in good standing certified by the Wisconsin Department of Revenue.

B. Due Authorization. The City Council shall consent to the City entering into this Agreement and shall authorize the person(s) signing this Agreement to execute and deliver it to Developer and to bind the City to its terms. All actions required to authorize RDA to enter into this Agreement shall have been taken and evidence of such actions, including authorization of the person signing this Agreement on behalf of RDA shall have been provided to Developer.

C. Governmental Approvals. Developer shall have obtained final approval by all governmental bodies with jurisdiction over all approvals necessary to facilitate the development of the Project.

D. Project Financing. Developer shall have obtained equity and financing for development of the Project in amounts sufficient to complete the Project according to the plans and specifications.

VII. REPRESENTATIONS, WARRANTIES AND COVENANTS

Developer represents and warrants to the City and RDA as follows:

A. No Material Change in Documents. All contract documents and agreements have been furnished to the City and RDA, as the case may be, and are true and correct and there has been no material change in any of the same.

B. No Material Change in Developer Operations. There has been no material change in the business operations of Developer since the date the parties began negotiation to enter into this Agreement.

C. Compliance with Zoning. The Property now conforms and will continue to conform at all times and in all respects with applicable zoning and land division laws, rules, regulations and ordinances.

D. Payment. Developer shall pay for all work performed or materials furnished for the Project when and as the same become due and payable. Developer shall not suffer any construction or other involuntary lien to be imposed upon the Property, except for liens for claims to payment that are subject to a bona fide dispute, and, in that case, such liens shall be removed by Developer posting bond or other security, paying one hundred and twenty percent (120%) of the lien claimed into court, escrowing funds or promptly taking other steps to remove the lien of record. Developer shall pay all other obligations relating to the Project, including all creditors holding liens or mortgages against the Property when and as the same become due. Developer will pay all taxes and assessments levied against the Property when and as the same become due.

E. Certification of Facts. No statement of fact by Developer contained in this Agreement and no statement of fact furnished or to be furnished by Developer to the City or RDA pursuant to this Agreement contains or will contain any untrue statement of a material fact or omits or will omit to state a material fact necessary in order to make the statements herein or therein contained not misleading.

F. Good Standing. Developer is a limited liability company organized and existing in good standing under the laws of the State of Wisconsin and has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business.

G. Due Authorization. The execution, delivery and performance of this Agreement and all other agreements requested to be executed and delivered by Developer hereunder have been duly authorized by all necessary company action of Developer and constitute valid and binding obligations of Developer, in accordance with their terms, subject only to applicable bankruptcy, insolvency, reorganization, moratorium, general principles of equity, and other similar laws of general application affecting the enforceability of creditors' rights generally.

H. No Conflict. The execution, delivery, and performance of the obligations of Developer pursuant to this Agreement will not violate or conflict with the Articles of Organization or Operating Agreement of Developer or any indenture, instrument or material agreement by which Developer is bound, nor will the execution, delivery, or performance of obligations of Developer pursuant to this Agreement violate or conflict with any law applicable to Developer.

I. No Litigation. There is no litigation or proceeding pending or threatened against or affecting Developer or the Property that would adversely affect the Project, Developer or the priority or enforceability of this Agreement, the ability of Developer to complete the Project or the ability of Developer to perform its obligations under this Agreement.

J. No Default. No default, or event that with the giving of notice or lapse of time or both would be a default, exists under this Agreement, and Developer is not in default (beyond any applicable period of grace) of any of its obligations under any other material agreement or instrument to which Developer is a party or an obligor.

K. Compliance with Laws and Codes. The Project, when completed, will conform and comply in all respects with all applicable laws, rules, regulations and ordinances, including without limitation, all building codes and ordinances of the City. Developer will comply with, and will cause the Project to be in compliance with all applicable federal, state, local and other laws, rules, regulations and ordinances, including without limitation, all environmental laws, rules, regulations and ordinances.

L. Fees or Commissions. Neither the City nor RDA shall be liable for any broker fees or commissions incurred by Developer in connection with the Property or any transactions contemplated by this Agreement.

VIII. DEFAULT

A. Developer Default. Each of the following shall be an Event of Default by Developer:

1. Failure to Make Payment. Developer fails to make any payment required and such failure continues for a period of thirty (30) days after its due date;

2. Failure to Abide by Other Terms. Developer fails to perform any other of its obligations under this Agreement and such failure continues for a period of thirty (30) days from the date of notice from the City or RDA; provided, however, if such cure cannot reasonably be accomplished within such thirty (30) days and the delay in cure does not materially impair the financial interests of the City or RDA, and if Developer promptly commences cure within the initial thirty (30) days and diligently pursues cure thereafter, Developer shall have a reasonable time, not to exceed sixty (60) days after the initial thirty (30) days, for a total of ninety (90) days to cure;

3. Misrepresentation. Any representation or warranty of Developer in this Agreement or any agreement contemplated by this Agreement is untrue in any material respect;

4. Fraud and Other Illicit Behavior. Developer or any of its members is convicted of, pleads no contest to, or enters into any other agreement other than a dismissal with no conditions as to any allegation of:

   a) Fraud; or

   b) Indecent or illicit behavior that in the determination of the City or RDA would threaten the reputation of Developer or its ability to complete the Project according to the requirements of this Agreement;

5. Insolvency. Developer or any guarantor of the obligations of Developer hereunder is insolvent or becomes the subject of a petition in bankruptcy, a receivership, a composition or any other proceeding designed for the benefit of creditors generally that is not dismissed within ninety (90) days of the date of filing;

6. Involuntary Liens. Any lien is imposed upon the Property involuntarily due to the acts or omissions of Developer and such lien is not removed within sixty (60) days of it being imposed upon the Property.

B. Remedies Upon Default. In the event of the occurrence of an Event of Default by Developer, the City may in its discretion:

1. Termination. Terminate this Agreement without further notice to Developer;

2. Offset and Recoupment. Offset or recoup against any amounts that may then or thereafter come due from the City or RDA to Developer, whether under this Agreement or otherwise, an amount of damages reasonably estimated by the City or RDA resulting from Developer's breach;

3. Specific Performance. Sue for specific performance;

4. Sue for Damages. Sue for all damages caused by the Event of Default;

5. Other Remedies. Pursue any other remedies available to the City or RDA at law or in equity;

6. Interest. Collect interest on all delinquent amounts at the rate of twelve percent (12%) per annum from the date such amount was due; and

7. Costs and Attorney Fees. Collect all costs and fees, including reasonable attorney fees incurred by the City and RDA, or either of them, by virtue of the Event of Default.

C. City or RDA Default. Developer shall have all rights and remedies available under law or equity with respect to any failure of the City and/or RDA to perform their obligations under this Agreement, but only after providing the City and RDA notice of such default and a failure by the City and/or RDA to commence attempts to cure such default within the thirty (30)-day notice period. If the City and/or RDA, as appropriate, commences cure within the thirty (30)-day notice period and thereafter reasonably and continuously takes action to complete such cure, then the failure to perform shall not be an Event of Default.

D. Limitation of Damages. The foregoing notwithstanding, none of the parties shall be liable to any other party for any incidental, consequential, indirect, punitive or exemplary damages. All claims and damages asserted against the City or RDA shall be subject to statutory protections of municipalities and their officials and employees, including the immunity and limitations set forth in §893.80 Wis. Stats.

E. No Waiver. Any delay in instituting or prosecuting any actions or proceedings or otherwise asserting the rights granted in this Agreement, shall not operate as a waiver of such rights to, or deprive it of or limit such rights in any way, nor shall any waiver in fact made with respect to any specific default, be considered or treated as a waiver of any rights with respect to other defaults or with respect to the particular default except to the extent specifically waived in writing.

F. Remedies Cumulative. Except as expressly provided otherwise in this Agreement, the rights and remedies of the parties to this Agreement, whether provided by law or by this Agreement, shall be cumulative, and the exercise by any party of any one or more of such remedies shall not preclude the exercise of it, at the same or different times, of any other such remedies for any other default or breach by any other party.

IX. TERMINATION

A. Date of Termination. This Agreement shall terminate upon the earliest of the date:

1. All Qualified Expenditures have been repaid in full by Tax Increment;
2. The City closes and terminates the TID;
3. The Wisconsin Department of Revenue fails to certify or revokes certification of all or any portion of the TID or the Property;
4. This Agreement is terminated because of an Event of Default;
5. The parties agree in writing to terminate this Agreement.

B. TIF Payments Termination. TIF payments shall terminate at the termination date of the TID; or the termination of this Agreement if before the termination of the TID.

C. Survival of Certain Provisions. Sections III. D., IV. E., IV. I., IV. K., IV. P. 2., IV. Q., IV. R. 2., IV. T., V. A., V. B., V. C., V. D., V. E., VII. C., VII. D., VII. E., VII. G., VII. K., VII. L., VIII. B., VIII. D., VIII. E., VIII. F., X. B., X. C., X. G., X. J., X. M., X. O., X. P., and X. R. shall survive the termination of this Agreement.

X. MISCELLANEOUS PROVISIONS

A. Assignment. Developer may not assign its rights under this Agreement without the express prior written consent of the City and RDA, until the obligations of the Developer under Section III hereof are fully performed and satisfied. Thereafter, this Agreement may be assigned by Developer only upon the prior, written consent of the City and RDA, which shall not be unreasonably withheld.

B. Nondiscrimination. In the performance of work under this Agreement, Developer shall not discriminate against any employee or applicant for employment nor shall the Property or any portion thereof be sold to, leased or used by any party in any manner to permit discrimination or restriction on the basis of the basis of race, color, national or ethnic origin, ancestry, age, religion or

religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The construction and operation of the Property shall be in compliance with all effective laws, ordinances and regulations relating to discrimination on any of the foregoing grounds.

C. No Personal Liability. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of the City or RDA have any personal liability arising out of this Agreement, and Developer shall not seek or claim any such personal liability.

D. No Personal Interest of Public Employee. No official or employee of the City or RDA shall have any personal interest in this Agreement, nor shall any such person voluntarily acquire any ownership interest, direct or indirect, in the legal entities that are parties to this Agreement. No official or employee of the City or RDA shall be personally liable to Developer or any successor in interest, in the event of any default or breach by the City or RDA, or for any amount that becomes due to the Developer or its successors under this Agreement.

E. Relationship of Parties. The City and the RDA are not partners or joint venturers with Developer in the Project or otherwise. Under no circumstances shall the City or RDA be liable for any of the obligations of Developer under this Agreement or otherwise. There are no third party beneficiaries of this Agreement.

F. Force Majeure. No party shall be responsible to any other party for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industry-wide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes herein above enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause. The foregoing notwithstanding, a Force Majeure event may not be used to avoid an Event of Default if the delay caused by the Force Majeure event exceeds ninety (90) days from the date the event occurred.

G. Parties and Survival of Agreement. Except as otherwise expressly provided herein, this Agreement is made solely for the benefit of the parties hereto and no other person, partnership, association or corporation shall acquire or have any rights hereunder or by virtue hereof. All representations and agreements in this Agreement shall remain operative and in full force and effect until fulfilled and shall survive the closing.

H. Time. TIME IS OF THE ESSENCE with regard to all dates and time periods set forth herein.

I. Notices. All notices, demands, certificates or other communications under this Agreement shall be given in writing and shall be considered given upon receipt if hand delivered to the party or person intended, or one (1) business day after deposit with a nationally recognized over-night commercial courier service, air bill pre-paid, or forty-eight (48) hours after deposit in the United States mail postage prepaid, by certified mail, return receipt requested, addressed by name and address to the party or person intended as follows:

To the City: City of Green Bay
Attn: City Clerk
100 North Jefferson Street

Green Bay, WI 54301

To RDA: Redevelopment Authority of the City of Green Bay
Attention: Executive Director
100 North Jefferson Street, Room 608
Green Bay, WI 54301

To the Developer: Whitney School Development, LLC
c/o Milwaukee View, LLC
Attention: Lindsey Bovinet
225 E. St. Paul Avenue, Suite 200
Milwaukee, WI 53202

With Copy to: Reinhart Boerner van Deuren, s.c
Attention: William R. Cummings, Esq.
1000 N. Water Street, Suite 1700
Milwaukee, WI 53202

The foregoing addresses shall be presumed to be correct until notice of a different address is given according to this paragraph.

J. Governing Law. The laws of the State of Wisconsin shall govern this Agreement.

K. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

L. Execution in Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signature thereto and hereto were upon the same instrument.

M. Severability. If any provision of this Agreement shall be determined to be unenforceable as applied in any particular case or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained unenforceable to any extent whatever.

N. Recording of Agreement. The City may record this Development Agreement or a Memorandum of this Agreement with the Register of Deeds for Brown County, Wisconsin. Upon request of the City, Developer shall execute and deliver to the City any such Memorandum or any other document in connection with such recording.

O. Priority Over Subsequent Liens. This Agreement shall run with the land and shall be binding upon and inure to the benefit of the parties and their heirs, successors and assigns. As such, the current and all future owners of the Property shall be subject to all of the obligations stated herein. Owner warrants and represents that there will not be any mortgage or any other lien against the Property at the time this Development Agreement is recorded other than mortgages or encumbrances for the purchase of the Property and to finance costs of constructing the Project. This Development Agreement shall have precedence and shall take priority over any mortgage, lien or other encumbrance that may be recorded against the Property (or any portion thereof) after the recording of this Development Agreement (or Memorandum thereof).

P. No Construction Against Drafter. This Agreement is a product of the negotiation and drafting of attorneys for the parties, and, as such, the rule of construing ambiguous contracts against the drafter shall not apply to this Agreement.

Q. Venue. The venue for any proceeding involving the negotiation, drafting, interpretation or enforcement of this Agreement shall be the circuit court for Brown County, Wisconsin, all other venues being inappropriate for any such proceeding.

R. Signatures and Counterparts. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.

[Signature pages follow]

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed by duly authorized representatives of Developer, City and RDA as of the day and year first written above.

DEVELOPER:
MKE VIEW, LLC

By: _____

LINDSEY S. BOVINET
Print Name and Title/
MEMBER

ACKNOWLEDGMENT

NOTARY PUBLIC
BRITTANY MEISTER
STATE OF WISCONSIN

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 17th day of September 2018, the above named Lindsey S. Bovinet, a member of MKE VIEW, LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Brittany Meister
* ~~Brittany Meister~~ Brittany Meister
Notary Public, Milwaukee County, Wisconsin
My Commission Expires 1-21-22

Signature page 2 of 3

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT, LLC

THE CITY OF GREEN BAY

By: _____
James Schmitt, Mayor

By: Kris A. Teske
Kris A. Teske, Clerk

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 10th day of August 2018, the above named James Schmitt and Kris A. Teske, on behalf of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC JEAN SEMENUK STATE OF WISCONSIN

Jean Semenuk
* Jean Semenuk
Notary Public, Brown County, Wisconsin
My Commission Expires 7/13/20

Signature page 3 of 3

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT, LLC

REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY

By: Gary J. Delveaux
Gary Delveaux, Chair

Attest:
Kevin J. Vonck, Executive Director

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 21st day of August 2018, the above named Gary J. Delveaux and Kevin J. Vonck, on behalf of the Redevelopment Authority of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC JEAN SEMENUK STATE OF WISCONSIN

Jean Semenuk
* Jean Semenuk
Notary Public, Brown County, Wisconsin
My Commission Expires 7/13/20

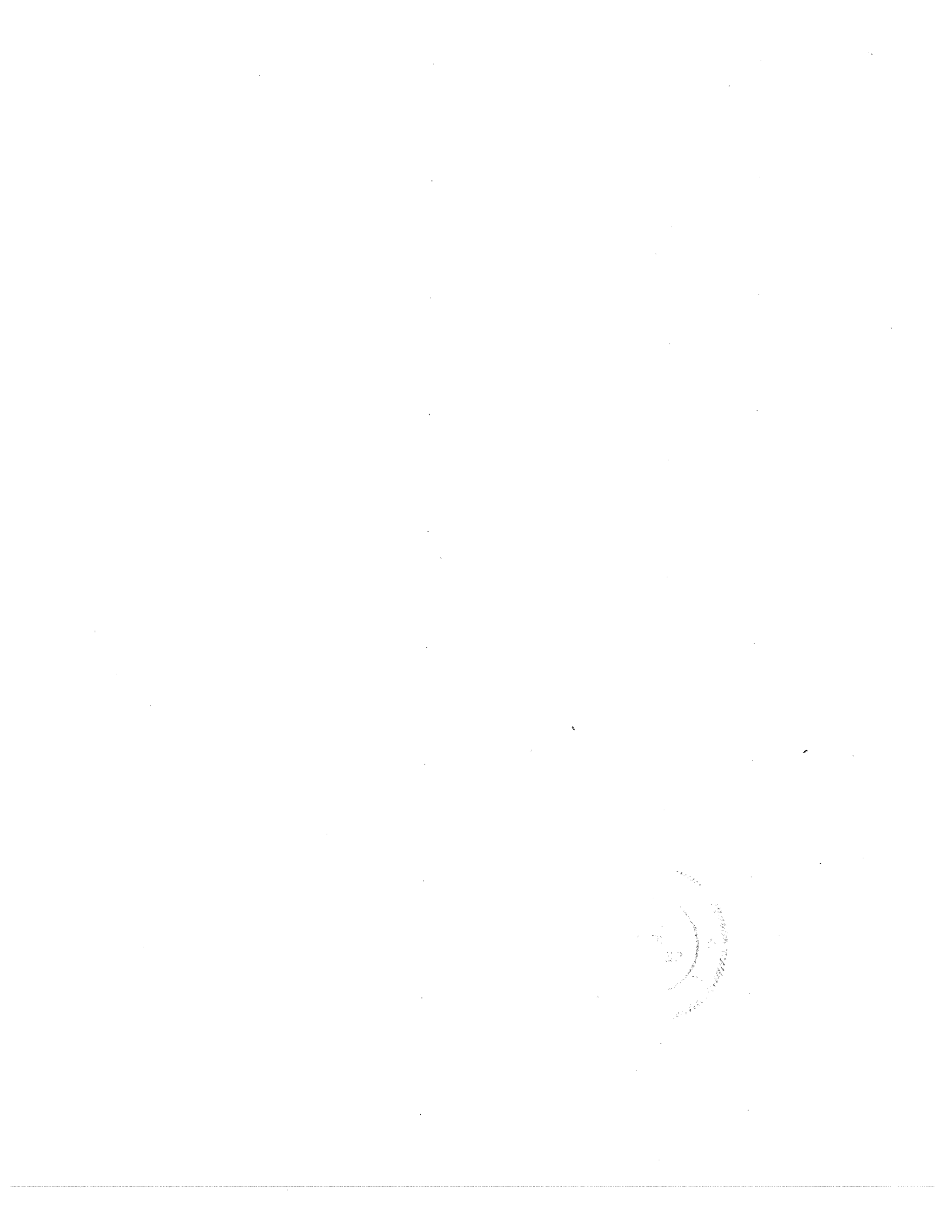
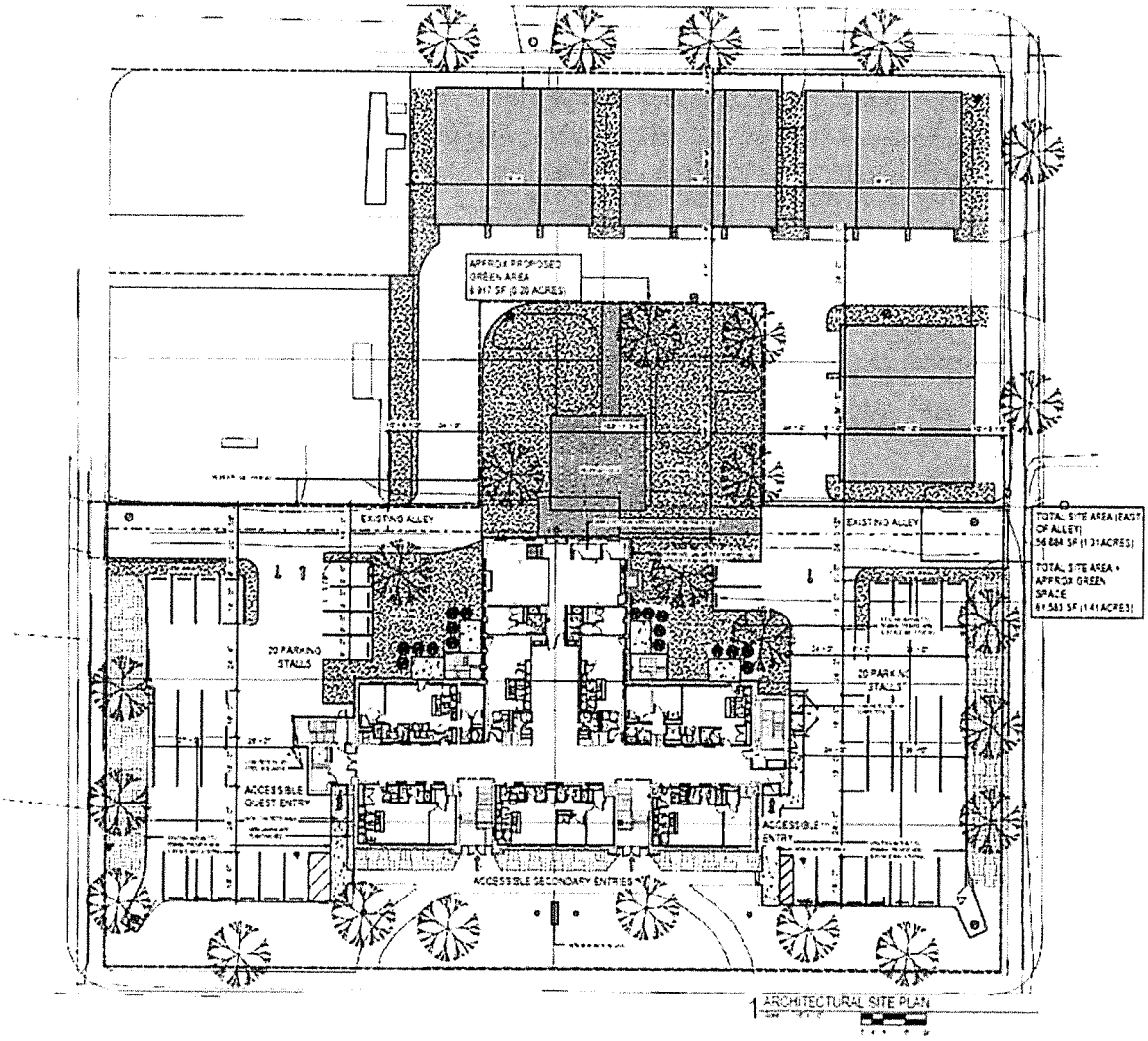


EXHIBIT A
Legal Description

215 N. Webster Avenue (Tax Parcel 9-112)

Lots 496, 497, 498, 565, 566, and 567, according to the recorded Plat of Navarino, in the City of Green Bay, East side of Fox River, Brown County, Wisconsin, Also the Easterly ½ (one-half) of the Vacated Alley lying westerly of said Lots 498 and 565 as described in Brown County Document Number 2797289.

EXHIBIT B
Preliminary Concept Plan



TIF 20

City of Green Bay
Department of Community and Economic Development

DEVELOPMENT AGREEMENT 18-01-A

WHITNEY SCHOOL APARTMENTS

This Development Agreement is made this 18 day of APRIL, 2018, by THE CITY OF GREEN BAY, a Wisconsin municipal corporation ("City"), THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY ("RDA"), and Whitney School Development, LLC a Wisconsin limited liability company ("Developer").

RECITALS

A. Developer has proposed to acquire and develop certain real property, identified for real estate tax purposes and address as:

Tax Parcel	Address	Acres
9-112	215 N. Webster Avenue	1.207

B. The parcels listed above, along with a twelve (12)-foot-wide Public Alley east of Van Buren Street and west of Webster Avenue, which connects Pine Street on the north to Cherry Street on the south, shall be referred to as the "Property." The Property comprises approximately [1.207] acres of land. A legal description of the Property is herein attached as EXHIBIT A. Should the boundaries of the Property change, the Developer shall cause a certified survey map to be prepared, approved and recorded with the Brown County Register of Deeds.

C. Developer intends to complete a Project, which consists of renovating the historic Whitney School into twenty-three (23) market-rate rental apartments of one (1) or two (2) bedrooms, with refurbished terrazzo floors, new appliances, high-efficiency heating and cooling, and entertainment and fitness amenities. The Proposed Project improvements are shown on a Preliminary Concept Plan, which is herein attached as EXHIBIT B.

D. As of January 1, 2018, the Property has an aggregate assessed value of six hundred and forty-two thousand, three hundred dollars ($642,300.00), which based on the assessed tax rates in effect as of January 1, 2018, the Property yields approximately:

1. $14,638.00 in total real estate taxes annually (assessed mill rate of $22.79);
2. $14,638.00 in real estate taxes to the local taxing jurisdictions (total real estate taxes less real estate taxes to the State of Wisconsin) annually (assessed mill rate of $22.79); and
3. $5,793.00 in real estate taxes to the City of Green Bay annually (assessed mill rate of $9.02).

E. Upon completion of Proposed Project, the City estimates the aggregate assessed property value of the Property on January 1, 2020 to be two million, five hundred thousand dollars ($2,500,000.00), which is anticipated to yield approximately:

1. $56,975.00 in total real estate taxes annually (assessed mill rate of $22.79);

2. $56,975.00 in real estate taxes to the local taxing jurisdictions (total real estate taxes less real estate taxes to the State of Wisconsin) annually (assessed mill rate of $22.79); and

3. $22,550.00 in real estate taxes to the City of Green Bay annually (assessed mill rate of $9.02).

The City Assessor or his/her designee may not use this Agreement or any provisions herein as the sole basis to determine the value of the Project.

F. Pursuant to the provisions of §66.1105, Wis. Stats. (the "Tax Increment Law"), the Developer requests that the RDA and City ask the Joint Review Board (JRB) to create a new conservation and rehabilitation or blight Tax Increment District ("TID 20" or the "TID"), effective January 1, 2018, which includes the Property and adjacent property, and which will provide part of the financing for certain costs of the Project.

G. Developer has requested Tax Incremental Finance ("TIF") assistance from the City and RDA with regard to certain expenses, including, but not limited to environmental remediation; demolition, remodeling, repair or reconstruction of existing buildings; clearing of land; construction of new buildings; or the construction of public works infrastructure, which will constitute qualified expenditures for which TIF assistance may be afforded Developer.

H. The City and RDA desire to have Developer perform the Project in order to generate economic activity and tax base for the community consistent with the City Comprehensive Plan.

I. In order to induce Developer to undertake the Project, such that neglected historic structures will be rehabilitated, the physical environment will be enhanced, the range of residential real estate products will be increased, and the public will generally benefit, the City has agreed to provide assistance to Developer as provided by this Agreement, all in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

I. PURPOSE

A. Incorporation of Proceedings, Exhibits, and Recitals. All motions adopted, approvals granted, minutes documenting such motions and approvals, and plans and specifications submitted in conjunction with any and all approvals as granted by the City or RDA, including but not limited to adopted or approved plans or specifications on file with the City or RDA, along with all of the Recitals set forth above, shall be incorporated into this Agreement by reference, upon attachment, or upon consent by amendment if necessary if not referenced or attached at the time of execution of this Agreement.

B. Implementation Schedule. TIME IS OF THE ESSENCE with regard to all dates and time periods set forth and/or incorporated herein. Any material modification or deviation from an approved schedule described in this Agreement shall occur only upon approval of the City and RDA, with any such approvals required to be in writing as an amendment to this Agreement, and which approvals shall not be unreasonably withheld. City shall cooperate and act promptly with respect to any and all permits or approvals necessary for completion of the Project. Notwithstanding the above, this Agreement shall not limit the discretion of the City, or any of its duly appointed and authorized governing bodies, boards or entities, in approving or rejecting any aspect of the Project or improvements contemplated on or about the Property.

C. Entire Agreement. This writing including all Exhibits hereto, and the other documents and agreements referenced herein, constitutes the entire Agreement between the parties hereto in respect to the Project and all prior letters of intent or offers, if any, are hereby terminated. This Agreement shall be deemed to include and incorporate such minutes, approvals, plans, and specifications, as referenced in this Agreement, and in the event of a conflict between this Agreement and any action of the City or RDA, granting approvals or conditions attendant with such approval, the terms of this Agreement shall be deemed controlling and the City and RDA will take the necessary action to amend any conflicting approvals or conditions.

D. Purpose of the Agreement. In order to cause the Project to occur and to induce Developer to undertake the Project, to promote community development, industry and job creation and to expand and enhance the tax base within the City, the City intends to provide the TIF Incentives as set forth in this Agreement. The City intends to recover its costs through the Available Tax Increment generated by the Property. The parties intend to enter into this Agreement to record the understandings and undertakings of the parties and to provide a framework within which the Project may proceed.

II. DEFINITIONS; EXHIBITS

Whenever in this Agreement a pronoun is used it shall be construed to represent either the singular or the plural, masculine or feminine, as the case shall demand. As used in this Agreement, the following terms, when having an initial capital letter, shall have the following meanings:

A. "Agreement" means this Development Agreement among the City, RDA, and Developer, as amended and supplemented from time to time.

B. "Annual Assessed Value" means the assessed value of the Private Improvements and the Property, as defined in this Agreement, as of January 1 of any calendar year.

C. "Available Tax Increment" means the amount of Tax Increment (as defined below) actually received by the City generated by any increase of value of the Property above the base value and attributable to development within a tax incremental finance district, during the twelve (12) month period preceding a payment date, that has not been previously used to make payment on bonds or other obligations as determined by the City. The amount of Available Tax Increment may fluctuate based on variations in the property valuations, tax rate, depreciation and other independent factors.

D. "Base Value" means the aggregate assessed value of the Property when the TID was created, which shall be five hundred fifty thousand, nine hundred dollars ($550,900.00). Any change to the boundary of the Property, through a certified survey map or other means, shall not change on the Base Value.

E. "City" means the City of Green Bay, Brown County, Wisconsin.

F. "Concept Plan" means the plan for the Project.

G. "Developer" means Whitney School Development, LLC or any assignee of the same.

H. "Future Project" means any Private Improvements that will be constructed in the future not specifically detailed in this Agreement.

I. "Plans and Specifications" means the plans and specifications developed for the Project.

J. "Preliminary Concept Plan" means the initial Concept Plan, a copy of which is attached as EXHIBIT B and which is subject to such changes as Developer, the City or RDA may propose and the City and RDA may accept in its sole discretion.

K. "Private Improvements" means the improvements to be constructed on the Property that are not Public Improvements.

L. "Project" means the Project as defined in the Recitals.

M. "Public Improvements" means the infrastructure improvements in connection with the Project that will ultimately be dedicated for public service, including, without limitation:

1. road, pedestrian, and bicycle improvements; and

2. sanitary sewer, storm sewer, and potable water and wastewater mains and laterals, and storm water management facilities; and

3. telephone, high-speed cable, and related technology infrastructure; and

4. natural gas, electrical power, and other public utilities; and

5. any related engineering, grading, erosion control, and landscaping.

N. "Qualified Expenditures" means any expenditures of Developer for the Project that are eligible for TIF Incentives as defined in Section III. B. 2.

O. "Special Assessment" means any special assessment levied against the Property by the City under §66.0701-0733, Wis. Stats., the City Code of Ordinances and this Agreement.

P. "Special Charge" means any special charge levied against the Property by the City under §66.0627, Wis. Stats., the City Code of Ordinances and this Agreement.

Q. "Tax Increment" means that amount obtained by multiplying the total county, city, school and other local general property taxes levied on all taxable property within a TID in a year by a fraction having as a numerator the value increment for that year in the district and as a denominator that year's equalized value of all taxable property in the TID.

R. "TID" means Tax Increment District Number Twenty ("TID 20" or the "TID"), of the City of Green Bay, for which the Developer requests that the RDA and City ask the Joint Review Board (JRB) to create this new conservation and rehabilitation or blight TID, effective January 1, 2018, which includes the Property, and which will provide part of the financing for certain costs of the Project.

S. "TIF" means Tax Increment Financing, as described in Section III below and in particular, Tax Increment Financing relating to the TID.

T. "TIF Incentive" means the incentive as set forth in Section III of this Agreement including specifically the Tax Incentive Cap.

III. TAX INCREMENT FINANCING

A. Qualification for TIF. Developer shall demonstrate to the satisfaction of City and RDA a need for TIF, with such determination to be made according to the "but for" test, that is, that but for the

City and RDA providing TIF, the Project would not happen. At the request of the City or RDA, Developer shall provide an independent analysis from a consultant expert in TIF to justify to the satisfaction of the City and RDA the Developer's qualification and need for TIF, both in terms of Qualified Expenditures and the amount of money to be paid to Developer.

B. Nature of TIF Incentive. The TIF Incentive available to Developer under this Agreement shall be:

1. PAYGo Reimbursement. The City shall provide an TIF Incentive as a pay-as-you-go (PAYGo) obligation of the City, which is further defined as follows:

   a) Developer shall be responsible to incur and pay all of the upfront costs of the Project and, to the extent TID revenues are sufficient to the limits of the TID and this Agreement, Qualified Expenditures shall be reimbursed to Developer.

   b) Commencing the first year after the first occupancy permit for the Project has been issued, the assessed value of the Property shall be determined on January 1 of each tax year and shall be compared to the assessed value of the Property as of January 1 of the year in which construction commenced. The difference in assessed values shall be known as the Incremental Property Value.

   c) Incremental Property Value multiplied by the assessed mill rate, less payments of real estate taxes to the State of Wisconsin, shall be known as the Available TIF Increment.

   d) The City shall make available not more than eighty percent (80%) of the Available TIF Increment to the Developer, subject to the limitations in III. C.

   e) PAYGo. Commencing in the year after the first occupancy permit for the Project has been issued, reimbursement payments will be payable to Developer in the year following the year of the TIF Increment determination, after Developer has provided proof to the City of the full payment of the real estate taxes, special assessments and special charges against the Real Estate for the previous year. For example, if the first occupancy permit is issued on September 1, 2019, the TIF Increment would be determined as of January 1, 2020 and the PAYGo reimbursement would first be payable in 2021.

2. Qualified Expenditures. The TIF Incentive shall only fund:

   a) Public Improvements, as defined in Section II. M., and environmental remediation and asbestos abatement as required by State and Federal law;

   b) "Private Improvements" specifically approved by the City or RDA as stated in Section IV. C.

3. Assignment. Developer may assign any of its payment rights hereunder to any future purchaser or developer of any part of the Property upon approval of the RDA, provided however, that the City shall be obligated only to disburse TIF Incentives to the party with whom the City has an agreement. It shall be incumbent upon Developer to enter into a separate agreement with any third parties if it intends to assign its payment rights hereunder, or seek either reimbursement or allocation of any Incremental Property Value and guaranteed aggregate assessed value generated by any third party purchaser and/or developer of any part of the Property.

C. Limitations. The TIF Incentive available to Developer for the Project is limited as follows:

1. Monetary Limitation. The TIF Incentive in any year shall not exceed eighty percent (80%) of the Available Tax Increment for the Property.

2. Tax Incentive Cap. The City shall not be obligated to pay TIF Incentive in excess of the lesser of eight hundred thousand dollars ($800,000.00) or the total amount of Qualified Expenses incurred and paid by Developer.

3. Tax Receipts Limitation. Only the Available Tax Increment actually received by the City, and no other property, revenue, or asset of the City, shall be used to pay such amounts.

4. Temporal Limitation. Provided Developer qualifies for TIF Incentive and provides adequate proof to the City and RDA that Developer has incurred and paid Qualified Expenditures, TIF Incentive payments shall be made within thirty (30) days after Developer has paid the real estate taxes and any Special Assessments and Special Charges in full for the previous tax year, provided, however, in no event shall TIF Incentive payments continue after the earlier of:

   a) the termination date of the TID;

   b) or the termination of this Agreement if before the termination of the TID.

D. No General Obligation of City. The City's obligation to make TIF Incentive payments shall be a special and limited obligation only and shall not be considered a general obligation of the City, and neither the full faith and credit nor the taxing powers of the City are pledged to the payment of such amounts. The City shall take no action to dissolve the TID before payment of all TIF Incentive payments due to the Developer, subject to the provisions of this Agreement. In no circumstances shall amounts to be paid Developer hereunder be considered an indebtedness of the City, and the obligation of the City hereunder is limited to the Available Tax Increment appropriated and received by the City. Amounts due hereunder shall not count against the City's constitutional debt limitation, and no taxes will be levied for its payment or pledged to its payment other than from the Available Tax Increment.

E. Other Grants and Credits. The City and RDA, as appropriate and in its sole discretion, may also apply for such other grants and credits in regard to the Project as they shall deem appropriate for the benefit of the Project and as may be required to achieve necessary financing for the Project, provided, however, the City and RDA make no representations or warranties about the availability of such grants and credits or whether any such grants or credits that may be available will be awarded.

IV. OBLIGATIONS OF DEVELOPER

A. Concept Plan. Prior to October 31, 2018, Developer shall submit a Concept Plan to RDA for approval, which shall be based on, but may differ in minor respects from the Preliminary Concept Plan presented in this Agreement.

B. Construction Documents. Prior to October 31, 2018, and prior to commencement of construction of any Phase of the Project, Developer shall submit site plans, building plans, and other drawings that fix and describe the size and character of the entire Project, along with architectural and general contracts, to RDA for approval. The Construction Documents shall include:

1. Plans and specifications for structural, mechanical and electrical systems, materials; and

2. Full-color elevations for all sides of all proposed structures; and

3. Descriptions and actual samples of all exterior building materials; and

4. Descriptions and photographic examples of interior finishes; and

5. Other such essential items as may be determined by the RDA to be appropriate.

C. Development Budget. Prior to October 31, 2018, Developer shall submit a Development Budget, prepared in accordance with general principles for construction and development budgeting, to RDA for approval. The Development Budget shall include:

1. Not less than five million, five hundred thousand dollars ($5,500,000.00) in "hard" construction costs for the entire Project; and

2. A line item of not less than ten percent (10%) of total Project costs for cost overruns and change orders; and

3. Line items for each of the Qualified Expenditures for which the Developer is seeking a TIF Incentive, as identified in Section III. B. 2.

D. RDA Approvals. The RDA shall indicate its approval or further requirements in writing within thirty (30) days from the date of receipt of the Concept Plan, Construction Documents, or Development Budget, or any revisions; provided, however, that the RDA shall approve such revised Concept Plan, Construction Documents, or Development Budget unless it determines such revisions would impair the objectives of this Agreement, impose substantial financial burdens on the City or the RDA, or adversely affect the Concept Plan. The RDA will make all reasonable efforts to determine the acceptability of plans in less than thirty (30) days, including convening for special meetings to review and consider such plans. At any time during the implementation of the development contemplated by this Agreement, the RDA or Developer may propose modifications to the Preliminary Concept Plan and the approved Concept Plan subject to the agreement of the RDA and the Developer. At any time during the implementation of the development contemplated by this Agreement, Developer may submit to the RDA proposed revisions in the approved Concept Plan, Construction Documents, or Development Budget in order to enhance the achievement of the objectives of this Agreement and to improve and refine the approved Concept Plan.

E. Compliance with Planning; Zoning; Permits and Use. Developer will obtain from the City and all other appropriate governmental bodies (and all other councils, boards, and parties having a right to control, permit, approve, or consent to the development and use of the Property) all approvals and consents necessary to develop and use the Property as set forth above, including, but not limited to:

1. Developer shall pay all water, sewer, and other impact fees that may be due and payable in connection with the Project.

2. The acceptance of this Agreement and granting of any and all approvals, licenses, and permits by the City shall not obligate the City to grant any variances, exceptions, or conditional use grants, or approve any building or use the City determines not to be in compliance with the municipal codes and ordinances of the City, or in the best interests of the City or the RDA.

F. Proof of Equity. Developer shall have in place and shall provide the City and RDA no later than October 31, 2018, proof of equity of not less than five percent (5%) in an amount sufficient to obtain financing for all Project costs.

G. Proof of Financing. By no later than October 31, 2018, Developer shall have delivered proof satisfactory to the City and RDA of financing which will be sufficient in the determination of the City and RDA, to complete the Project according to the plans and specifications.

H. Acquisition of Property. By no later than October 31, 2018, Developer shall have closed on the purchase of all of the parcels comprising the Property and all of the necessary rights of way required for the Project. Developer shall provide copies of deeds and such other closing documents as requested by the City or RDA regarding the purchase of the Property and rights of way. The Property and rights of way shall be owned in the name of the Developer.

I. Termination or Relocation of Easements. Developer shall have agreements with all holders of easements or any other rights that may be affected by the Project, regarding the termination, modification or relocation of such easements and other rights in order to accommodate the Concept Plan.

J. Certified Survey Map. Prior to October 31, 2018 Developer shall cause a certified survey map to be prepared, approved by the City, RDA, and any other party whose consent is required, and shall cause the certified survey map to be recorded with the Brown County Register of Deeds.

K. Use of Funds. Developer may use TIF supported funds only to fund Qualified Expenses as set forth in the approved Development Budget.

L. Improvement of Property. Developer shall promptly design and complete the Project. Substantial work on the Project shall commence no later than ninety (90) days after the last to occur of approval by the City and RDA of the Preliminary Concept Plan, approval by RDA of the Development Budget and Development Plans, and/or issuance of a building permit and all other permits or licenses required to commence construction, which shall be no later than December 31, 2018. Construction of the Whitney School apartments shall be completed no later than December 31, 2019, Developer shall file with the RDA copies of the detailed construction plans within ninety (90) days after completion of the Project.

M. Reports and Information. During the period before the commencement of construction, Developer shall from time to time provide to the RDA information having a bearing upon the interests of the City and the RDA in the Property or under this Agreement. Upon request of the RDA, Developer shall submit progress reports during the course of construction. Upon request of the RDA. Developer shall submit a copy of annual, audited financial statements for Developer through termination of this Agreement.

N. Copies of Documents. All documents from Developer to the City or RDA shall be submitted in triplicate.

O. Maintenance and Repair. Developer shall at all times keep and maintain, or cause to be kept and maintained, the Property in good condition and repair, in a safe, clean, and attractive condition, and free of all trash, litter, refuse, and waste, subject only to demolition and construction activities contemplated by this Agreement.

P. Transfer or Sale of Project Property.

1. Notice of Intent to Transfer. If Developer intends to sell, transfer or convey the Property or any part thereof before termination of this Agreement, Developer shall provide to the City and RDA a written request for transfer thirty (30) days prior to the anticipated transfer. The City or RDA may deny the request for any commercially reasonable reason. This prohibition shall not be deemed to prohibit or restrict leasing to tenants or granting any other right to occupy and use any portion or portions of the Property. Developer may assign all rights and obligations under this Agreement only to an entity controlled and affiliated with Developer to own, manage and operate the Property. This Agreement inures to the benefit and becomes the obligation of the heirs, successors and assigns of Developer. This Agreement shall run with the land and shall be binding upon all current and future owners of the Property. Owner shall not be required to provide the City or RDA with written notice of its intent to transfer in connection with the granting of any mortgage or security agreement to finance or refinance loans for the purchase of the Property or payment of costs of the Project.

2. No Transfer to Exempt Entities. Prior to the closure of the TID, the Property shall not be sold, transferred or conveyed to, leased, or owned by any entity or used in any manner that would render any part of the Project Property exempt from taxation, unless the purchaser, transferee, lessee or owner first executes a written agreement with the City and RDA in a form satisfactory to the City providing for acceptable payments to the City in lieu of taxes.

Q. Easements. Developer shall grant to the City such easements as are reasonably necessary for public improvements, infrastructure, ingress or egress, utilities, lighting or landscaping or any other access necessary to effectuate this Agreement. Developer shall cause existing easements to be relocated or terminated to accommodate the Project.

R. Environmental.

1. Presence of Hazardous Materials and Compliance with Environmental Laws. Before commencement of construction, Developer shall be satisfied, through such means as are commercially reasonable, that the Property is free of Hazardous Materials or that any Hazardous Materials on or within the Property are being stored and handled in strict compliance with all Environmental Laws. Developer shall provide the City and RDA with copies of all environmental reports pertaining to the Property no later than ten (10) days after receiving the same.

2. Developer's Environmental Indemnification. Developer shall indemnify, pay on behalf of, defend and hold the City, the RDA, and their respective agents, officials, employees, representatives, successors and assigns, harmless from and against any loss, damage, claim, fine, penalty, assessment, liability, or other charge or claim, and all costs (including, without limitation, reasonable legal, accounting, consulting, engineering, and similar expenses incurred with respect to such matter and/or incurred in enforcing this indemnity):

   a) Arising from the actual existence, treatment, deposit, release, storage, or disposal of any Hazardous Materials on, within or about the Property prior to or during Developer's ownership or occupancy of the Property; or

   b) Arising from the breach of any warranty, covenant or representation of Developer to the City or RDA, or any other obligation of Developer to the City or RDA regarding Hazardous Materials under this Agreement.

3. Hazardous Materials Defined. As used herein, the term "Hazardous Materials" means:

   a) Hazardous wastes, hazardous substances, hazardous constituents, toxic substances or related materials, whether solids, liquids or gases, including but not limited to substances defined as "hazardous wastes," "hazardous substances," "toxic substances," "pollutants, "contaminants," "radioactive materials," or other similar designations in, or otherwise subject to regulation under, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq.; the Toxic Substance Control Act, 15 U.S.C. 2601 et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. 1802; the Resource Conservation and Recovery Act, 42 U.S.C. 9601. et seq.; the Clean Water Act, 33 U.S.C. 1251; the Safe Drinking Water Act, 42 U.S.C. 300f et seq.; the Clean Air Act, 42 U.S.C. 7401 et seq.; and in any permits, licenses, approvals, plans, rules, regulations or ordinances adopted, or other criteria and guidelines promulgated pursuant to the preceding laws or other similar federal, state or local laws, regulations, rules or ordinances now or hereafter in effect relating to environmental matters (collectively, "Environmental Laws"); and

   b) Any other substances, constituents or wastes subject to any applicable federal, state or local law, regulation or ordinance, including any Environmental Law, now or hereafter in effect, including but not limited to: petroleum, refined petroleum products, waste oil, waste aviation or motor vehicle fuel, and asbestos containing materials.

4. Survival. The provisions of this Section shall survive the conveyance to Developer of any City and/or RDA Property.

S. Insurance. Before commencement of construction activities on the Property, Developer shall deliver to the City and RDA certificates of insurance, copies of endorsements, and other evidence of insurance requested by the City or RDA, which Developer is required to purchase and maintain, or cause to be purchased or obtained, in the types and amounts of coverage listed below, each of which shall name the City and RDA as additional insured parties:

   1. Workers Compensation and Related Coverage. Coverage for state and federal workers compensation shall be defined by state and federal statute. The amounts of employer's liability coverage shall be in not less than the following limits:

      a) Bodily Injury by Accident - $100,000.00 per accident;

      b) Bodily Injury by Disease - $100,000.00 per employee; and

      c) $500,000.00 policy limit.

   2. Comprehensive General Liability Insurance. Coverage shall be written on a commercial general liability form, and shall protect Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages for personal injury, including accidental death, as well as claims for property damages which may arise from operation under this Agreement, whether such operations be by Developer, any subcontractor, or anyone directly or indirectly employed by either of them in such manner as to impose liability on the City or RDA. The amounts of such insurance shall be not less than the following limits:

a) General Aggregate Limit - $2,000,000.00; Personal and Advertising Injury Limit (per person/organization) - $2,000,000.00;

b) Bodily Injury and Property Damage - $2,000,000.00 per occurrence;

c) Fire Legal Liability Damage Limit - $100,000.00 per occurrence; and

d) Medical Expense Limit - $10,000.00 per person.

3. Comprehensive Automobile Liability and Property Damage. Coverage shall protect Developer and any subcontractor during the performance of work covered by this Agreement from claims or damages associated with operations of owned, hired, and non-owned motor vehicles. The amounts of such insurance shall be not less than the following limits:

a) Bodily Injury - $250,000.00 per person; and

b) $1,000,000.00 per occurrence; and Property Damage - $250,000.00 per occurrence.

4. Umbrella Coverage. Coverage shall protect Developer and any subcontractor during the performance of work covered by this Agreement with limits of $1,000,000.00 for bodily injury, personal injury, and property damage on a combined basis with the stated underlying limits of Paragraphs IV. S. 1. to IV S. 3. above.

5. Builder's Risk Insurance. Before commencing construction of any improvements on the Property and during any construction activities contemplated by this Agreement, Developer shall obtain and keep in full force and effect and all builders risk insurance policy for all portions of the Property with coverage equal to the total amount of the construction contracts for all such construction activities. Nothing in this Agreement is intended to relieve Developer of its obligation to perform under this Agreement and, in the event of loss, Developer shall use the proceeds of such insurance to promptly reconstruct the damaged or lost improvements.

6. Fire and Casualty Insurance. Developer shall obtain and keep in full force adequate fire and casualty insurance with coverage in an amount equal to the assessed value of such improvements. In the event of loss the Developer shall use the proceeds of such insurance to promptly reconstruct the damaged or lost improvements.

T. General Indemnity.

1. Protection Against Losses. Developer shall indemnify, defend and hold harmless the City, RDA, and their respective officers, employees, agents, attorneys, insurers and the successors and assigns of all of the foregoing, from any and all liabilities, claims, losses, damages, judgments or awards, costs or expenses, including reasonable attorneys' fees, of whatsoever nature and by whomsoever asserted, whether asserted by a third party or by a party to this Agreement (hereinafter "Losses"), directly or indirectly, arising out of, resulting from or in any way connected with:

a) Any breach by Developer of the terms of this Agreement;

b) Any non-compliance with laws, ordinances, rules or regulations applicable to Developer's obligations under this Agreement; or

c) Any governmental, regulatory or other proceedings to the extent any such proceedings result from Developer's failure to comply with its obligations under this Agreement or otherwise.

2. Indemnification Procedures. Developer shall promptly assume full and complete responsibility for the investigation, defense, compromise and settlement of any claim, suit or action arising out of or relating to the indemnified matters following written notice thereof from the City or RDA, which notice shall be given by the City or RDA within ten (10) days of their knowledge of such claim, suit or action. Failure to provide such timely notice shall not eliminate Developer's indemnification obligations to the City and RDA unless, and only to the extent to which, such failure has substantially prejudiced Developer. Notwithstanding the foregoing, in its sole discretion and at its expense, the City and RDA may participate in or defend or prosecute, through their own counsel(s), any claim suit or action for which either of them is entitled to indemnification by Developer; provided, however, that if the City or RDA is advised in writing by its legal counsel that there is a conflict between the positions of Developer and City or RDA, as appropriate, in conducting the defense of such action or that there are legal defenses available to the City or RDA different from or in addition to those available to Developer, then counsel for the City or RDA, at Developer's expense, shall be entitled to conduct the defense only to the extent necessary to protect the interests of the City or RDA. Developer shall not enter into any compromise or settlement without the prior written consent of the City or RDA, as appropriate, which consent shall not be unreasonably withheld. The absence of a complete and general release of all claims against the City or RDA shall be reasonable grounds for the City or RDA to refuse to provide written consent to a compromise or settlement. If Developer does not assume the defense of such claim, suit or action, Developer shall reimburse the City and RDA for the reasonable fees and expenses of counsel(s) retained by the City and by RDA, and shall be bound by the results obtained by the City and RDA; provided, however, that no such claim, suit or action shall be settled without Developer's prior written consent, which consent shall not be unreasonably withheld. The absence of a complete and general release of all claims against Developer shall be reasonable grounds for Developer to refuse to provide written consent to a compromise or settlement.

V. CONDITIONS PRECEDENT TO OBLIGATIONS OF CITY AND RDA

The City's and RDA's obligations under this Agreement are conditioned upon the following:

A. Existence. Developer shall have provided City and/or RDA a certified copy of its organizational documents and a certificate from the Department of Financial Institutions for the State of Wisconsin indicating Developer's existence and good standing.

B. Incumbency; Due Authorization. Developer shall have provided a certificate of incumbency and resolutions of the company, demonstrating Developer has been duly authorized to enter into this Agreement and authorizing the person signing this Agreement to execute and deliver it to the City and/or RDA, and to bind Developer to its terms.

C. No Violation or Default. Developer shall not be in violation of any of its governing documents or other contracts subject to this Agreement or of any other agreement between Developer and the City and/or RDA.

D. Insurance. Developer shall have delivered to the City and/or RDA certificates of all insurance required under this Agreement.

E. TID District. The TID shall be in effect and in good standing certified by the Wisconsin Department of Revenue.

VI. CONDITIONS PRECEDENT TO OBLIGATIONS OF DEVELOPER

The obligations of Developer under this Agreement are conditioned upon the following:

A. TID. The TID shall be in effect and in good standing certified by the Wisconsin Department of Revenue.

B. Due Authorization. The City Council shall consent to the City entering into this Agreement and shall authorize the person(s) signing this Agreement to execute and deliver it to Developer and to bind the City to its terms. All actions required to authorize RDA to enter into this Agreement shall have been taken and evidence of such actions, including authorization of the person signing this Agreement on behalf of RDA shall have been provided to Developer.

C. Governmental Approvals. Developer shall have obtained final approval by all governmental bodies with jurisdiction over all approvals necessary to facilitate the development of the Project.

D. Project Financing. Developer shall have obtained equity and financing for development of the Project in amounts sufficient to complete the Project according to the plans and specifications.

VII. REPRESENTATIONS, WARRANTIES AND COVENANTS

Developer represents and warrants to the City and RDA as follows:

A. No Material Change in Documents. All contract documents and agreements have been furnished to the City and RDA, as the case may be, and are true and correct and there has been no material change in any of the same.

B. No Material Change in Developer Operations. There has been no material change in the business operations of Developer since the date the parties began negotiation to enter into this Agreement.

C. Compliance with Zoning. The Property now conforms and will continue to conform at all times and in all respects with applicable zoning and land division laws, rules, regulations and ordinances.

D. Payment. Developer shall pay for all work performed or materials furnished for the Project when and as the same become due and payable. Developer shall not suffer any construction or other involuntary lien to be imposed upon the Property, except for liens for claims to payment that are subject to a bona fide dispute, and, in that case, such liens shall be removed by Developer posting bond or other security, paying one hundred and twenty percent (120%) of the lien claimed into court, escrowing funds or promptly taking other steps to remove the lien of record. Developer shall pay all other obligations relating to the Project, including all creditors holding liens or mortgages against the Property when and as the same become due. Developer will pay all taxes and assessments levied against the Property when and as the same become due.

E. Certification of Facts. No statement of fact by Developer contained in this Agreement and no statement of fact furnished or to be furnished by Developer to the City or RDA pursuant to this Agreement contains or will contain any untrue statement of a material fact or omits or will omit to state a material fact necessary in order to make the statements herein or therein contained not misleading.

F. Good Standing. Developer is a limited liability company organized and existing in good standing under the laws of the State of Wisconsin and has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business.

G. Due Authorization. The execution, delivery and performance of this Agreement and all other agreements requested to be executed and delivered by Developer hereunder have been duly authorized by all necessary company action of Developer and constitute valid and binding obligations of Developer, in accordance with their terms, subject only to applicable bankruptcy, insolvency, reorganization, moratorium, general principles of equity, and other similar laws of general application affecting the enforceability of creditors' rights generally.

H. No Conflict. The execution, delivery, and performance of the obligations of Developer pursuant to this Agreement will not violate or conflict with the Articles of Organization or Operating Agreement of Developer or any indenture, instrument or material agreement by which Developer is bound, nor will the execution, delivery, or performance of obligations of Developer pursuant to this Agreement violate or conflict with any law applicable to Developer.

I. No Litigation. There is no litigation or proceeding pending or threatened against or affecting Developer or the Property that would adversely affect the Project, Developer or the priority or enforceability of this Agreement, the ability of Developer to complete the Project or the ability of Developer to perform its obligations under this Agreement.

J. No Default. No default, or event that with the giving of notice or lapse of time or both would be a default, exists under this Agreement, and Developer is not in default (beyond any applicable period of grace) of any of its obligations under any other material agreement or instrument to which Developer is a party or an obligor.

K. Compliance with Laws and Codes. The Project, when completed, will conform and comply in all respects with all applicable laws, rules, regulations and ordinances, including without limitation, all building codes and ordinances of the City. Developer will comply with, and will cause the Project to be in compliance with all applicable federal, state, local and other laws, rules, regulations and ordinances, including without limitation, all environmental laws, rules, regulations and ordinances.

L. Fees or Commissions. Neither the City nor RDA shall be liable for any broker fees or commissions incurred by Developer in connection with the Property or any transactions contemplated by this Agreement.

VIII. DEFAULT

A. Developer Default. Each of the following shall be an Event of Default by Developer:

1. Failure to Make Payment. Developer fails to make any payment required and such failure continues for a period of thirty (30) days after its due date;

2. Failure to Abide by Other Terms. Developer fails to perform any other of its obligations under this Agreement and such failure continues for a period of thirty (30) days from the date of notice from the City or RDA; provided, however, if such cure cannot reasonably be accomplished within such thirty (30) days and the delay in cure does not materially impair the financial interests of the City or RDA, and if Developer promptly commences cure within the initial thirty (30) days and diligently pursues cure thereafter, Developer shall have a reasonable time, not to exceed sixty (60) days after the initial thirty (30) days, for a total of ninety (90) days to cure;

3. Misrepresentation. Any representation or warranty of Developer in this Agreement or any agreement contemplated by this Agreement is untrue in any material respect;

4. Fraud and Other Illicit Behavior. Developer or any of its members is convicted of, pleads no contest to, or enters into any other agreement other than a dismissal with no conditions as to any allegation of:

   a) Fraud; or

   b) Indecent or illicit behavior that in the determination of the City or RDA would threaten the reputation of Developer or its ability to complete the Project according to the requirements of this Agreement;

5. Insolvency. Developer or any guarantor of the obligations of Developer hereunder is insolvent or becomes the subject of a petition in bankruptcy, a receivership, a composition or any other proceeding designed for the benefit of creditors generally that is not dismissed within ninety (90) days of the date of filing;

6. Involuntary Liens. Any lien is imposed upon the Property involuntarily due to the acts or omissions of Developer and such lien is not removed within sixty (60) days of it being imposed upon the Property.

B. Remedies Upon Default. In the event of the occurrence of an Event of Default by Developer, the City may in its discretion:

1. Termination. Terminate this Agreement without further notice to Developer;

2. Offset and Recoupment. Offset or recoup against any amounts that may then or thereafter come due from the City or RDA to Developer, whether under this Agreement or otherwise, an amount of damages reasonably estimated by the City or RDA resulting from Developer's breach;

3. Specific Performance. Sue for specific performance;

4. Sue for Damages. Sue for all damages caused by the Event of Default;

5. Other Remedies. Pursue any other remedies available to the City or RDA at law or in equity;

6. Interest. Collect interest on all delinquent amounts at the rate of twelve percent (12%) per annum from the date such amount was due; and

7. Costs and Attorney Fees. Collect all costs and fees, including reasonable attorney fees incurred by the City and RDA, or either of them, by virtue of the Event of Default.

C. City or RDA Default. Developer shall have all rights and remedies available under law or equity with respect to any failure of the City and/or RDA to perform their obligations under this Agreement, but only after providing the City and RDA notice of such default and a failure by the City and/or RDA to commence attempts to cure such default within the thirty (30)-day notice period. If the City and/or RDA, as appropriate, commences cure within the thirty (30)-day notice period and thereafter reasonably and continuously takes action to complete such cure, then the failure to perform shall not be an Event of Default.

D. Limitation of Damages. The foregoing notwithstanding, none of the parties shall be liable to any other party for any incidental, consequential, indirect, punitive or exemplary damages. All claims and damages asserted against the City or RDA shall be subject to statutory protections of municipalities and their officials and employees, including the immunity and limitations set forth in §893.80 Wis. Stats.

E. No Waiver. Any delay in instituting or prosecuting any actions or proceedings or otherwise asserting the rights granted in this Agreement, shall not operate as a waiver of such rights to, or deprive it of or limit such rights in any way, nor shall any waiver in fact made with respect to any specific default, be considered or treated as a waiver of any rights with respect to other defaults or with respect to the particular default except to the extent specifically waived in writing.

F. Remedies Cumulative. Except as expressly provided otherwise in this Agreement, the rights and remedies of the parties to this Agreement, whether provided by law or by this Agreement, shall be cumulative, and the exercise by any party of any one or more of such remedies shall not preclude the exercise of it, at the same or different times, of any other such remedies for any other default or breach by any other party.

IX. TERMINATION

A. Date of Termination. This Agreement shall terminate upon the earliest of the date:

1. All Qualified Expenditures have been repaid in full by Tax Increment;
2. The City closes and terminates the TID;
3. The Wisconsin Department of Revenue fails to certify or revokes certification of all or any portion of the TID or the Property;
4. This Agreement is terminated because of an Event of Default;
5. The parties agree in writing to terminate this Agreement.

B. TIF Payments Termination. TIF payments shall terminate at the termination date of the TID; or the termination of this Agreement if before the termination of the TID.

C. Survival of Certain Provisions. Sections III. D., IV. E., IV. I., IV. K., IV. P. 2., IV. Q., IV. R. 2., IV. T., V. A., V. B., V. C., V. D., V. E., VII. C., VII. D., VII. E., VII. G., VII. K., VII. L., VIII. B., VIII. D., VIII. E., VIII. F., X. B., X. C., X. G., X. J., X. M., X. O., X. P., and X. R. shall survive the termination of this Agreement.

X. MISCELLANEOUS PROVISIONS

A. Assignment. Developer may not assign its rights under this Agreement without the express prior written consent of the City and RDA, until the obligations of the Developer under Section III hereof are fully performed and satisfied. Thereafter, this Agreement may be assigned by Developer only upon the prior, written consent of the City and RDA, which shall not be unreasonably withheld.

B. Nondiscrimination. In the performance of work under this Agreement, Developer shall not discriminate against any employee or applicant for employment nor shall the Property or any portion thereof be sold to, leased or used by any party in any manner to permit discrimination or restriction on the basis of the basis of race, color, national or ethnic origin, ancestry, age, religion or

religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression, sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Retaliation is also prohibited. The construction and operation of the Property shall be in compliance with all effective laws, ordinances and regulations relating to discrimination on any of the foregoing grounds.

C. No Personal Liability. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of the City or RDA have any personal liability arising out of this Agreement, and Developer shall not seek or claim any such personal liability.

D. No Personal Interest of Public Employee. No official or employee of the City or RDA shall have any personal interest in this Agreement, nor shall any such person voluntarily acquire any ownership interest, direct or indirect, in the legal entities that are parties to this Agreement. No official or employee of the City or RDA shall be personally liable to Developer or any successor in interest, in the event of any default or breach by the City or RDA, or for any amount that becomes due to the Developer or its successors under this Agreement.

E. Relationship of Parties. The City and the RDA are not partners or joint venturers with Developer in the Project or otherwise. Under no circumstances shall the City or RDA be liable for any of the obligations of Developer under this Agreement or otherwise. There are no third party beneficiaries of this Agreement.

F. Force Majeure. No party shall be responsible to any other party for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industry-wide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes herein above enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause. The foregoing notwithstanding, a Force Majeure event may not be used to avoid an Event of Default if the delay caused by the Force Majeure event exceeds ninety (90) days from the date the event occurred.

G. Parties and Survival of Agreement. Except as otherwise expressly provided herein, this Agreement is made solely for the benefit of the parties hereto and no other person, partnership, association or corporation shall acquire or have any rights hereunder or by virtue hereof. All representations and agreements in this Agreement shall remain operative and in full force and effect until fulfilled and shall survive the closing.

H. Time. TIME IS OF THE ESSENCE with regard to all dates and time periods set forth herein.

I. Notices. All notices, demands, certificates or other communications under this Agreement shall be given in writing and shall be considered given upon receipt if hand delivered to the party or person intended, or one (1) business day after deposit with a nationally recognized over-night commercial courier service, air bill pre-paid, or forty-eight (48) hours after deposit in the United States mail postage prepaid, by certified mail, return receipt requested, addressed by name and address to the party or person intended as follows:

To the City: City of Green Bay
Attn: City Clerk
100 North Jefferson Street

Green Bay, WI 54301

To RDA: Redevelopment Authority of the City of Green Bay
Attention: Executive Director
100 North Jefferson Street, Room 608
Green Bay, WI 54301

To the Developer: Whitney School Development, LLC
c/o Milwaukee View, LLC
Attention: Lindsey Bovinet
225 E. St. Paul Avenue, Suite 200
Milwaukee, WI 53202

With Copy to: Reinhart Boerner van Deuren, s.c
Attention: William R. Cummings, Esq.
1000 N. Water Street, Suite 1700
Milwaukee, WI 53202

The foregoing addresses shall be presumed to be correct until notice of a different address is given according to this paragraph.

J. Governing Law. The laws of the State of Wisconsin shall govern this Agreement.

K. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

L. Execution in Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signature thereto and hereto were upon the same instrument.

M. Severability. If any provision of this Agreement shall be determined to be unenforceable as applied in any particular case or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained unenforceable to any extent whatever.

N. Recording of Agreement. The City may record this Development Agreement or a Memorandum of this Agreement with the Register of Deeds for Brown County, Wisconsin. Upon request of the City, Developer shall execute and deliver to the City any such Memorandum or any other document in connection with such recording.

O. Priority Over Subsequent Liens. This Agreement shall run with the land and shall be binding upon and inure to the benefit of the parties and their heirs, successors and assigns. As such, the current and all future owners of the Property shall be subject to all of the obligations stated herein. Owner warrants and represents that there will not be any mortgage or any other lien against the Property at the time this Development Agreement is recorded other than mortgages or encumbrances for the purchase of the Property and to finance costs of constructing the Project. This Development Agreement shall have precedence and shall take priority over any mortgage, lien or other encumbrance that may be recorded against the Property (or any portion thereof) after the recording of this Development Agreement (or Memorandum thereof).

P. No Construction Against Drafter. This Agreement is a product of the negotiation and drafting of attorneys for the parties, and, as such, the rule of construing ambiguous contracts against the drafter shall not apply to this Agreement.

Q. Venue. The venue for any proceeding involving the negotiation, drafting, interpretation or enforcement of this Agreement shall be the circuit court for Brown County, Wisconsin, all other venues being inappropriate for any such proceeding.

R. Signatures and Counterparts. Electronic, facsimile and photocopy signatures shall have the same effect as original signatures.

[Signature pages follow]

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed by duly authorized representatives of Developer, City and RDA as of the day and year first written above.

DEVELOPER:
MKE VIEW, LLC

By: _____

Lindsey S. Bovinet
Print Name and Title
MEMBER

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

NOTARY PUBLIC
BRITTANY MEISTER
STATE OF WISCONSIN

Personally came before me this 17th day of September 2018, the above named Lindsey S. Bovinet, a member of MKE VIEW, LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same.

_____
* Brittany Meister
Notary Public, Milwaukee County, Wisconsin
My Commission Expires 1-9-22

Signature page 2 of 3

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT, LLC

THE CITY OF GREEN BAY

By: _____
James Schmitt, Mayor

By: _____
Kris A. Teske, Clerk

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 10th day of August 2018, the above named James Schmitt and Kris A. Teske, on behalf of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC JEAN SEMENUK STATE OF WISCONSIN

_____
Jean Semenuk

Notary Public, Brown County, Wisconsin
My Commission Expires 7/13/20

Signature page 3 of 3

THE CITY OF GREEN BAY, THE REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY, and WHITNEY SCHOOL DEVELOPMENT, LLC

REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY

By: _____
Gary Delveaux, Chair

Attest: _____
Kevin J. Vonck, Executive Director

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF BROWN)

Personally came before me this 21st day of August 2018, the above named Gary J. Delveaux and Kevin J. Vonck, on behalf of the Redevelopment Authority of the City of Green Bay, a Wisconsin municipal corporation, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC JEAN SEMENUK STATE OF WISCONSIN

_____
Jean Semenuk

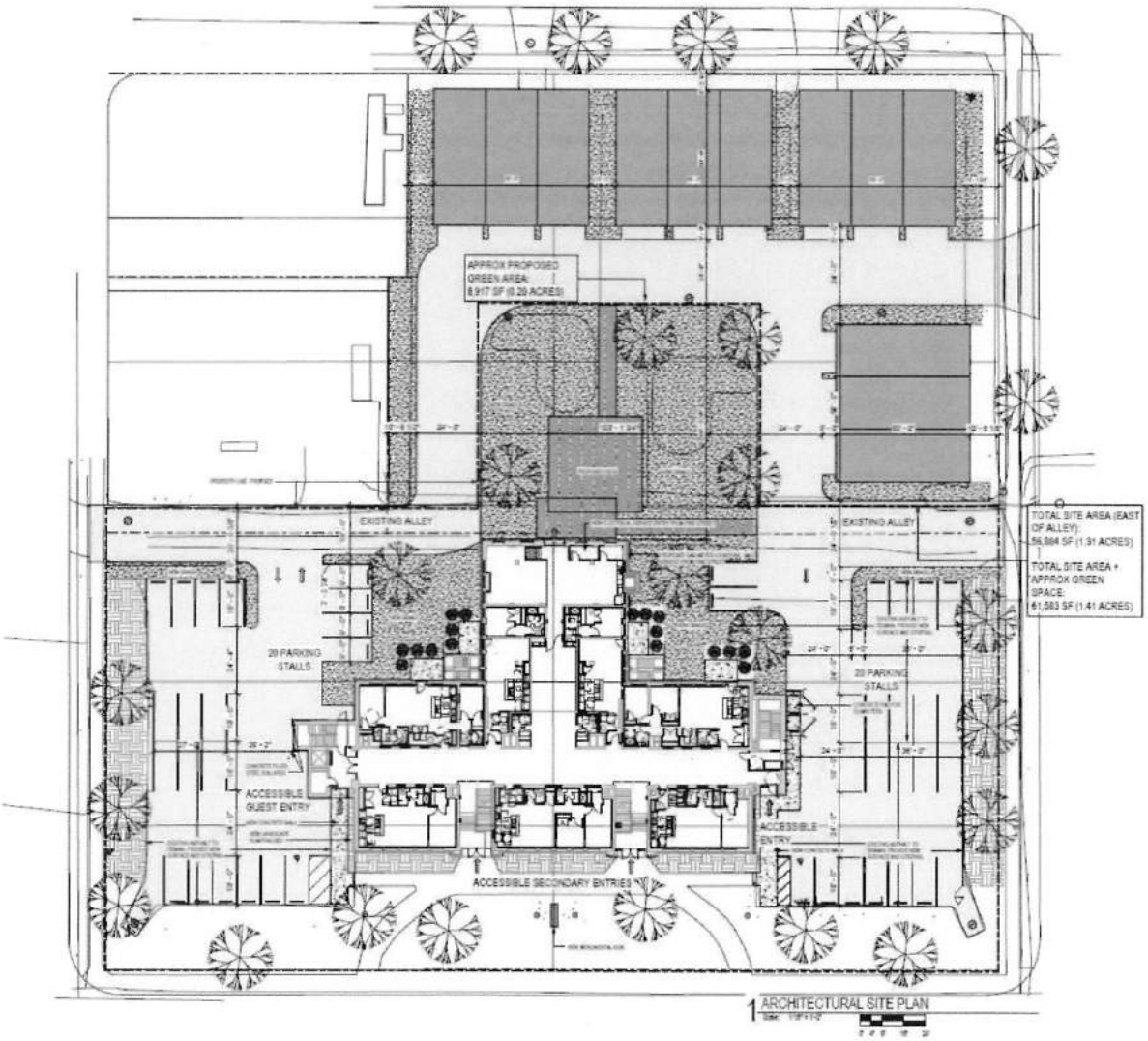
Notary Public, Brown County, Wisconsin
My Commission Expires 7/13/20

EXHIBIT A
Legal Description

215 N. Webster Avenue (Tax Parcel 9-112)

Lots 496, 497, 498, 565, 566, and 567, according to the recorded Plat of Navarino, in the City of Green Bay, East side of Fox River, Brown County, Wisconsin, Also the Easterly ½ (one-half) of the Vacated Alley lying westerly of said Lots 498 and 565 as described in Brown County Document Number 2797289.

EXHIBIT B
Preliminary Concept Plan



Report to the
Redevelopment Authority of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # J.2

Consideration with possible action on a request to the Joint Review Board and subsequent approval of fund transfer of $1 million from TID 12 (I-43 Industrial Park) to TID 22 (The Shipyard) to serve as matching funds for $1 million in grant funding from the National Parks Service for the construction of Phase II Shipyard Park.

BACKGROUND

In 2023 the City received a $5 million grant from the National Parks Service for the engineering and construction costs associated with the development of Phase II – Shipyard Park. The City was required to secure $5 million as a match to the grant and approved bonding for the match with TID 22 (The Shipyard) paying off the bond. The grant was intended to directly fund the following: public outdoor recreation amenities; Great Lawn, Dog Park, Urban Beach, Adventure Playground, Play Fountain, Public Art and Interpretive Signage.

Since submission of the original grant application, project costs have increased significantly due to market-driven construction cost escalation, higher material and labor pricing, and increased architectural and engineering fees associated with construction administration and project delivery. These factors have resulted in a substantial budget gap that must be addressed to fully realize the scope and intent of the originally proposed project.

The original grant application included a total project budget of $10,000,000. Following completion of design development, updated cost estimating, and refinement of construction administration requirements, the current projected project total is $12,000,000. This represents a funding shortfall of $2,000,000.

The grant reps have indicated that there is additional grant funding potentially available if the City can secure the required 50% match to the grant. Staff will be applying for an additional $1,000,000 in grant funding and is recommending to the RDA and City Council to transfer $1,000,000 from TID 12 to use as a match for the additional grant dollars. The National Parks Service hopes to make a decision on the funding request by the end of May.

To keep the process moving in a timely fashion, staff is requesting the RDA approve the allocation amendment contingent on approvals from the Joint Review Board and City Council.

Staff intend to bid out the construction of the park over the next few weeks with bid opening currently scheduled for mid-June based on the above mentioned approvals

RECOMMENDATION

To approve a fund transfer of $1 million from TID 12 (I-43 Industrial Park) to TID 22 (The Shipyard) to serve as matching funds for $1 million in grant funding from the National Parks Service for the construction of

Phase II Shipyard Park contingent on Joint Review Board and City Council approvals.

FISCAL IMPACT

Staff is requesting to transfer $1,000,000 from TID 12 (I-43 Industrial Park) to TID 22 (The Shipyard) to serve as required matching funds for an additional $1,000,000 in grant funding potentially available for the construction of Phase II Shipyard Park. There is approximately $1.4 Millon available in TID 12.

ATTACHMENTS

None

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

MEETING DATE	PREPARED BY
May 19, 2026	James Brunette

AGENDA ITEM # K.1

To approve request by the Department of Public Works to enter into a Professional Design Services Agreement with JT Engineering, Inc. for design services for Bedford Road and Grandview Road in the amount of $69,555.00.

BACKGROUND

The Bedford Road design is for the section of Bedford Road from Whittier south to the South Termini. The Grandview Road design is for the section from Finger Road North approximately 900 feet.

RECOMMENDATION

Approval to enter into a Professional Design Services Agreement with JT Engineering, Inc. for design services for Bedford Road and Grandview Road in the amount of $69,555.00.

FISCAL IMPACT

Funds for the design are included in the capital budget for each project.

ATTACHMENTS

1. 26-0117 Bedford Rd and S Grandview Rd Reconstruction, Brown Cty_Final_UPDATED

At JT, we work to understand your needs and tailor our approach to your specific goals.

We believe in building relationships that extend beyond a project's completion and are committed to your long-term success.

Request for Proposal:
Professional Design Services for

Bedford Road & S Grandview Road Reconstruction

Prepared for:
Valerie Joosten, PE
Director of Public Works



April 28, 2026

April 28, 2026

Valerie Joosten, PE
Director of Public Works
City of Green Bay Department of Public Works
Room 300 City Hall
100 N Jefferson Street
Green Bay, WI 54301

RE: Request for Proposal (RFP) - Design of Bedford Road & South Grandview Road Reconstruction

Dear Ms. Joosten and members of the selection committee,

Municipal roadway design requires practical solutions, clear coordination, and long-term performance. JT Engineering, Inc. (JT) is pleased to submit this proposal for the Bedford Road and South Grandview Road Reconstruction Project and to partner with the City of Green Bay to deliver durable improvements that address pavement condition and drainage performance while maintaining local access.

Our team has reviewed the RFP and understands the distinct needs of each corridor, including pavement distress related to prior utility work along South Grandview Road and the conversion of Bedford Road from gravel to a paved facility with ditch-based drainage. JT will deliver a clear, buildable set of plans aligned with City standards to support efficient construction and reduced long-term maintenance.

REAL PEOPLE - JT brings a hands-on, relationship-driven approach to municipal projects. Our team is led by experienced engineers who remain directly involved throughout design, coordination, and public engagement. We prioritize clear communication with City staff, responsiveness to direction, and continuity of personnel from kickoff through final PS&E so the City has consistent, reliable points of contact throughout the project.

TRUSTED SOLUTIONS - Our design approach prioritizes practical, defensible solutions that align with current site conditions and City preferences. For this project, we will use WisPave-guided pavement design, effective drainage methods adapted to ditch and culvert constraints, and targeted coordination with utilities and stakeholders. We recognize the need to support local access and industrial traffic on South Grandview Road and will create contractor-focused traffic control and phasing strategies to ensure continuity.

PROVEN RESULTS - JT has successfully delivered municipal roadway reconstruction projects across Wisconsin, including corridors affected by settlement, frost-susceptible subgrades, and utility constraints. Our teams produce complete, well-coordinated plan sets that support competitive bidding, minimize construction issues, and allow projects to transition smoothly from design to construction.

The enclosed proposal outlines our understanding of the project, our approach to design, a detailed schedule assuming a May 18, 2026 start date with final PS&E delivery by early August, and a fee proposal aligned with the requested scope of services. JT is fully committed to meeting the City's expectations and delivering high-quality engineering services for this project.

Thank you for your consideration. We look forward to the opportunity to work with the City of Green Bay and are available to respond to any questions regarding our proposal.

Sincerely,

David Strelcheck

Dave Strelcheck, PE
Project Manager
920.422.2273 (Cell)
daves@jt-engineering.com

Table of Contents

Organizational Capabilities	1
Project Understanding & Approach	2
Resumes	3
Schedule	4
Scope of Services	5

JT Engineering, Inc.
1077 Centennial Centre Blvd
Hobart, WI 54155

Real People. **Trusted** Solutions. **Proven** Results.





Why JT?

- Local
- Provide cost-effective, high-quality design and construction solutions
- Experienced, knowledgeable, and professional team
- Dedicated to meeting your needs

Core Services

- Structural Design
- Roadway Design
- Land Surveying
- Construction Administration
- Constructability Reviews
- Roundabout Design & Analysis
- Signal Design & Analysis
- Storm Water Management
- Path & Pedestrian Design
- Topographic Mapping
- Site Design
- Environmental Reports & Permitting
- Landscape Architecture
- Materials Testing
- Unmanned Aircraft Systems (UAS)

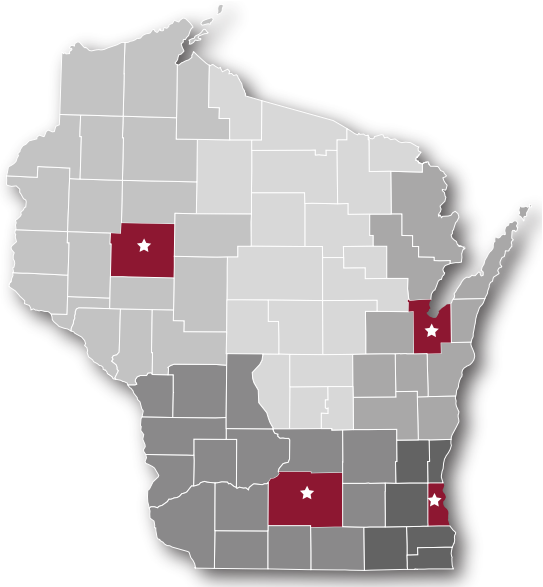
JT is proud to offer the experience, resources, and services of a larger firm, combined with the cost-effectiveness, client focus, and regional knowledge of a local firm. We view each project as a partnership and strive to make our clients' needs, timelines, goals, and concerns our top priority.

Founded in 2005, we have grown to over 115 employees with office locations in the Green Bay, Eau Claire, Madison, and Milwaukee areas in Wisconsin. We provide a tailored approach for each project, proactively engaging and communicating with our clients to ensure efficient and cost-effective service. Our portfolio includes projects at every scale, from small bridge rehabilitation projects to mega interstate highway expansion projects. Our design and construction professionals work closely together, utilizing our combined experience, knowledge, and expertise to deliver award-winning, economical designs that exceed our clients' expectations.

20+ YEARS OF SERVICE

115+ EMPLOYEES

55 CERTIFIED PROFESSIONALS
PE, PLS, PTOE, PLA, & ENV SP



Project Understanding



The City of Green Bay is seeking professional engineering services to prepare final design plans, specifications, and bid documents for roadway and utility improvements along Bedford Road and South Grandview Road. These projects are intended to address aging pavement, drainage deficiencies, and utility coordination needs while maintaining access for local residents, adjacent properties, and the nearby industrial facility served by Grandview Road.

Based on the RFP and subsequent clarifications, the design effort is expected to leverage recently completed City topographic survey data, with selective field verification where grading changes have occurred due to recent adjacent development. Drainage design will focus on maintaining or increasing existing ditch capacity, with flexibility to accommodate existing culverts that may be hydraulically undersized, provided this is consistent with City direction and overall system performance. The projects also include targeted intersection work to address geometry, bumps, and localized pavement distress without introducing unnecessary reconstruction or scope creep.

Traffic impacts are anticipated to be local, with access maintained throughout construction. No pedestrian facilities or curb ramps are proposed for either roadway. The City has indicated flexibility in the design delivery schedule, with a preference for earlier completion where feasible to optimize the overall project timeline.

Project Approach

Our approach is grounded in practical design, early risk identification, and close coordination with City staff to ensure plans are buildable, cost-effective, and aligned with City standards and expectations.

1. **Data Review and Field Verification**
   We will begin by reviewing the City-provided 2024 topographic survey and available background information. Early in the process, our team will perform targeted field reconnaissance to verify existing conditions in areas where recent grading or development may affect drainage, utilities, or roadway geometry. This upfront effort reduces downstream redesign and change orders during construction.

2. **Roadway and Drainage Design**
   Roadway design will focus on durable pavement sections, smooth transitions, and targeted intersection improvements tailored to each corridor's needs. For drainage, existing ditches and culverts will be evaluated to confirm overall system capacity. Where culverts are known to be undersized, we will coordinate with the City to develop solutions that maintain or improve hydraulic performance while balancing constructability and cost.

3. **Utility Coordination**
   We will identify existing sewer and water infrastructure early and coordinate designs to minimize conflicts and disruptions. Our design philosophy emphasizes clear utility layouts, details that reflect existing field conditions, and sheets that are easy for contractors to interpret.

4. **Traffic Maintenance and Constructability**
   Traffic control plans will be developed to maintain local access at all times, with specific consideration given to continued access along Grandview Road to the adjacent plant. Constructability reviews will be integrated into plan development to reduce complexity and anticipate contractor sequencing in constrained areas.

5. **Communication, QA/QC, and Deliverables**
   We will maintain regular communication with City staff throughout design, including milestone check-ins to confirm alignment on direction and scope. An independent QA/QC review will be completed prior to submittals to ensure plans are complete, coordinated, and consistent with City standards. Our goal is to deliver clear, well-organized plan sets and specifications that support efficient bidding and construction.



DAVE STRELCHECK, PE — PROJECT MANAGER

31 Years' Experience | BS, Environmental Engineering: *Michigan Tech, 1995* | Professional Engineer: *WI*

Dave is a project manager with more than 31 years of experience leading municipal infrastructure projects from planning and design through bidding and construction management. Dave's background includes serving as a Director of Public Works and Project Engineer for communities in Northeast Wisconsin, giving him a practical, operations-driven perspective that benefits every project he leads. He's known for his deep expertise in urban street and utility reconstruction, special assessment policy, and public engagement.

Dave's approach is rooted in clear communication and hands-on leadership. He is skilled at coordinating with local agencies, utility providers, and stakeholders to keep projects on track and minimize disruptions. His plans are recognized for their accuracy and attention to detail, often serving as reliable record drawings for future municipal work.

Clients appreciate Dave's approachable style, responsiveness, and commitment to delivering high-quality, practical solutions that stand the test of time.



JAKE NEERDAELS, PE — PROJECT ENGINEER

5 Years' Experience | BS, Civil Engineering: *UW-Madison, 2021* | Professional Engineer: *WI*

Jake is a project engineer with a strong background in the design and construction of transportation and municipal infrastructure. With over five years of experience, Jake has played a key role in delivering both rural and urban roadway projects across Wisconsin. He's well-versed in WisDOT project standards, plan production, and Civil 3D design modeling, and is known for his hands-on approach to technical documentation and stakeholder coordination.

Jake's project portfolio includes leading projects of all scales, from major urban reconstructions to rural rehabilitations and everything in between. Jake's attention to detail and collaborative style help ensure projects are delivered efficiently, with a focus on constructability, safety, and community needs. Jake brings a friendly, approachable attitude to every project, making him a trusted partner for clients and teammates alike.



BRIAN CHLOPEK, PE — QUALITY ASSURANCE / CONTROL

25 Years' Experience | BS, Civil Engineering: *Michigan Tech, 2000* | Professional Engineer: *WI*

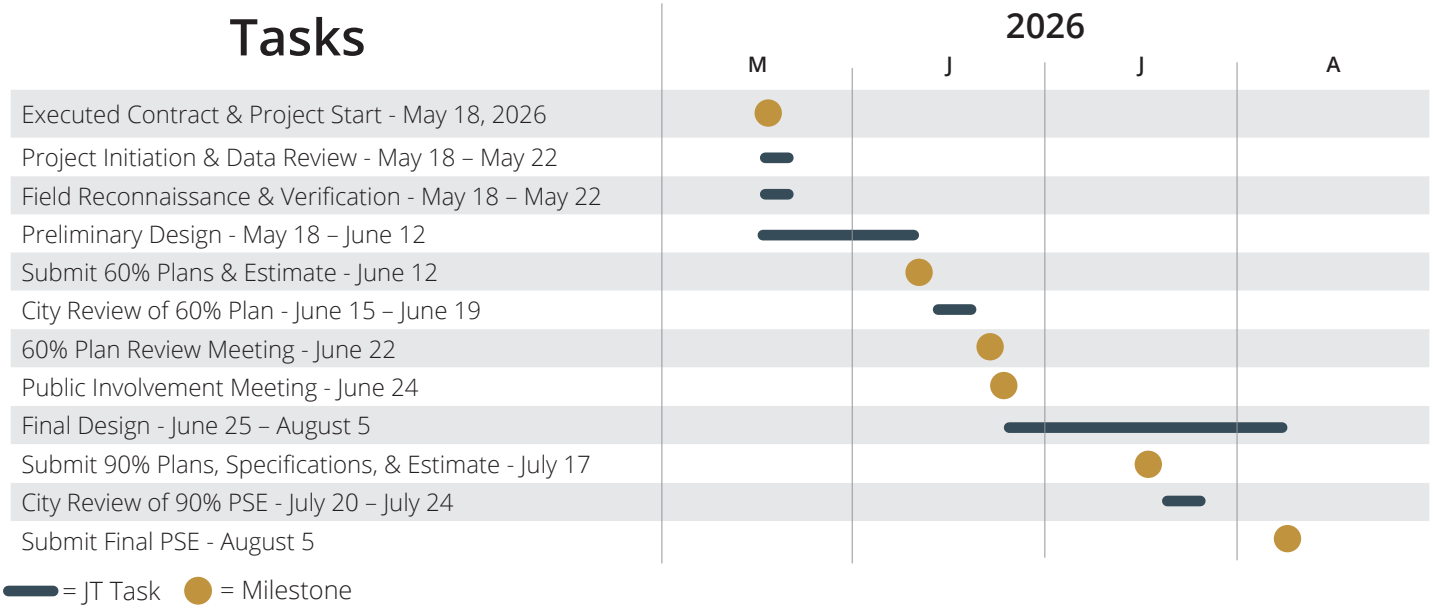
Brian is a trusted leader in quality assurance and constructability reviews, bringing over 25 years of experience in both construction and design. Brian specializes in WisDOT project oversight, where he's known for his hands-on approach to QA/QC and for spotting potential issues before they become costly problems. He routinely performs constructability reviews for statewide projects, focusing on sequencing, staging, traffic control, environmental considerations, and risk mitigation.

Brian's feedback has been invaluable to clients and project teams, consistently helping to resolve concerns with traffic control, staging concepts, and design elements. His proactive reviews have prevented conflicts, delays, and expensive change orders during construction. Brian's deep understanding of the WisDOT project development process, combined with his practical construction background, ensures that quality is built into every project from the earliest stages. He's approachable, detail-oriented, and always ready to recommend solutions that keep projects on track and deliver lasting value for clients and communities.

The proposed design schedule assumes a project start date of May 18, 2026, consistent with the Request for Proposal. The design effort will begin with a project kickoff and review of City-provided background information, including the 2024 topographic survey, geotechnical report, and available utility data. Early in the process, targeted field verification will be performed to confirm existing conditions in critical areas and to support accurate roadway, drainage, and utility design.

Preliminary design activities will be completed in early June and will include roadway geometry, pavement design, drainage concepts, utility coordination, and traffic control considerations. A 60 percent design submittal will be prepared to facilitate coordination with City staff and to support the required Public Information Meeting. Comments and input received from the City and the public will be incorporated into the design as it advances.

Final design development will occur through late June and early July, leading to the preparation of a complete set of plans, specifications, quantities, and cost estimates. The final PS&E package is anticipated to be submitted by August 5, 2026, providing timely delivery in line with the City's allowable extended date while allowing adequate time for coordination, review, and quality control.



Contract Exceptions

See Exhibit D for contract revisions.

Exhibit A
Proposal 26-0117
Bedford Rd and S Grandview Rd Reconstruction Scope of Services
Green Bay, Wisconsin

Scope of Services

Basic Services

A. Project Management & Coordination
- a. Project kickoff coordination with City staff
- b. Ongoing communication and coordination throughout design
- c. Management of schedule and deliverables
- d. Oversight of subconsultants (if applicable)
- e. Progress tracking and issue resolution

B. Data Review & Verification
- a. Review of City-provided 2024 topographic survey
- b. Review of geotechnical report (Attachment B of RFP)
- c. Review of GIS utility information and historic as-builts (Attachment C of RFP)
- d. Targeted field verification of grading, drainage features, and utilities, with emphasis on areas affected by recent development along Bedford Road
- e. Identification of key constraints affecting roadway, drainage, and utility design

C. Preliminary Design
- a. Roadway & Pavement Design
  - i. Development of preliminary roadway geometry and profiles
  - ii. Preparation of pavement design using WisPave
  - iii. Evaluation of settlement-affected areas and transition treatments
  - iv. Initial cross sections and typical sections
  - v. Preliminary quantities and cost estimate to support design
- b. Drainage & Culvert Design
  - i. Evaluation of existing ditches and culverts along Bedford Road
  - ii. Preliminary ditch grading design
  - iii. Culvert sizing and replacement evaluation, including coordination with the City regarding allowance of undersized culverts where overall capacity is maintained or improved
  - iv. Coordination of drainage features with roadway design
- c. Utility Coordination
  - i. Identification of existing sanitary, water, and storm utilities using available records
  - ii. Coordination of roadway profiles and alignments to minimize utility conflicts
  - iii. Preparation of utility information on design plans
  - iv. Coordination with City staff on identified conflicts, as needed
- d. Traffic Control & Constructability
  - i. Development of traffic control concepts to maintain local access during construction
  - ii. Consideration of ongoing access to industrial facilities along South Grandview Road
  - iii. Constructability review of plan development to support efficient staging and sequencing
- e. Deliverables
  - i. Pavement Design Memo
  - ii. 60% Plans & Estimate
- f. Meetings
  - i. 60% Plan Review Meeting
  - ii. Public Information Meeting
    1. Includes attendance at the meeting and support for meeting preparation

D. Final Design

a. Incorporation of City and public comments
b. Final roadway, pavement, drainage, and utility design
c. Preparation of final quantities and cost estimate
d. Preparation of specifications and special provisions
e. Final PS&E package suitable for bidding
f. Quality Control & Quality Assurance
    i. Independent internal review of plans and quantities
    ii. Verification of consistency with City standards
    iii. Resolution of identified issues prior to final submittal
g. Deliverables
    i. 90% Plans, Specifications, & Estimate
    ii. Final Plans, Specifications, & Estimate
h. Meetings
    i. 90% Plan Review

E. Bid Phase Support

a. Responding to bidder questions related to design intent
b. Preparation of addenda revisions, if requested by the City

Project Submittals

a. Submit project design information to OWNER, including drawings in DWG and PDF format as applicable or as stated in the RFP.

Schedule

Work for Basic Services shall commence upon the execution of the contract. If Contract is executed by May 18, 2026, the work is expected to be completed by September 1, 2026.

Professional Fees and Authorization

Basic Services:

Compensation for the services outlined above Basic Services will consist of a Lump Sum Fee of $69,545.00 as broken down below.

Project	Fee
Bedford Road	$39,860.00
S Grandview Road	$29,695.00
Total	**$69,545.00**

Printing, permit, application, review, and recording fees are not included in the Lump Sum Fee and shall be directly reimbursable at cost.

Additional Services & Fee Structure:
Work not included in the above Basic Services can be completed as Additional Services as mutually agreed upon by OWNER and CONSULTANT. Hourly Rates are included in Exhibit C.

S Grandview Road	PROJECT MANAGER	PROJECT ENGINEER	QA/QC	TRAFFIC ENGINEER	PLS	SURVEY CHIEF	PROJECT ADMINISTRATOR	ACCOUNTANT	
Total Hours	**65.0**	**84.0**	**8.0**	**2.0**	**8.0**	**8.0**	**4.0**	**2.0**	
Rate	**$175.00**	**$145.00**	**$255.00**	**$170.00**	**$190.00**	**$130.00**	**$225.00**	**$150.00**	
Manage Project Scope & Schedule							4.0	2.0	**$1,200.00**
Manage Project Quality	9.0		8.0						**$3,615.00**
Manage Project Stakeholders	12.0	14.0							**$4,130.00**
Design Pavement Structure	2.0	7.0							**$1,365.00**
Design Erosion Control & Landscaping		8.0							**$1,160.00**
Design Geometrics & Details	6.0	36.0							**$6,270.00**
Develop Quantities and Estimates	4.0	11.0							**$2,295.00**
Develop PSE Documents	16.0								**$2,800.00**
Conduct & Process Existing Field Survey					8.0	8.0			**$2,560.00**
Env. Documentation & Agency Coordination	8.0								**$1,400.00**
Collect Traffic Field Data	1.0	4.0		2.0					**$1,095.00**
Develop Traffic Control & Staging	1.0	4.0							**$755.00**
Coordinate Utilities	4.0								**$700.00**
Manage Construction Start	2.0								**$350.00**
Cost	**$11,375.00**	**$12,180.00**	**$2,040.00**	**$340.00**	**$1,520.00**	**$1,040.00**	**$900.00**	**$300.00**	

TOTAL COST: $29,695.00

Bedford Road	PROJECT MANAGER	PROJECT ENGINEER	QA/QC	PLS	SURVEY CHIEF	PROJECT ADMINISTRATOR	ACCOUNTANT	
Total Hours	**84.0**	**130.0**	**10.0**	**8.0**	**8.0**	**4.0**	**2.0**	
Rate	**$175.00**	**$145.00**	**$255.00**	**$190.00**	**$130.00**	**$225.00**	**$150.00**	
Manage Project Scope & Schedule						4.0	2.0	**$1200.00**
Manage Project Quality	12.0		10.0					**$4,650.00**
Manage Project Stakeholders	12.0	14.0						**$4,130.00**
Design Pavement Structure	2.0	7.0						**$1,365.00**
Design Drainage	3.0	20.0						**$3,425.00**
Design Erosion Control & Landscaping		16.0						**$2,320.00**
Design Geometrics & Details	6.0	49.0						**$8,155.00**
Develop Quantities & Estimates	4.0	20.0						**$3,600.00**
Develop PSE Documents	24.0							**$4,200.00**
Conduct & Process Existing Field Survey				8.0	8.0			**$2,560.00**
Environmental Documentation & Agency Coordination	12.0							**$2,100.00**
Develop Traffic Control and Staging	1.0	4.0						**$755.00**
Coordinate Utilities	6.0							**$1,050.00**
Manage Construction Start	2.0							**$350.00**
Cost	**$14,700.00**	**$18,850.00**	**$2,550.00**	**$1,520.00**	**$1,040.00**	**$900.00**	**$300.00**	

TOTAL COST: $39,860.00

Direct Expenses are included in hourly rates.

Hourly Rate Table

Effective 10/1/2025

Executive Principal	$255
Principal	$230
Senior Project Manager	$215
Project Manager	$175
Senior Project Engineer	$170
Project Engineer	$145
Engineer	$120
Senior Engineering Specialist	$150
Engineering Specialist	$130
Senior Engineering Technician	$125*
Engineering Technician	$105*
Engineering Intern	$90*
Principal Surveyor	$190
Professional Land Surveyor	$160
Survey Crew Chief (Specialist)	$130
Survey Crew Chief (Senior Technician)	$125*
Survey Technician	$105*
Principal Landscape Architect	$190
Registered Landscape Architect	$160
Landscape Designer	$95*
Graphic Designer	$115
Accountant	$150
Administrative Support	$95*

*Rates subject to 1.5x overtime, if applicable.

Expenses shall be directly reimbursable at cost.

Hourly Rates are updated annually on October 1.

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN CITY OF GREEN BAY AND DESIGN PROFESSIONAL

Project: **[Insert Project Name]**

THIS AGREEMENT is made this_____day of_____, by and between the City of Green Bay, a municipal corporation of the State of Wisconsin, located in Brown County, Wisconsin, (hereinafter called "City") and [Insert name of consultant] (hereinafter called "Design Professional").

NOW, THEREFORE, in consideration of the following terms and conditions, City and Design Professional mutually agree as follows:

1. SCOPE OF WORK

Design Professional agrees to perform all services and furnish all materials necessary as fully described and specified in the Request for Proposal (RFP) or Quotation (RFQ).

2. FEES

Total fees payable to Design Professional shall not exceed the amount of [Insert dollar amount] for all services, materials, equipment, and authorized reimbursable expenses under this Agreement unless an Amendment to Agreement, signed by both parties, approves additional fees in writing. Any such additional fees shall be defined in writing and authorized prior to execution of such work.

3. AMENDMENTS TO AGREEMENT

This Agreement may be amended only by written instrument signed by both parties. If in the reasonable judgment of the City, the scope or nature of the services to be performed by Design Professional change or deviate materially from the scope or nature of the services described above, the City may, at its discretion, suspend performance of its services until a written agreement superseding this Agreement and adjusting the scope, schedule, and terms and conditions has been executed. Where additional work is to be completed on a time and expense compensation, charges shall be in accordance with the fee schedule submitted with the Design Professional's Proposal.

4. COMPENSATION

City agrees to pay for services provided in accordance with the compensation provisions described in the Design Professional's Proposal. Design Professional will bill the City, no more than monthly, with net payment due in 30-days from the invoice date. Design Professional may, after giving 72-hour notice, suspend service under the Agreement until the City has paid all amounts in full due for services rendered and expenses incurred.

5. INDEMNIFICATION (HOLD HARMLESS) AGREEMENT

Design Professional hereby agrees to indemnify the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by negligence, whether active or passive, of Design Professional or of anyone acting under its direction or control or on its behalf even if liability is also sought to be imposed on City, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Design Professional will indemnify the City for any claims by reason of its negligent acts. The obligation to indemnify and hold harmless the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers and each of them, shall be applicable except to the extent the liability results from the negligence of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

In the event that Design Professional employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be Design Professional's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

6. INSURANCE

Design Professional shall not commence work under this Agreement until it has obtained the insurance required herein. All coverages shall be with insurance carriers licensed and admitted to do business in the State of Wisconsin. All coverages shall be with carriers acceptable to the City. A minimum AM Best Rating of A-VII is required.

It is hereby understood and agreed that the insurance required by the City is primary coverage and that any insurance or self-insurance maintained by the City, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss.

Worker's Compensation and Employers Liability Minimum Requirements as required by Statute: Design Professional shall cover or insure under applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. Design Professional shall provide statutory coverage for work related injuries and employer's liability insurance with limits of $100,000 each accident, $500,000 disease policy limit and $100,000 disease each employee.

Liability Insurance: Design Professional shall procure and maintain during the life of this Agreement the following Commercial General Liability Insurance and Automobile Liability insurances:

A. PROFESSIONAL LIABILITY (Errors and Omissions)

$2,000,000

(1) Minimum Limits
   (a) $2,000,000 each claim/~~$3,000,000~~ annual aggregate
   (b) Any deductible not to exceed $25,000 each claim

(2) Must continue coverage for 3 years after final payment for service/job

B. GENERAL LIABILITY COVERAGE

(1) Commercial General Liability
   (a) $4,000,000 general aggregate
   (b) $1,000,000 products - completed operations aggregate
   (c) $1,000,000 personal injury and advertising injury
   (d) $2,000,000 each occurrence limit

(2) Claims made form of coverage is not acceptable.

(3) Insurance must include:
   (a) Premises and Operations Liability
   (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Green Bay, it officers, council members, agents, employees, authorized volunteers and the named insured
   (c) Personal Injury
   (d) Explosion, collapse and underground coverage
   (e) Products/Completed Operations
   (f) Independent Contractors

C. BUSINESS AUTOMOBILE COVERAGE

$1,000,000

(1) Minimum Limits - ~~$2,000,000~~ Combined Single Limit for Bodily Injury and Property Damage each accident

(2). Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

Additional Insured: Design Professional shall name the City, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers as Additional Insured on the General Liability Coverage. This coverage shall be primary to the Additional Insured, and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage is primary, contributing or excess.

Waiver of Workers Compensation Subrogation: The workers' compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of the policy that arises from the work performed by the named insured for or on behalf of the City of Green Bay.

Cancellation Notice: All insurances required by this Agreement shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Ten (10) days for Non-Renewal shall be sent to: City of Green Bay; Attn: Risk Management; 100 North Jefferson St.; Green Bay, WI 54301.

Proof of Insurance Coverage: Design Professional shall provide to the City, at the time this Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City. If so requested, certified copies of any or all polices shall also be furnished. The Additional Insured Policy endorsement must accompany the Certificate of Insurance. A copy of the Certificate of Insurance must be on file with Risk Management. If no Certificates of Insurance and/or policies are provided to the City upon execution of this Agreement, the Agreement shall be null and void.

Continuation of Coverage: If any of the above coverage expires during the term of this Agreement, the Design Professional shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.

7. DISPUTE RESOLUTION

All claims, disputes or any other matters in question between the parties arising out of or relating to this Agreement or breach thereof shall be subject to mediation as a condition precedent to the institution of any legal proceedings by either party. If such claim, dispute or any other matter involves a lien arising out of Design Professional's services, Design Professional may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Design Professional shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the current Mediation Rules of the American Arbitration Association unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to

this Agreement and, if applicable, the American Arbitration Association.

The parties shall share equally the mediator's and any filing fees. Mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall have the same force and effect as settlements in any court having jurisdiction thereof.

8. ACCESS/UTILITIES

The City will arrange access to the site, as necessary, for Design Professional to complete the work. Design Professional will take reasonable precautions to minimize any damage to the site due to its operation. Site restoration is not included unless specifically requested by the City.

Design Professional is responsible for coordinating with an appropriate private utility locating service to identify the presence of public utilities on private property. Design Professional shall not be responsible for the accuracy and completeness of utility location information provided by third parties. To the extent caused by Design Professional's negligent acts or omissions in the performance of services under this Agreement, Design Professional agrees to indemnify and save the City harmless from all claims, suits, losses, cost and expenses including reasonable attorney's fees as a result of any personal injury, death or property damage resulting from damage to public utilities, provided such indemnification shall not apply to the extent of the City's own negligence.

9. SAFETY

Design Professional shall comply with all Occupational Safety and Health Administration (OSHA) and State and Local safety and health standards and any other applicable rules and regulations.

Design Professional's work or field personnel shall not be responsible for determining or implementing the means, methods, techniques, sequences or procedures of construction. Design Professional will not be responsible for evaluating, reporting or effecting job conditions concerning health, safety or welfare, unless specifically requested in writing. Design Professional's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with contract documents.

10. OWNERSHIP OF DOCUMENTS

Any reports, specifications, drawings, or other documents prepared by the Design Professional in the performance of its obligations under this Agreement shall become the property of the City. All such materials shall be returned to the City upon completion, termination, or cancellation of this Agreement and payment in full of all monies due the Design Professional. The Design Professional shall not use, willingly allow, or cause such materials to be used for any purpose other than the performance of all Design Professional's obligations under this Agreement without the written consent of the City. The City agrees that the Design Professional shall not be responsible for any re-use by the City, or by third parties that obtained the documents from or through the City, for purposes other than the original intent of the documents provided by the Design Professional.

11. SAMPLES

Unless otherwise agreed or consumed in testing, test specimens shall be retained for a minimum of thirty (30) days following submission of final report.

12. ASSIGNMENT, TRANSFER OR SUBCONTRACTING

The Design Professional shall not subcontract, assign or transfer any interest in this Agreement or any payments due hereunder except upon prior written consent of the City. All terms, conditions, covenants and agreements herein shall extend to and be obligatory upon any successors or assigns of Design Professional upon the execution of any written consent by the City. Consent shall not be given to any proposed assignment

that would release the Design Professional of their responsibilities under this Agreement.

13. TERMINATION FOR CONVENIENCE

The City reserves the right to terminate this Agreement, or any part of this Agreement, upon fourteen (14) days written notice. In case of such termination, the Design Professional shall be entitled to receive payment from the City for work completed to date in accordance with the terms and conditions of this Agreement.

14. TERMINATION FOR CAUSE

Either party may terminate this Agreement in the event the other party fails to fulfill any of its obligations under this Agreement in a timely manner or otherwise violate any of the covenants, agreements or stipulations material to this Agreement. Termination of the Agreement is accomplished by the party initiating the termination giving fourteen (14) days written notice to the other party. In case of such termination, the Design Professional shall be entitled to receive payment from the City for work completed to date in accordance with the terms and conditions of this Agreement.

15. NO DISCRIMINATION

During the term of this Agreement, the Parties, and the employees, representatives, agents and or volunteers thereof, shall not discriminate against any person based on race, color, creed, religion, sex, national origin, age, ancestry, disability, sexual orientation, gender identity, gender non-conformity, gender expression, transgender status, pregnancy, or marital or parental status.

16. SEVERABILITY

In the event that any section, clause or portion of this Agreement shall be adjudged or decreed to be invalid, the remainder of the Agreement shall remain in full force and not be affected by such judgment.

17. APPLICABLE LAWS

This Agreement shall be governed in all respects by the laws of State of Wisconsin.

18. ENTIRE AGREEMENT

This Agreement, together with the City's RFQ or RFP (dated [Insert date]), Design Professional's Proposal (dated [Insert date]), the attachments appended hereto, and all documents, drawings, specifications, and instruments specifically incorporated herein and made a part hereof, shall constitute the entire Agreement of the parties.

19. COMPLIANCE WITH LAWS

Design Professional is responsible to see that services and documents furnished by Design Professional conform to the applicable laws, rules, regulations, codes, orders, and special requirements, except as may be specifically provided otherwise herein.

20. COUNTERPARTS

This Agreement may be executed in several counterparts, and the signatures on this Contract may be transmitted electronically. Electronic signatures will deemed to constitute original signatures and counterparts to this Agreement containing the signatures (whether original or electronic) of all the parties will be deemed to constitute a single, enforceable Contract.

21. TIME

This Agreement shall be effective on_____, 20____(which is the Effective Date of the Agreement).

All schedules are to be strictly met.

SIGNATURES BELOW

THE CITY OF GREEN BAY:

DATED: _____ _____
Eric Genrich – Mayor

CONSULTANT :

DATED: _____ _____
By:
Its:

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

MEETING DATE	PREPARED BY
May 19, 2026	Valerie Joosten, Public Works Director

AGENDA ITEM # K.2

To approve request by the Department of Public Works to award the contract ATKINSON MARSH RESTORATION (AOC) PROJECT to Northeast Asphalt, Inc. in the amount of $1,714,331.19.

BACKGROUND

The Atkinson Marsh Restoration (AOC) Project is funded through a grant agreement between the Wisconsin Department of Natural Resources (WDNR) and the City of Green Bay. This phase of the work includes construction and 2 years of monitoring and maintenance of the restoration of the Atkinson Marsh located off of Hurlbut St.

RECOMMENDATION

To approve the award of the Atkinson Marsh Restoration (AOC) Project to Northeast Asphalt, Inc. in the amount of $1,714,331.19.

FISCAL IMPACT

The contract award will be fully funded by the grant through WDNR.

ATTACHMENTS

1. Quest CDN Project Results ATKINSON MARSH RESTORATION (AOC) PROJECT

ATKINSON MARSH RESTORATION (AOC) PROJECT

Quest Number: 10157065

Closing Date: Tue, 05/05/2026 09:00 AM 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:	Valerie Joosten
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Mickenna Beach
Email:	mickenna.beach@greenbaywi.gov
Phone:	920-448-3324
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Northeast Asphalt, Inc.	Estimating	920-757-2900	neaquote@walbecgroup.com	$ 1,714,331.19		
Highway Landscapers, Inc.	Nick Wilfert	920-759-1701	nwilfert@highway.email	$ 1,780,587.20		
Relyco Plus LLC	Val Tereshchenko	920-983-9040	estimating@relycoplus.com	$ 1,793,995.80		
Peters Concrete Company	Duke Peters	920-494-3700	quote@petersconcrete.com	$ 2,062,012.40		
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	$ 2,295,659.23		
Resource Environmental Solutions, LLC	Chuck Campbell	608-897-8641	ccampbell@res.us	$ 3,135,685.75		

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # K.3

To approve request by the Department of Public Works to grant licenses for:

1. Sidewalk Builder

    a. Global Concrete LLC
    b. E&I Concrete Construction
    c. Delahaut Custom Concrete LLC
    d. Blaser Construction LLC

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.1

To approve a new regular application for a "Class B" liquor and Class "B" beer license and a tobacco license for Bichota by La Bodega at 223 N Washington St (formerly held by Ned Kelly's) with a licensed premise described as "Main bar, side bar, patio bar, backroom storage, walk-in cooler, office".

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 223 N WASHINGTON LIQ & CIG

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.2

To approve a new regular application for a "Class B" liquor and Class "B" beer license for Stonewood Event and Conference Center at 850 Kepler Dr, Suite B (formerly held by Be's Refreshments) with a license premise described as: "1 lrg ballroom w/bar & 2 conf rooms, hallway bev cool, office, outdoor patio area"

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 850 Kepler Liq

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.3

To approve a limited expansion of licensed premises for Richard Craniums at 840 S Broadway for the following dates: 7/5-7/5, 7/7, 7/8, 7/11-7/12, 7/15, 7/15, 7/18-7/19, 7/21, 7/22, 7/25-7/26, 7/28, 7/29, 8/1-8/5, 8/4, 8/7-8/9, 8/14-8/16, 8/21-8/23, 8/28-8/30, 9/4-9/6, 9/11-9/13, 9/18-9/20, 9/25-9/27, 10/2-10/4, 10/9-10/11, 10/16-10/18, 10/23-10/25, 10/30-11/1, 11/6-11/8 with a premise description of "back parking lot".

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. TELP 840 S Broadway

Application for Temporary Expansion of Licensed Premises Description

Application must be submitted to the Clerk's Office. Upon approval, the original retail alcohol beverage license must be brought to the Clerk's Office to have the temporary expanded licensed premises description added to the retail license as an addendum. Any licensee that wishes to extend its premises onto adjacent private property shall provide written authorization from the neighboring property owner. Any licensee that wishes to extend its premises onto City property must provide a certificate of insurance including liquor liability and a separate additional insured endorsement naming the City of Green Bay before any approval of this application can be granted. Any licensee that wishes to extend its premises onto City right-of-way must submit a revocable occupancy permit from the Department of Public Works, issued pursuant to Green Bay Municipal Code section 9.27, along with its application.

Pursuant to Green Bay Municipal Code section 33.03(5), I am applying for a temporary expansion of the current licensed premises description on my City-issued regular retail alcohol beverage license, and in support thereof provide as follows:

APPLICANT INFORMATION

Are you requesting this temporary expansion of licensed premise through December 31, 2020 in accordance with Green Bay Municipal Code section 33.03(5)? Check one: ☐ Yes ☐ No

Applicant Licensee (Name of Corporation, LLC, Partnership, Sole Proprietor, etc.): BeachMe LLC

Trade Name: Richard Craniums Phone Number: 920-430-1699

Address of Premises: 840 S Broadway 54304

Agent Name: Don Mjelde Email: donmjelde@gmail.com

PREMISES DESCRIPTION

Description of Area to be included as part of the Temporary Expansion of Licensed Premises Description (PLEASE INCLUDE AND ATTACH A SEPARATE ILLUSTRATION OR DIAGRAM OF THE LAYOUT OF THE AREA):

Back Parking Lot, Diagram Attached

☒ I have submitted the following proof that I have the right to occupy the area described above:

- ☐ Lease
- ☐ Deed
- ☒ Written authorization from property owner
- ☐ Revocable Occupancy Permit
- ☐ Other: _____

☒ I have submitted a detailed plan on how social distancing will be implemented within the area described above.

☒ I have submitted a security plan indicating how the area described above will be monitored and secured to delineate area boundaries.

☒ I have submitted a special permit for waiver of the noise ordinance in accordance with Green Bay Municipal Code section 27.203(5).

☒ I understand and agree that this expansion of licensed premises is temporary and will expire on December 31, 2020. At the time of such expiration, my licensed premises description shall return to the liquor license premises description identified and approved as part of the my annual retail alcohol beverage license application without further action on the part of staff or Common Council.

The information on this form is true and correct to the best of my knowledge. I understand that any false statement on this form or any attachments constitutes grounds for revocation of any temporary expansion of licensed premises description and/or denial of this application.

Mjelde, Donald J	Owner	2026.05.07
Contact Person's Name (Last, First, M.I.)	Title/Member	Date
DJM Digitally signed by Don Mjelde Date: 2026.05.07 11:53:29 -05'00'	715-323-7790	donmjelde@gmail.com
Applicant/Agent Signature	Phone Number	Email Address

Richard Craniums
840 S Broadway
Green Bay, WI 54304

May 7th, 2026

To Whom it May Concern:

Richard Craniums would like a temporary expansion of our licensed premise, licensing our back parking lot to provide an outdoor patio for our customers, similar to what we have done the previous four years.

We would like to have the following dates for the 2024-2025 licensing year:

- Tuesdays, May 26th to June 30th (6 days)
- Wednesdays, May 27th to June 24th (5 days)
- Sat/Sun from May 23-24th to June 27-28th (12 days)
- TOTAL: 23 days

(This is in conjunction with the 57 days already utilized, resulting in a total of 80 days in the licensing year)

We would like to have the following dates for the 2025-2026 licensing year:

- Tuesdays, July 7th to August 4th (5 days)
- Wednesdays, July 8th to July 29th (4 days)
- Sat/Sun, July 4-5th to August 1-2nd (10 days)
- Fri/Sat/Sun, August 7-9th to November 6-8th (42 days)
-
- TOTAL: 61 days

Attached is a map, showing description of the area to be included in the temporary expansion. It will be fenced in, with access only from entry from the back parking lot, as we have done every previous year.

The location is an unused portion of our lot, directly behind the building, designed to include an outdoor patio.

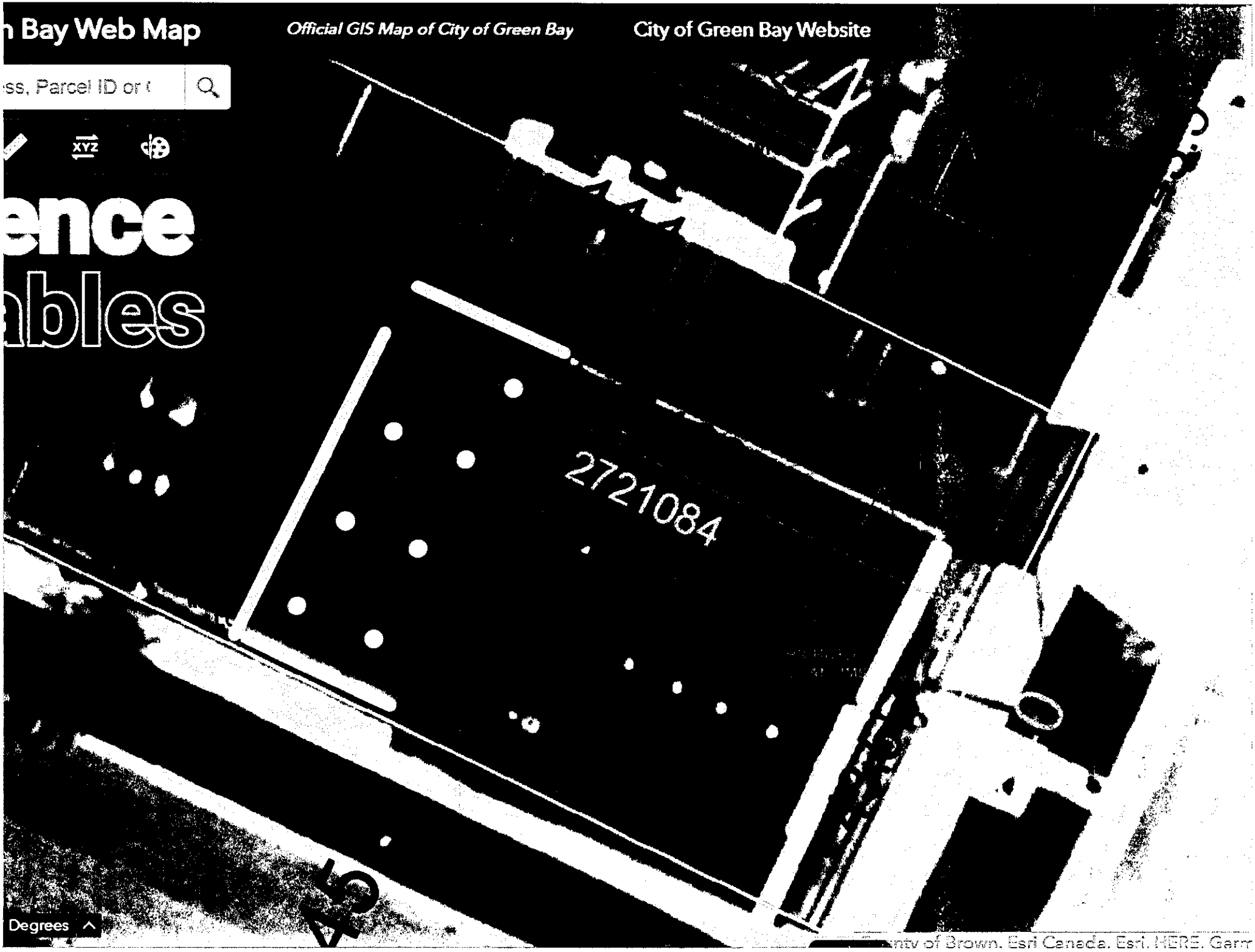
Tables and patio tables will create physical distancing.

Signage, staff awareness, and a camera system visible to all staff and customers will monitor and secure the area boundaries. We have never had a problem with this strategy, and work well with our customers and law enforcement to provide a safe environment.

The decibel level for the outdoor patio will not exceed 80db past 10pm, which is the standard for the Green Bay Police Department to enforce. Therefore, no special permit will be required. If an event is considered to exceed that amount, we will seek out a special permit for that event.

Our outdoor space will be used primarily for cornhole league on Tuesdays and Wednesdays, and a place on the weekends for customers to relax outside when weather permits. Thank you for your continued help!

Don Mjelde
Owner, Richard Craniums
715-323-7790
donmjelde@gmail.com


n Bay Web Map
Official GIS Map of City of Green Bay
City of Green Bay Website
ss, Parcel ID or
XYZ
ence
ables
2721084
Degrees
nty of Brown, Esri Canada, Esri, HERE, Garm

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.4

To deny an appeal by Terry Mooren regarding the denial of his operator's license (carried over from 4/27 P&P).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Mooren
2. MOOREN CIB
3. MOOREN CCAP

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.5

To approve an appeal by Andria Nolan regarding the denial of her operator's license (carried over from 4/27 P&P).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Nolan Appeal
2. NOLAN CIB
3. NOLAN CCAP
4. NOLAN MUNI

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.6

To approve an appeal by Mykaiel Schadt-Reed regarding the denial of his operator's license (carried over from 4/27 P&P).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Schadt-Reed
2. SCHADT-REED CIB
3. SCHADT-REED CCAP and MUNI

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.7

To approve an appeal by Shane Schumacher regarding the denial of his operator's license (carried over from 4/27 P&P).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Schumacher
2. SCHUMACHER CIB
3. SCHUMACHER CCAP

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.8

To deny an appeal by Robert Fieck regarding the denial of his operator's license.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Fieck Appel
2. Fieck CCAP
3. Fieck CIB
4. Fieck Muni

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

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # L.9

To approve the listed liquor and/or beer license renewal applications for the 2026-2027 license year, excluding the recommendation for non-rewnewal for Jam Rock, subject to the approval of the proper authorities, (see attached list with any change of agents highlighted).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 5_11_26 P&P Renewal List

26-27 Liquor Licenses Ready for P&P and Publishing

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
Class "A" Beer														
222623	1209 E MASON ST	ANTONIO SOTO	SUPERMERCADO EL LOCAL #1		LIQUOR LICENSE	Class A Beer	$ 475.00	21-Apr		11-May				
222682	1615 UNIVERSITY AV	ANTONIO SOTO	SUPERMERCADO EL LOCAL #2		LIQUOR LICENSE	Class A Beer	$ 475.00	21-Apr		11-May				
222721	2030 E MASON ST, SUITE B	ISAIAS I ALVAREZ	LA GUADALUPANA #2		LIQUOR LICENSE	Class A Beer	$ 475.00	28-Apr		11-May				
Class "A" Beer + Cigarette														
222751	2295 MANITOWOC RD	NCG INC	PETRO CENTER	KRISTIN GUSKE (7/1/25)	LIQUOR & CIG	Class A Beer + Cig	$ 575.00	27-Apr		11-May				
222798	401 MATHER ST	AARAVIS MINI MART	AARAVIS MINI MART	PRAKASH RAWAL	LIQUOR & CIG	Class A Beer + Cig	$ 575.00	27-Apr		11-May				
222806	510 S MONROE AV	BEHL 2, LLC	SHELL	JITENDER BEHL	LIQUOR & CIG	Class A Beer + Cig	$ 575.00	27-Apr		11-May				
222808	515 W WALNUT ST	KWIK TRIP, INC	KWIK TRIP 115	DALLAS MAAS (1/16/2024)	LIQUOR & CIG	Class A Beer + Cig	$ 575.00	4-May		11-May				
Class A Combo														
222670	1560 WESTERN AV	ALDI, INC	ALDI #32	BENJAMIN LEE DIERS	LIQUOR LICENSE	Class A Combo	$ 900.00	30-Apr		11-May				
222671	1561 W MASON ST	WISCONSIN CVS PHARMACY LLC	CVS/PHARMACY #8541	BRAD STAUDENMAIER	LIQUOR LICENSE	Class A Combo	$ 900.00	1-May		11-May				
222685	1638 UNIVERSITY AV	TAPATIO JALISCO, LLC	EL TAPATIO BAKERY	ADRIANA MORA	LIQUOR LICENSE	Class A Combo	$ 900.00	28-Apr		11-May				
223580	240 S WEBSTER AVE	EVERARDO CURIEL	EL RANCHITO	EVERARDO CURIEL	LIQUOR LICENSE	Class A Combo	$ 1,000.00	7-May						still needs inspections
222760	2430 UNIVERSITY AV	WI FOODLINER, INC	FESTIVAL FOODS	JONATHAN ARLT (JULY 30, 2024)	LIQUOR LICENSE	Class A Combo	$ 900.00	3-May		11-May				
222762	2440 W MASON ST	WAL-MART STORES EAST, LP	WAL-MART SUPERCENTER #1453	SHANE FALISH (7/1/25)	LIQUOR LICENSE	Class A Combo	$ 900.00	5-May		11-May				
222765	2470 W MASON ST	SAM'S EAST, INC	SAM'S CLUB #8149	KAI BJERKE	LIQUOR & CIG	Class A Combo	$ 900.00	1-May		11-May				no longer selling cigs
222791	335 N BROADWAY	TRAVELING CHEF, LLC	THE TRAVELING CHEF	CHRISTOPHER MANGLESS	LIQUOR LICENSE	Class A Combo	$ 900.00	3-May		11-May				
	930 MAIN ST	WISCONSIN CVS PHARMACY, LLC	CVS/PHARMACY #2237	ABRAHAM GOMEZ BARAJAS (DECEMBER 18, 2024)	LIQUOR LICENSE	Class A Combo	$ 900.00	X		11-May				
222743	2250 W MASON ST	WI FOODLINER, INC	FESTIVAL FOODS	SUSAN WAELCHLI (7/30/2024)	LIQUOR & CIG	Class A Combo	$ 900.00	3-May		11-May				
Class A Combo with Change of Agent														
222756	2370 W MASON ST	ONEIDA NATION	ONEIDA ONE STOP WESTWIND	JAMES PETITJEAN	LIQUOR LICENSE	Class A Combo	$ 900.00	28-Apr		11-May				COA TO JAMES PETITJEAN
222761	2440 E MASON ST	ALDI, INC	ALDI #30	MATTHEW NOBLE	LIQUOR LICENSE	Class A Combo	$ 900.00	30-Apr		11-May				COA to JOSHUA ESTEL
222770	2597 W MASON ST	ONEIDA NATION	FOUR PATHS	JAMES PETITJEAN	LIQUOR LICENSE	Class A Combo	$ 900.00	28-Apr		11-May				COA TO JAMES PETITJEAN
222805	501 PACKERLAND DR	ONEIDA TRIBE OF INDIANS OF WI	ONEIDA ONE STOP - LARSEN	JAMES PETITJEAN	LIQUOR LICENSE	Class A Combo	$ 900.00	28-Apr		11-May				COA TO JAMES PETITJEAN
Class A Combo + Cigarette														
222593	1020 N IRWIN AV	SIMER LIQUOR & GROCERY LLC	I.G LIQUOR & BEER MART	SIMERDEEP S. GREWAL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222597	1027 W MASON ST	KWIK TRIP, INC	KWIK TRIP 1732	JENNA PIERQUET	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
	1053 VELP AV	TRUE NORTH ENERGY, LLC	TRUE NORTH #829	MICHELLE KNOX	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	X		11-May				
222604	1117 W MASON ST	MASON BEVERAGES LLC	NEO'S DISCOUNT TOBACCO & LIQUORS #3	TARK OJHA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	30-Apr		11-May				
222607	1121 RADISSON ST	TRUE NORTH ENERGY, LLC	TRUE NORTH #820	MICHELLE KNOX	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222613	1152 S MILITARY AV	DOLGENCORP, LLC	DOLLAR GENERAL STORE 6563	JOHN GREENE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222614	116 N MILITARY AV	WALGREEN CO	WALGREENS #11339	JASON JARMUSKIEWICZ (2/7/2024)	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222615	1165 W MASON ST	WALGREEN CO	WALGREENS #03115	JARED D. NICKS	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222618	1180 E MASON ST	KRIST OIL CO	KRIST FOOD MART #90	DANIELLE CHERNY (11/7/2025)	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	30-Apr		11-May				
222628	1215 E MASON ST	NEO BEVERAGES LLC	NEO DISCOUNT TOBACCO & LIQUORS	TARK RAJ OJHA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	14-Apr		11-May				
222630	1233 VELP AV	SAIRAMA LLC	U PUMP	MITUL PATEL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	14-Apr		11-May				
222636	1244 VELP AV	MASON BEVERAGES LLC	GERCZAK'S LIQUOR & CATERING	TARK OJHA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	30-Apr		11-May				
222647	130 S MILITARY AV	NCG, INC	SUPERIOR DISCOUNT LIQUOR	NAUDINE GUSKE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	27-Apr		11-May				
222648	1300 S MILITARY AV	SARPANCH INC.	MILITARY MARATHON	GURPAL DHALIWAL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	28-Apr		11-May				
222654	1333 CEDAR ST	MI TIERRA FOOD MARKET, INC	MI TIERRA FOOD MARKET	HECTOR GONZALEZ	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	27-Apr		11-May				
222655	1335 MAIN ST	SARPANCH 3, INC.	MAIN STREET BP	SANDEEP SINGH	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	28-Apr		11-May				
222661	1401 E MASON ST	WALGREEN CO	WALGREENS #03088	DUSTIN D PRIEBE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222665	1465 UNIVERSITY AV	BADIMAALIKA, LLC	GREEN BAY MOBIL	JAYASARA UPADHYAYA SHARMA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	23-Apr		11-May				
222666	1480 LIME KILN RD	J & B GAS, INC	WILLOW CREEK BP	KALWINDER KAUR	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	14-Apr		11-May				
222675	1593 E MASON ST	TRUE NORTH ENERGY, LLC	TRUE NORTH #818	MICHELLE KNOX	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222686	1641 MAIN ST	DOLGENCORP, LLC	DOLLAR GENERAL STORE #21045	JOHN GREENE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
222697	1698 MAIN ST	JR SMITH LLC	MAIN STREET MINI MART	CANDICE BEECHTREE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	14-Apr		11-May				
222699	1712 E MASON ST	KWIK TRIP, INC	KWIK TRIP #420	WILLIAM MCALLISTER	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
222702	1751 UNIVERSITY AV	HERALYS BEVERAGES LLC	HERALYS BEVERAGES	KEVIN HERALY	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	27-Apr		11-May				
222703	1792 MAIN ST	SAI KRUPA LLC	MAIN STREET MOBIL	MITUL PATEL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	23-Apr		11-May				
222706	1819 MAIN ST	ULTIMATE MART, LLC	PICK 'N' SAVE #8186	JENNIFER KEITZER (09/18/2025)	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	30-Apr		11-May				
222708	1871 SHAWANO AV	KWIK TRIP, INC	KWIK TRIP #700	AMY L. FOLEY	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
222711	1908 E MASON ST	MI FAVORITA SUPERMARKET LLC	MI FAVORITA SUPERMARKET	NORA GRAJEDA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	21-Apr		11-May				
222715	1970 UNIVERSITY AV	PROSPERITY LIQUOR INC	PROSPERITY LIQUOR	GURJIT RANDHAWA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	28-Apr		11-May				
222716	1995 MAIN ST	WALGREEN CO	WALGREENS #05746	ANDREW HARTMAN (8/28/2025)	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222723	2030 UNIVERSITY AV	TOWNHUB LLC	UNIVERSITY SHELL	UPADHYAAYA SHARMA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	29-Apr		11-May				
222725	2042 MAIN ST, SUITE 102	NEO BEVERAGES LLC	NEO DISCOUNT TOBACCO & LIQUORS	TARK OJHA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	23-Apr		11-May				
222729	2080 UNIVERSITY AV	FOODMEN 3, INC	UNIVERSITY AVENUE MARKET	PAUL FASSBENDER	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	27-Apr		11-May				
222732	2115 MAIN ST	GREEN BAY PETROLEUM AND INVESTMENT LLC	GREEN BAY PETRO	BASUDEV ADHIKARI	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222733	2145 UNIVERSITY AV	TRUE NORTH ENERGY, LLC	TRUE NORTH #819	MICHELLE KNOX	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222739	2204 UNIVERSITY AV	WALGREEN CO	WALGREENS #3253	PATRICK BOUCHER	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222746	2260 NICOLET DR	NICOLET GAS, INC	UNIVERSITY MINI MART	JASVEER KAUR	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	23-Apr		11-May				
222748	2278 BAY SETTLEMENT RD	BAS VENTURE LLC	VERDE EXPRESS	RASAILY SUNIL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	23-Apr		11-May				
222749	2294 MANITOWOC RD	INDIANHEAD OIL CO	CIRCLE K #2746525	JESSE CHARTIER	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	30-Apr		11-May				
222750	2295 MANITOWOC RD	NCG INC	SUPERIOR DISCOUNT LIQUORS	NAUDINE GUSKE	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	27-Apr		11-May				
222758	2400 UNIVERSITY AV	KWIK TRIP, INC	KWIK TRIP 143	NATSTASSIA TAPPA (10/16/2024)	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
222769	2590 UNIVERSITY AV	SEVENTY 9, INC.	PITROW SHELL	JASMEET SHERGILL	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	2-May		11-May				
222793	3525 HUMBOLDT RD	KWIK TRIP, INC	KWIK TRIP 1051	STEVE W. WILLIS	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
222812	550 N MILITARY AV	FAMILY DOLLAR STORES OF WI	FAMILY DOLLAR #24158	JOSHUA NIGBOR	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222814	601 N MILITARY AV	CHUKKU LLC	MILITARY CENEX	DEVI ADHIKARI	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222815	606 DOUSMAN ST	DOWNTOWN BP, INC.	DOWNTOWN BP	UPINDERJIT SINGH	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	14-Apr		11-May				
222819	612 S MILITARY AV	OASIS ENTERPRISE LLC	MILITARY BP	TARK OJHA	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222828	708 LIME KILN RD	FAMILY DOLLAR STORES OF WISCONSIN, LLC	FAMILY DOLLAR #28813	JOSHUA NIGBOR	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				
222834	741 ABRAMS ST	ERNESTO PEREZ	EL DORADO LIQUOR STORE		LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	1-May		11-May				
222843	840 S HURON RD	KWIK TRIP, INC	KWIK TRIP 292	ANTHONY E. HOCK	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
222850	923 9TH ST	M.E.J. CORP	MASON BROS. RED OWL	JARED MASON	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	21-Apr		11-May				
222853	935 LOMBARDI AV	KWIK TRIP, INC	KWIK TRIP 827	PHILLIP L. HELDT	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	4-May		11-May				
Class A Combo + Cigarette with Change of Agent														
222854	952 W MASON ST	ARZO LLC	MARATHON	BIKHENDER SINGH SALH	LIQUOR & CIG	Class A Combo + Cig	$ 1,000.00	3-May		11-May				COA TO GURINDER SINGH
"Class A" Liquor Only														
222605	112 N WASHINGTON ST	LOCO WISCO LLC	LOCO WISCO	DENA MOONEY	LIQUOR LICENSE	Class A Liquor	$ 475.00	3-May		11-May				
Class "B" Beer Only														
222658	1350 S MILITARY AV	LABOREL, INC	GOLDEN BASKET	GAVIN BAIN (7/1/25)	LIQUOR LICENSE	Class B Beer	$ 125.00	29-Apr		11-May				
222681	1615 UNIVERSITY AV	ANTONIO SOTO	TAQUERIA EL LOCAL		LIQUOR LICENSE	Class B Beer	$ 125.00	21-Apr		11-May				
222695	1697 E MASON ST	PEDRO CURIEL	TACO BURRITO		LIQUOR LICENSE	Class B Beer	$ 125.00	2-May		11-May				
223545	2260 NICOLET DR, STE B	BAYFRONT BAR LLC	BAYFRONT BAR	SUKHJIT SINGH	LIQUOR LICENSE	Class B Beer	$ 125.00	3-May		11-May				NEW ESTABLISHMENT
222817	607 BODART ST	LOS ARCOS MEXICAN RESTAURANT LLC	LOS ARCOS	SERGIO PLASCENCIA	LIQUOR LICENSE	Class B Beer	$ 125.00	2-May		11-May				
222837	803 KLAUS ST	COCINA LATINA LLC	COCINA LATINA	SAMAR SBAIHI	LIQUOR LICENSE	Class B Beer	$ 125.00	1-May		11-May				
222839	810 S HURON RD	SCOTT'S SUB EAST GREEN BAY LLC	SCOTT'S SUB EAST GREEN BAY	MARY ELLEN GRAHAM	LIQUOR LICENSE	Class B Beer	$ 125.00	21-Apr		11-May				
Class "B" Beer, "Class C" Wine														
222639	126 S BROADWAY	HIGH KALIBER BBQ & CATERING LLC	HIGH KALIBER BBQ	DUSTIN JOHNSON	LIQUOR LICENSE	Class B Beer & Class C Wine	$ 225.00	3-May		11-May				
222664	1456 W MASON ST	HOME TOWN CAFE & CATERING, INC	HOME TOWN CAFE & CATERING	BRENDA HECKER	LIQUOR LICENSE	Class B Beer & Class C Wine	$ 225.00	3-May		11-May				

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
222676	1593 W MASON ST	GREEN BAY KOI INC	KOI RAMEN	YONGZHAN WU	LIQUOR LICENSE	Class B Beer & Class C Wine	$ 225.00	3-May		11-May				
222692	1675 E MASON ST	HAPPY JOE'S OF GREEN BAY INC	HAPPY JOE'S PIZZA & ICE CREAM PARLOR	TERRI HANOLD	LIQUOR LICENSE	Class B Beer & Class C Wine	$ 225.00	3-May		11-May				
222786	320 N BROADWAY	VOYAGEURS SOURDOUGH LLC	VOYAGEURS BAKEHOUSE	BEN CADMAN	LIQUOR LICENSE	Class B Beer & Class C Wine	$ 225.00	3-May		11-May				
						Class B Combo								
222585	100 BAY BEACH RD	GREEN BAY YACHTING CLUB INC	GREEN BAY YACHTING CLUB	PATRICK BENDER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222590	101 BAY BEACH RD	CAPTAIN JACK'S LLC	CAPTAIN JACK'S @ LOUIES LAGOON	THOMAS JACKSON	LIQUOR LICENSE	Class B Combo	$ 600.00	5-May		11-May				
222591	1011 TONY CANADEO RUN	AIMBRIDGE HOSPITALITY, LLC	SPRINGHILL SUITES BY MARRIOT GREEN BAY	KURT LEAHY	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222592	1015 LOMBARDI AV	KNK PLAZA HOTEL OF GREEN BAY	HILTON GARDEN INN-GREEN BAY	ANDREA SCHULZ	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222594	1023 TONY CANADEO RUN	STADIUM VIEW, INC	STADIUM VIEW	AMANDA WATSON	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222595	1025 REAR TONY CANADEO RUN	THE BAR HOLMGREN WAY, INC	THE BAR HOLMGREN WAY	JOSEPH ZEHREN	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222598	1053 VELP AV	LOS MAGUEYES, INC	LOS MAGUEYES	JULIO HERRERA	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222601	1100 MAIN ST	GB ENTERTAINMENT LLC	OVAL OFFICE	KEVIN WEAVER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222603	1106 MAIN ST	NEUMRITZ, INC	XS NIGHTCLUB	ROBERT NEUMAN	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222606	112 S BROADWAY	SISSYPANTS!JAKES, LLC	JAKE'S PIZZA GREEN BAY	BROOK A SANDERS	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222608	113 S MILITARY AV	BURRITOS MEXICO, LLC	BURRITOS MEXICO	AMBER APOLLONIA BARAJAS	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
223351	1139 MAIN ST	STUDIO 112 LLC	STUDIO 112	EDDIE BOYCE	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222610	114 PINE ST	CREAMERY DT LLC	CREAMERY CAFE	SCOTT J VANN	LIQUOR LICENSE	Class B Combo	$ 600.00	13-Apr		11-May				
222612	115 N ADAMS ST	R AND D RESTAURANT HOLDINGS LLC	DELILAH'S	RUSSELL PETROUSKE	LIQUOR LICENSE	Class B Combo	$ 600.00	7-May		11-May				
222616	117 N ADAMS ST	ANGELINA, INC	ANGELINA	EDDIE BOYCE	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222617	117 S WASHINGTON ST	MEYER THEATRE CORPORATION	MEYER THEATRE	MATTHEW GOEBEL	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222621	1207 E MASON ST	TAQUERIA MICHOACAN & BAR LLC	TAQUERIA MICHOACAN	RICARDA VARGAS	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222622	1208 STATE ST	CHARLIE TUNA'S HAMMER INN LLC	HAMMER INN	KEVIN CHARLES	LIQUOR LICENSE	Class B Combo	$ 600.00	22-Apr		11-May				
222624	121 N ADAMS ST	MANGAIRE LLC	MANGAIRE	PATRICK NEPH	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222625	121 N BROADWAY	LEE & KINGSADA CORP	LITTLE TOKYO JAPANESE REST	XA NAOLHU LEE	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222626	121 S WASHINGTON ST	TPJS, LLC	THE NINES	SHANE TODT	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222627	1212 MARINE ST	EUNOIA STUDIO CAFE, LLC	STUDIO 1212 CAFE & WINE BAR	BETH HRUBESKY	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222629	123 S WASHINGTON ST	STIR-UPS, LLC	STIR-UPS	PAUL THOMPSON	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222631	1234 STATE ST	TOOTHPICKS, LLC	BULLDOGS	ANTHONY BATCHER	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222632	1237 MAIN ST	COCK & BULL INC	COCK & BULL PUB	J DARRELL GREIG JR	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222633	1238 STATE ST	STATE STREET PUB OF GREEN BAY LLC	STATE STREET PUB	TERA HANSEN	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222634	1238-11 MAIN ST	GREEN BAY CASUALS SOCCER PUB LLC	GREEN BAY CASUALS SOCCER PUB	JOSEPH PHILLIPS	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222635	124 S BROADWAY	THAT 70'S BAR, INC	LONESTAR (9/1/2024)	BRIAN BUNKELMAN	LIQUOR LICENSE	Class B Combo	$ 600.00	13-Apr		11-May				
222637	1247 VELP AV	ALDO'S PIZZA OF GREEN BAY, LLC	ALDO'S PIZZA	AMI CLEARY (7/1/25)	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222638	1258 MAIN ST	TEQUILAS MEXICAN BAR & RESTAURANT LLC	TEQUILAS MEXICAN & RESTAURANT	EVERARDO ORTIZ	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222640	1264 MAIN ST	THE ROUNDABOUT LLC	THE ROUNDABOUT	AMY J GUSTAFSON	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222641	1265 LOMBARDI AV	GREEN BAY SPORTSERVICE, INC	LAMBEAU FIELD	KEVIN JEZEWSKI	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222642	1277-1281 MAIN ST	BBD ACQUISITION, LLC	MAIN STREET BOURBON ROOM	CHRISTOPHER BONCHER	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222645	129 S WASHINGTON ST	129 SOUTH WASHINGTON LLC	KITTNER'S	SHANE TODT	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222649	1301 S BROADWAY	REBEL ONE, LLC	CHEESESTEAK REBELLION	JOLINDA GORZELANCZYK	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222650	1301 S MILITARY AV	OSJ LLC	BAY MOTEL & FAMILY RESTAURANT	JOSH SCOTT OLEJNICZAK	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				Updated LLC to Bay Motel & Family Restaurant
222651	131 N BROADWAY	AMPHORA WINE BAR, LLC	AMPHORA WINE BAR	TREVOR COMMONS	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222652	1313 S BROADWAY	TUX 2, INC	BLUE COLLAR BAR & GRILL	KIMBERLY GLOVER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222653	1332 S BROADWAY	LIL JAMAICA LLC	LIL JAMAICA LOUNGE	NEMARD WILSON	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222656	1336 STATE ST	CROPSEY'S ON STATE LLC	CROPSEY'S ON STATE	CHAD ROBERT GEZELLA	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222657	1342 S BROADWAY	OMG-KIM3, INC	PACKER STADIUM LOUNGE	KIMBERLEY GLOVER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222659	1351 CEDAR ST	LEATHER AND LACE ENT, LLC	NAPALESE LOUNGE	ARNOLD PENDERGAST	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222600	139 N BROADWAY	GATHER ON BROADWAY, LLC	GATHER ON BROADWAY	THOMAS EVERMAN	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222662	1423 S BROADWAY	BASIL I LLC	OVERTIME GRILL & PUB	THERESA CHERNEY	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222663	143 N BROADWAY	KAVARNA CAFE, LLC	KAVARNA	KAYLA VISTE	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222667	1517 UNIVERSITY AV	MARICQUE'S INC	MARICQUE'S	JAMES MARICQUE	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222668	1542 UNIVERSITY AV	TRISTAS JUICE BOX, LLC	THE JUICE BOX	TRISTA WATERMOLEN	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222669	1560 MAIN ST	RIVERSIDE BALLROOM, LLC	RIVERSIDE BALLROOM	JUAN MALDONADO	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222672	1570 ELIZABETH ST	BAEB ZUEGE, LLC	CUBBY HOLE	ROGER ZAMBARDA	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
222673	1577 MAIN ST	BB'S BAR OF GREEN BAY INC	BB'S BAR	MARY JEWEL KRALOVETZ	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222677	1601 BOND CT	DIABLOS TAQUERIA MALL LLC	TIRADO'S TAQUERIA	ANDRES TIRADO	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222683	1623 CASS ST	WITCHE'S DEN LLC	ROBYN'S NEST	ROBYN SCHADT	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222684	1638 UNIVERSITY AV	TAPATIO JALISCO, LLC	EL TAPATIO RESTAURANT	ADRIANA MORA	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222687	1647 CASS ST	BSCTBC, LLC	THE JOB SITE	STEPHANIE MEDLEY	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222688	1654 CASS ST	COURTHOUSE BAY OF GB LLC	COURT HOUSE BAR & GRILL	CINDY RIVARD	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222689	1654 E MASON ST	TIMSANS, INC	TIMSANS JAPANESE STEAK HOUSE	TIMOTHY LONG	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222690	1657 MAIN ST	CENTRO BOTANERO LA CARRETA LLC	CENTRO BOTANERO LA CARRETA	JUVENCIO A CENDEJAS	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222691	1658 MAIN ST	KROLL'S EAST INC	KROLL'S LUNCH	BENJAMIN SCHAUER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222694	1689 E MASON ST	KRISTINE DHEIN	TURN IT UP! TAP		LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222696	1698 E MASON ST	CARNITAS EL BAJIO LLC	CARNITAS EL BAJIO	JUAN MOZQUEDA	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222698	1706 MAIN ST	FRITANGA NICA LLC	FRITANGA NICA LLCA	ANA REYES SILVA	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222700	1730 S ASHLAND AV	SA BAI DEE CAFE LLC	SA BAI DEE CAFE LLC	JENNY KONGPHAVANH THAMMAVONG	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222701	1737 MAIN ST	TAQUERIA MALDONADO'S MAIN STREET LLC	TAQUERIA MALDONADO'S	JUAN MALDONADO	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222704	1800 S ASHLAND AV	THE BOOYAH SHED, LLC	THE BOOYAH SHED	DANIEL NITKA	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222705	1803 MAIN ST	PAULY G'S, INC	PAULY G'S	PAUL KOEHN	LIQUOR LICENSE	Class B Combo	$ 600.00	7-May		11-May				
222707	1860 UNIVERSITY AV	THE SPICES OF THE GREEN BAY LLC	SPICES RESTAURANT & BAR	BASUDEV ADHIKARI	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222709	1905 N IRWIN AV	EVERARDO CURIEL	MI PUEBLO		LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222710	1906 UNIVERSITY AV	ALEJANDRO GONZALEZ-RICO	LAS BRISAS		LIQUOR LICENSE	Class B Combo	$ 600.00	22-Apr		11-May				
222713	1939 MAIN ST	GRASSE INVESTMENTS LLC	GRASSE'S TAP	MARK GRASSE	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
223415	200 DOUSMAN ST	MCFLY ENTERPRISES LLC	THE DEPOT	JEFFREY SCHERMETZLER	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				NEW LICENSE
222718	201 MAIN ST	PEACHTREE HOSPITALITY MGMT LLC	HAMPTON INN GREEN BAY DOWNTOWN	BARBARA MYER	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222719	201 N WASHINGTON ST	BARNYS LLC	BLACK SADDLE SALOON	MAXWELL BARNOWSKY	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222720	201 S BROADWAY	WHITE DOG LLC	WHITE DOG	ANTHONY WILTGEN (7/1/25)	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222722	2030 E MASON ST, SUITE H&I	LOS CANTARITOS LLC	LOS CANTARITOS LLC	OLIVIA CASTANEDA	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222724	2035 UNIVERSITY AV	LEGEND LARRY'S LLC	LEGEND LARRY'S	LARRY SCHAEFER	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222726	2042 MANITOWOC RD	SANDBOX SPIRITS, LLC	THE SAND BOX	MAXWELL BARNOWSKY	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222727	2056 MAIN ST	CLN LLC	MAIN STREET PUB & GRILL	COURTNEY NOVAK	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222728	207 COUNTRY CLUB RD	ONEIDA GOLF AND COUNTRY CLUB, INC.	ONEIDA GOLF AND COUNTRY CLUB	KEVIN BETTS	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222730	209 N WASHINGTON ST	NW SPIRITS, LLC	THE RABBIT HOLE	PAUL THOMPSON	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222731	2105 UNIVERSITY AV	NEHVERT VENTURES, LLC	FRETS AND FRIENDS	TREVOR COMMONS	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
223582	2148 UNIVERSITY AV	DPK VENTURE LLC	GYRO HUT RESTAURANT & BAR	RAMCHANDRA DHUNGANA	LIQUOR LICENSE	Class B Combo	$ 600.00	5-May		11-May				NEW - 5/1/26
222735	217 N WASHINGTON ST	HEIGHTS PROPERTY MANAGEMENT LLC	HEIGHTS PUB & PARLOR	BRYAN BAUMLER	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222736	218 N ADAMS ST	REPUBLIC CHOPHOUSE, INC	REPUBLIC CHOPHOUSE	PATRICK NEPH	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222737	218 S WEBSTER AV	TACO BURRITO MEXICO OF GREEN BAY LLC	TACO BURRITO MEXICO OF GREEN BAY	EVERARDO ORTIZ	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222738	219 N WASHINGTON ST	PLAYER 2, LLC	PLAYER 2 ARCADE BAR	MARISSA JOYCE	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222742	225 E WALNUT ST	MADRID TAPAS AND WINE BAR LLC	MADRID TAPAS	AMANDA HUNT	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222744	2255 MAIN ST	APPLETON INDOOR GOLF, LLC	GREEN BAY INDOOR GOLF	MICHAEL MOLDENHAUER	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222745	226 S BROADWAY	SERRANO ENTERPRISES LLC	THE ALIBI TAVERN	HUMBERTO SERRANO	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222747	2266 MAIN ST	TREL, LLC	EAST TOWN PUB	ANGELA JAUQUET (6/1/25)	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222752	2335 W MASON ST	LOS BANDITOS WEST INC	LOS BANDITOS WEST	STEVEN SVOBODA	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222753	234 S WASHINGTON ST	HARP & EAGLE LTD	ST BRENDAN'S INN	DANIEL ANTON JOPPE	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222754	235 N BROADWAY	A&V CUSTOM CREATIONS LLC	BOARD & BRUSH CREATIVE STUDIO	VANESSA SCHOEN	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222755	2363 W MASON ST	BRINKER RESTAURANT CORPORATION	CHILI'S GRILL & BAR	JOHN W. HEIN	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
	2420 E MASON ST	GREEN BAY 9167, INC	APPLEBEE'S GRILL & BAR + IHOP STORE 91067	JOHN HOFMANN	LIQUOR LICENSE	Class B Combo	$ 600.00	NEW??						
222763	2450 UNIVERSITY AV	RIVIERA LANES LTD	RIVIERA LANES	LARRY EHLINGER	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222764	2469 W MASON ST	EL AZTECA OF GREEN BAY, LLC	EL AZTECA	GERONIMO CORTEZ	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222766	2475 W MASON ST	UNITY FOOD SERVICE LLC	THE HOT	MINGCHEN SHI	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222767	2511 W MASON ST	TNT HOLDINGS, LLC	TNTS SPORTS BAR & GRILL	TROY PIONTEK	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222768	2522 W MASON ST	ONEIDA TRIBE OF INDIANS OF WI	WEST MASON CASINO	BRENDA MENDOLLA-BUCKLEY	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222771	2600 LARSEN RD	GREEN BAY BOTANICAL GARDEN INC	GREEN BAY BOTANICAL GARDEN	LAURA NELSON	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222773	2655 W MASON ST	GALLAGHERS ACQUISITION LLC	GALLAGHERS PIZZA	VANESSA MILLER	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222774	2850 HUMBOLDT RD	JALISCO MEXICAN RESTAURANT EAST LLC	JALISCO MEXICAN RESTAURANT	MORIS HERNAN RIVERA PINEDA	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222775	2925 VOYAGER DR	MACKINAWS, LLC	MACKINAW'S GRILL & SPIRITS	KEVIN QUINN	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222777	301 S BROADWAY	CH BAR LLC	OLD SCHOOL	VICENTE HERNANDEZ	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222778	304 N ADAMS ST	304 NORTH ADAMS GREEN BAY LLC	HOTEL NORTHLAND	SCOTT BIGGAR (7/30/2024)	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
222781	312 CHERRY ST	BMT LLC	C STREET	WILLIAM DURANCEAU	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222782	313 DOUSMAN ST	COPPER STATE BREWERY, LLC	COPPER STATE BREWING CO	JONATHAN MARTENS	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222783	313 N BROADWAY	SUSHI LOVER BUFFET LLC	SUSHI LOVER	SUO SUO YOU	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222784	316 9TH ST	COOPMAN ENTERPRISES LLC	THE SLAMMER	LORI COOPMAN	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222789	325 N WASHINGTON ST	HAGEMEISTER PARK, INC	HAGEMEISTER PARK	JESS MILLER	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222790	333 MAIN ST	333 MAIN, LLC	HYATT REGENCY GREEN BAY	JESSICA SHELBY	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222792	348 S WASHINGTON ST	FOX HARBOR, INC	FOX HARBOR	JESSE WOTRUBA	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
223227	351 S WASHINGTON ST	SAINAAM LLC	WASHINGTON BALLROOM	MITUL PATEL	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222794	3551 FINGER RD	PEARLY GATES VENTURE LLC	PEARLY GATES BAR & GRILL	JEFFREY FONFEREK	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222796	3605 HUMBOLDT RD	HIGHLAND HOWIE'S, INC	HIGHLAND HOWIE'S PUB & GRILL	HOWARD JOHNSTON	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222797	400 S ADAMS ST	AUTOMOBILE GALLERY, INC	THE AUTOMOBILE GALLERY	JENNA HOMMERDING (7/1/25)	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
223350	400 SCHOEN ST	ZEELIFE0908 LLC	THE RAZZ	JONATHAN MENOZZI	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222799	405 W WALNUT ST	THE TARLTON THEATRE	THE TARLTON THEATRE	MARK R MARIUCCI	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222800	416 DOUSMAN ST	CHIP STACKS, INC	GLASS NICKEL PIZZA CO	DANIEL KRAUSE	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222801	418 S MILITARY AV	JALISCO MEXICAN RESTAURANT LLC	JALISCO MEXICAN RESTAURANT	MORIS RIVERA PINEDA	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222802	419 S WASHINGTON ST	THE AUTOMOBILE GALLERY, INC.	THE AUTOMOBILE GALLERY	JENNA HOMMERDING (7/1/25)	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222803	431 N BROADWAY	MARTIN LEONHARD & TREENA LEONHARD-PARTNERSHIP	LENNY'S TAP		LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222804	500 N BAIRD ST	CUQUIO TOWN BAR, LLC	CUQUIO TOWN BAR	SERGIO PLASCENCIA	LIQUOR LICENSE	Class B Combo	$ 600.00	30-Apr		11-May				
222811	530 ERIE RD	THE WOODS OPERATIONS, LLC	THE WOODS GOLF CLUB	BRITTANY HAUPT	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222813	601 BELLEVUE ST	PARTY LINE, LLC	PARTY LINE	SCOTT DOUGLAS	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222816	606 LIME KILN RD	THE BAR OF GREEN BAY INC	THE BAR	DANIEL TIMMERS	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222820	613 BODART ST	JILLS BAR INC	JILLS BAR	TYE HARTWELL	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
222821	616 LIME KILN RD	RENARD AND TISLER ENTERPRISES, INC	STOP 4-1	BLAKE RENARD	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222822	617 LIME KILN RD	FUNKE'S B.C.'S LLC	FUNKE'S BC'S	CAROL M KRUSE	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222823	618 GRAY ST	CATERING WITH TASTE INC	CATERING WITH TASTE	ROBERT PHILLIPS	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222824	619 LIME KILN RD	CAROL ANN STEIN	STINGER'S PUB		LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222827	704 BELLEVUE ST	CHERI'S PLACE LLC	CHERI'S PLACE	CHERYL SKENADORE	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
222867	708 BODART ST	SALUDGB LLC	SALUD	VICENTE HERNANDEZ	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222829	709 BELLEVUE ST	PIZZA PARLOR, INC	CRANKY PATS PIZZA	SARAH VELKDAMP	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222830	713 S BROADWAY	AT THE TRACKS LLC	AT THE TRACKS/COALYARD COFFEE & DONUTS	TARL KNIGHT	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222831	715 S BROADWAY	J & M GROUP, LLC	RUM RUNNERS	JEFFREY T HUNTER	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222832	718 BODART ST	VICA ENTERPRISES INC	LA CUEVA(THE CAVE)	VINCENTE HERNANDEZ	LIQUOR LICENSE	Class B Combo	$ 600.00	1-May		11-May				
222835	745 S HURON RD	HERE ON HURON LLC	ROSATIS PIZZA	ZACHARY ANDREWS	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				
222840	813 S BROADWAY	HAPPY HOUR AWT	HAPPY HOUR	DONALD MJELDE	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222841	821 S BROADWAY	SUSAN ROBINSON	BOURBON STREET		LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222842	840 S BROADWAY	BEACHME, LLC	RICHARD CRANIUMS	DONALD MJELDE	LIQUOR LICENSE	Class B Combo	$ 600.00	28-Apr		11-May				
222844	846 LIME KILN RD	BARLEYS PUB AND GRILL, LLC	BARLEY'S PUB & GRILL	DAKOTA WAUTERS	LIQUOR LICENSE	Class B Combo	$ 600.00	29-Apr		11-May				
223541	850 KEPLER DR, SUITE B	STONEWOOD LLC	STONEWOOD EVENT & CONFERENCE CENTER	MATTHEW STEINBERGER	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				NEW
222846	850 KEPLER DR, SUITE C	PABLO'S MEXICAN GRILL HOUSE LLC	PABLO'S MEXICAN GRILL & CANTINA	PABLO G TORRES	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				
222847	865 LOMBARDI AV	BAYS TUNDRA HOSPITALITY CORP	TUNDRA LODGE RESORT & WATERPARK	JASON HAGER	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				
	875 LOMBARDI AV	SUSHI TAKUMI INC	SUSHI TAKUMI	BING HUI YANG	LIQUOR LICENSE	Class B Combo	$ 600.00	21-Apr		11-May				NEW
222848	900 KEPLER DR	ANDUZZI'S EAST GREEN BAY, LLC	ANDUZZI'S SPORTS CLUB	ANTHONY SZYMANSKI	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				
222849	906 E WALNUT ST	URBAN CULTURAL ARTS	URBAN CULTURAL ARTS	LATOSHA GREENLEAF	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222851	925 MAIN ST	SIMONET'S BAR INC	SIMONET'S BAR	MARK SIMONET	LIQUOR LICENSE	Class B Combo	$ 600.00	2-May		11-May				

Class B Combo with Change of Agent														
223556	1001 MAIN ST	1001 CLUB LLC	1001 CLUB CUTS	KRISHA KING	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				COA to OLIVIA DEBAKER
222619	119 1/2 S WASHINGTON ST	VINTAGE WMW, LLC	VINTAGE	MATTHEW LAYDEN	LIQUOR LICENSE	Class B Combo	$ 600.00	22-Apr		11-May				COA to Matthew Layden
222620	119 S WASHINGTON ST	VINTAGE WMW, LLC	VINTAGE CANTINA	MATTHEW LAYDEN	LIQUOR LICENSE	Class B Combo	$ 600.00	22-Apr		11-May				COA to Matthew Layden
222646	130 E WALNUT ST	THE DAILY BUZZ @ THE BELLIN LLC	BLACK & TAN GRILLE/NIGHTLY BUZZ/STUDIO B	KRISHA KING	LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				COA TO OLIVIA DEBAKER
222757	240 N BROADWAY	THE IRISH TEMPER, LLC	IRISH TEMPER	ANTHONY WILTGEN	LIQUOR LICENSE	Class B Combo	$ 600.00	14-Apr		11-May				COA TO GREGG MATTEK

Class B Combo + Cigarette														
222602	1100 S BROADWAY	RANDAL G TREML	BREWSKI'S ON BROADWAY		LIQUOR & CIG	Class B Combo + Cig	$ 700.00	2-May		11-May				
222674	159 N BROADWAY	PROHIBITION CIGAR LLC	PROHIBITION SPIRITS & CIGAR LOUNGE	GLEN SHERMAN	LIQUOR LICENSE	Class B Combo + Cig	$ 700.00	30-Apr		11-May				

	Address	Company Name	Trade Name	Agent Name	Liquor or Cig	Class Type	Fee	Entered in Robo	Sent for Publishing	P&P Date	Council Date	Ready to be issued	Printed	Notes
223110	223 N WASHINGTON ST	SANTIAGO ENTERPRISES LLC	BICHOTA BY LA BODEGA	JUAN SANTIAGO-HERNANDEZ	LIQUOR & CIG	Class B Combo + Cig	$ 700.00	28-Apr		11-May				took over 3/24 - NEW
						6-month Class "B" Beer								
222866	1450 E WALNUT ST	GREEN BAY BLUE RIBBONS BASEBALL CLUB INC	GREEN BAY BLUE RIBBONS BASEBALL CLUB	JEN LEO	LIQUOR LICENSE	Class B Beer	$ 125.00	21-Apr		27-Apr	5-May		6-May	6-month license
						PD Recommending Non-Renewal								
222586	100 S BROADWAY	MAI SEE VUE	THE EGG ROLL FOOD TRUCK RESTAURANT AND BAR		LIQUOR LICENSE	Class B Combo	$ 600.00	3-May		11-May				
222712	1911 UNIVERSITY AV	FIESTA LATINA RESTAURANT BAR LLC	FIESTA LATINA RESTAURANT BAR	JULIO GOVEA	LIQUOR LICENSE	Class B Combo	$ 600.00	23-Apr		11-May				
222825	631 BELLEVUE ST	TITLETOWN COIN LLC	WHISKEY ROSE SALOON 2	RICK HEYRMAN	LIQUOR LICENSE	Class B Combo	$ 600.00	27-Apr		11-May				UPDATED NAME TO WHISKEY ROSE SALOON 2
	700 BODART ST	JAM-ROCK GB LLC	JAM-ROCK GB LLC	RECORDO NEIL	LIQUOR LICENSE	Class B Combo	$ 600.00			11-May				has not applied yet

REPORT OF THE GREENBAY POLICE DEPARTMENT
GRANTING OPERATOR LICENSES
May 19, 2026

The Green Bay Police Department wishes to request that the following applications for Operator Licenses be granted.

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Baneck, Kayla M.
Bilal, Muhammad .
Clark, Lori J.
Diana, Mendoza Talingo .
Engels, Travis M.
Gonzales, Alyssa A.
Graf, Tyler
Groh, Hannah L.
Hernandez, Zury S.
Johnson, Jarod P.
Johnson, Sue A.
Kaushik, Sharad .
Lancelle, Suzanne M.
Lee, Briann N.
Lee, Sara J.
Love-Sewell-Duerst, Jesus .
Malik, Ahmad Q.
Myers, Brittany M.
Peters, Shane C.
Peterson, Merry N .
Schmitt, Jennifer M.
Simonson, Stacy L.
Smith, Robert E.
Stacy, Kendra D.
Stumpf, Stephanie L.
Sturdiuant, Jessica A.
Watson, Helga
Williquette, Gracelyn J.
Zimmerman, Carol .

Report to the
Green Bay Plan Commission

MEETING DATE	PREPARED BY
May 19, 2026	Dena Mooney, Staff

AGENDA ITEM # N.1

To approve a request for a Conditional Use Permit at 895 S. Military Avenue to allow minor motor vehicle repair in the Community Center Commercial (C3) Zoning District. (ZP 26-19 Public Hearing held May 11, 2026).

BACKGROUND

Reason for Request: To allow minor motor vehicle repair in the Community Center Commercial (C3) District.

Subject Parcel Zoning and Land Use: Community Center Commercial (C3) | Commercial

Surrounding Zoning and Land Uses:
North: General Commercial (C1); Highway Commercial (C2) | Commercial
South: Community Center Commercial (C3) | Commercial
East: Community Center Commercial (C3) | Commercial
West: General Commercial (C1) | Commercial

Comprehensive Plan: The Go Big Green Bay 2050 Comprehensive Plan designates this area for Regional Commercial.

Report: The subject request is located at 895 S. Military Avenue. The applicant, Brian Wellert, on behalf of Valvoline Instant Oil Change, is requesting to construct a new oil change facility. The property is zoned Community Center Commercial (C3) District. In the C3 district, minor motor vehicle repair is allowed with a Conditional Use Permit (CUP).

Chapter 44 (Zoning) of the Green Bay Municipal Code breaks motor vehicle repair into two categories, major and minor. Motor vehicle repair, minor, is defined as "an establishment that may or may not include fuel sales and convenience market, while also performing minor repairs to motor vehicles. Such minor repairs may include muffler replacement, oil changing, lubrication, tire repair and replacement, wheel alignment, brake repair, suspension repair, minor engine repair, transmission repair, radiator flushing and repair, and other activities except rebuilding or reconditioning of whole vehicles, body frame and fender straightening, or painting." According to the narrative provided by the applicant, the proposed use would involve quick oil changes as well as other minor automotive preventative services, which would be offered via drive-through.

Conditional use approval may be recommended by the Plan Commission with reasonable consideration of the following:

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The establishment of the conditional use will not impede the normal and orderly development and

improvement of the surrounding property for uses permitted in the district.
3. The conditional use, its exterior architectural design, and functional plan of any proposed structure will not be injurious to the use of other property in the immediate vicinity nor substantially diminish or impair property values within the surrounding neighborhood.
4. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress and so designed as to minimize traffic congestion.
6. Adequate parking facilities as specified in Article XVIII of Section 44-83 within the Municipal Code.
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located and all other applicable City ordinances.

This neighborhood is comprised of predominantly commercial uses. The commercial uses along Military Avenue include a Starbucks, Club Carwash, and a shopping center. Chapter 44 (Zoning) of the Green Bay Municipal Code states that the Community Center Commercial (C3) district "is intended to provide for major commercial districts that serve a significant segment of the City's population. It is characterized by businesses that are major traffic generators requiring access from major thoroughfares, such as shopping centers and "big box" establishments. While these businesses are usually characterized by indoor operations, certain permitted uses may include limited outdoor activities". The future land use map identifies the subject parcel as Regional Commercial along with most of the buildings that front Military Avenue. The Go Big Green Bay 2050 Comprehensive Plan defines Regional Commercial as areas consisting of large-scale retail and service establishments with regional customer draw. Regional Commercial areas are meant to allow for flexibility and provide a variety of uses that complement the needs of residents and create an attractive live-work-play destination.

After reviewing the request, staff has determined that the use does comply with the seven standards for CUP approval.

Ald. Eck, the Military Avenue Business Association, and adjacent property owners within 200 ft. of the subject area have been notified of the request. There have been no inquiries or objections made regarding this request as of the drafting of this report.

RECOMMENDATION

Approval of the request subject to the following conditions:

1. Site plan approval by the Community and Economic Development Department.
2. Compliance with all other regulations of the Green Bay Municipal Code.

FISCAL IMPACT

ATTACHMENTS

1. ZP 26-19 Application REDACTED
2. ZP 26-19 Narrative
3. ZP 26-19 Map
4. ZP 26-19 Concept Site Plan
5. ZP 26-19 Elevations

REQUEST FOR CITY ACTION
PLAN COMMISSION

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

Location of Property: 895 S Military Ave, Green Bay, WI 54304

Parcel Number(s): 6-3053

Petitioner(s): Brian Wellert on behalf of Valvoline Instant Oil Chang Date: 04/15/2026

Email: [redacted] Phone Number: [redacted]

Address: 175 Montrose W Ave, Suite 400 City: Akron State: OH Zip: 44321

Property Owner: Military Ave Partners, LLC Phone Number: _____

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

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

I, Brian Wellert, respectfully request that the City of Green Bay take the following action:

- [ ] Rezone Property ($375.00 Review Fee)
- [x] Conditional Use and CUP Amendment, including Single Lot Duplexes ($375.00 Review Fee)
- [ ] Planned Unit Development (PUD)/New ($600.00 Review Fee)
- [ ] Planned Unit Development (PUD)/Amendment ($250.00 Review Fee)
- [ ] Approve Preliminary City/Extraterritorial Subdivision Plat ($150.00 + $35.00 per Lot/Outlot Review Fee)
- [ ] Approve Preliminary Condominium Plat ($250.00 + $35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- [ ] Approve Preliminary City/Extraterritorial Certified Survey Map ($250.00 Review Fee)
- [ ] Approve Final City/Extraterritorial Subdivision Plat ($150.00 Review Fee)
- [ ] Approve Final Condominium Plat ($150.00 Review Fee)
- [ ] Grant a City/Extraterritorial Subdivision/CSM Variance ($200.00 Review Fee)
- [ ] Development District Map Amendment ($200.00 Administration Fee)
- [ ] Official Map Amendment ($200.00 Administration Fee)
- [ ] Plat of Right-of-Way ($200.00 Administration Fee)
- [ ] Public Utility Easement Acceptance or Discontinuance ($200.00 Administration Fee)
- [ ] Street Name Change ($200.00 Administration Fee)
- [ ] Declare City Property "City Surplus" ($200.00 AdministrationFee)
- [ ] Vacate a Street/Alley/Pedestrian Way ($300.00 AdministrationFee) PLEASE FILL OUT PAGE 2 OF APPLICATION Closure of Street/Alley/Pedestrian Way ($300.00 AdministrationFee)
- [ ] Comprehensive Plan Amendments ($375.00 Review Fee)
- [ ] Other ($200.00 Administration Fee): _____

Owner Signature: DocuSigned by: Jeffrey L. Anenberg 2A2F98C78EB940D... Date: 4/10/2026

Petitioner Signature(s): _____ 4/13/2026

Checklist of required attachments:

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

You must meet with Planning staff prior to submission. View City of Green Bay Actions Guide for Rezone, CUP and PUD guidelines - https://www.greenbaywi.gov/ActionsGuide

For office use only:
Review Fee:_____ Receipt No.:_____ Zoning Petition No.:_____

100 Valvoline Way
Lexington, KY 40509

3601 Rigby Road
Suite 300
Miamisburg, OH 45342
934-435-8584

cesoinc.com

RE: Conditional Use Narrative
Valvoline Instant Oil Change
895 S Military Ave
Green Bay, WI

Valvoline, LLC is proposing to construct a new oil change facility at 895 S Military Ave, PID: 6-3053. The site is zoned C-3 Community Center Commercial. Valvoline respectfully submits the attached Conditional Use permit package for the City's approval.

There are over 1,500 Valvoline Instant Oil Change locations nationwide. VIOC operations primarily provide quick oil changes as well as other minor automotive preventative services. Services are mostly offered via drive-through, and customers can remain in their vehicles from start to finish.

Per City standards, we provide the following responses:

> The lot is zoned C-3 Community Center Commercial and is part of new development of lots along S Military Ave. Starbucks is located to the north, Club Car Wash further to the south, and shopping center uses to the east. Valvoline fits in with the uses and zoning of the surrounding area, as the car wash, coffee shop, and quick service oil change facility are all low intensity commercial uses along S Military Ave.
>
> Valvoline is a low-traffic generator and therefore will not impede the existing or future operations of the area.
>
> Per the site plan submitted, adequate utilities, access roads, drainage, and other necessary facilities will be developed.
>
> The use is not in conflict with the City of Green Bay's comprehensive plan.

Site plans with additional details are included with this submittal. On behalf of Valvoline, LLC, CESO thanks The City for consideration of this application.

Regards,

Brian Wellert
Sr. Project Manager
CESO, Inc.



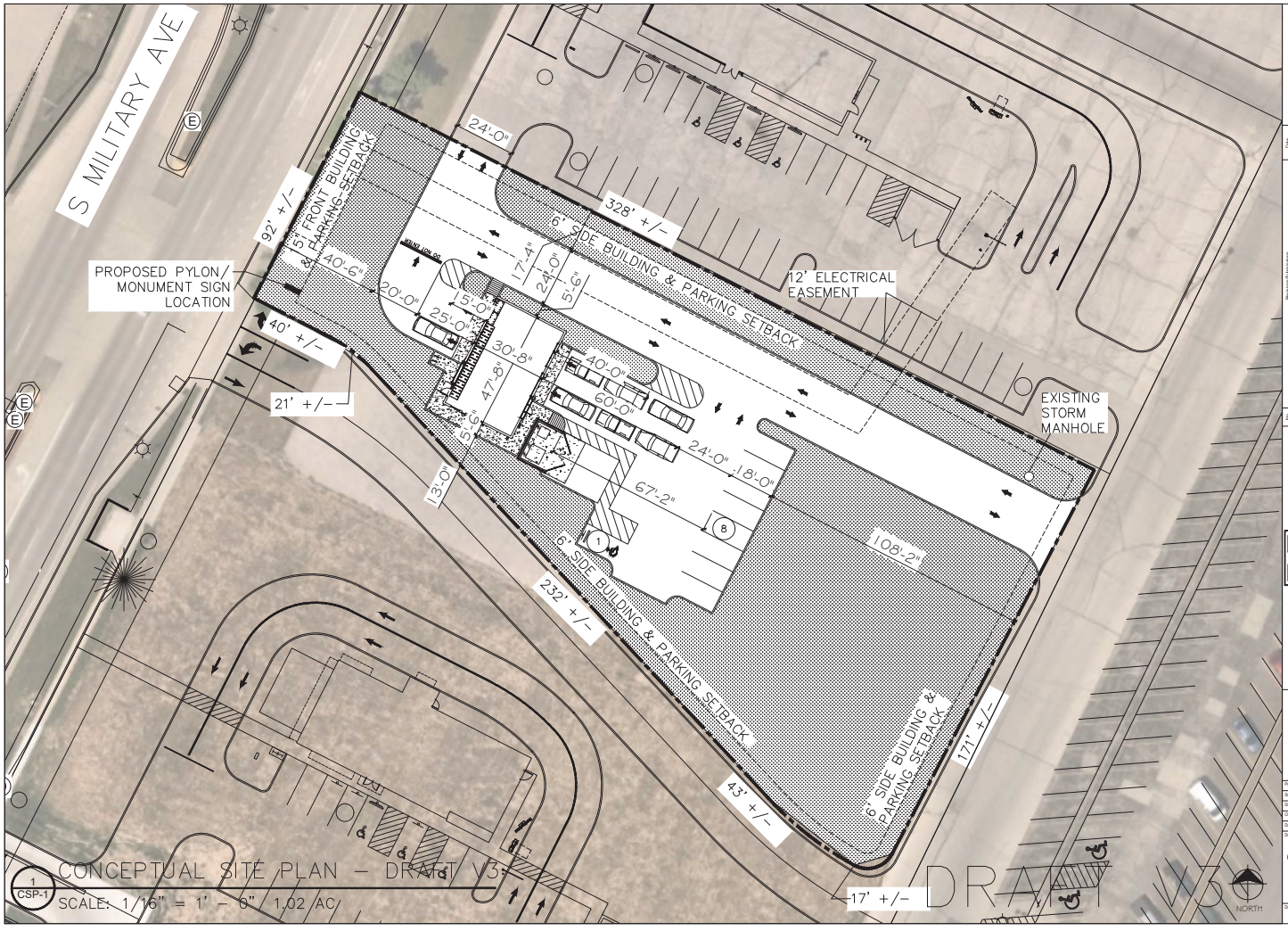
(ZP 26-19) CUP for Valvoline Instant Oil Change

Feet
0 45 90 180
N

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only.The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. S.S. 22 Apr 2026 C:\Users\sierrasc\Documents\ArcGIS\Projects\895 S Military CUP\895 S Military CUP.aprx

895 S Military Avenue

200' Notification Buffer



1 CSP-1 CONCEPTUAL SITE PLAN – DRAFT V3

SCALE: 1/16" = 1'-0" 1.02 AC

Valvoline Instant Oil Change

VALVOLINE INSTANT OIL CHANGE
S MILITARY AVE & W MASON ST
GREEN BAY, WI

Project No.	
Scale	AS NOTED
Drawn	CESO INC.
Checked	VIOC
Date	03/24/2026

Drawing Title: **CONCEPTUAL SITE PLAN**

Drawing No.: **CSP-3**

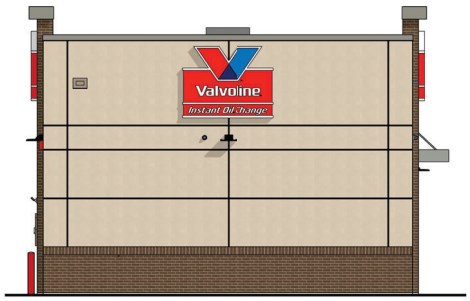


2 EXTERIOR ELEVATION (RIGHT)
Scale: 1/8" = 1'-0"



1 EXTERIOR ELEVATION (REAR)
Scale: 1/8" = 1'-0"

T.O. TOWER ± 24' - 0"
T.O. PARAPET ± 21' - 8"
T.O. ACCENT BAND 14' - 0"
B.O. ACCENT BAND 12' - 0"
T.O. WAINSCOT 4' - 0"
UPPER LEVEL 0' - 0"

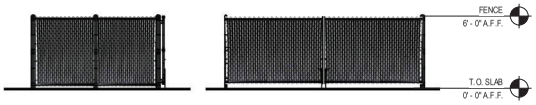


4 EXTERIOR ELEVATION (LEFT)
Scale: 1/8" = 1'-0"



3 EXTERIOR ELEVATION (FRONT)
Scale: 1/8" = 1'-0"

T.O. TOWER ± 24' - 0"
T.O. PARAPET ± 21' - 8"
T.O. ACCENT BAND 14' - 0"
B.O. ACCENT BAND 12' - 0"
T.O. WAINSCOT 4' - 0"
UPPER LEVEL 0' - 0"



5 TRASH ENCLOSURE ELEVATIONS
Scale: 1/8" = 1'-0"

EXTERIOR FINISHES - BRICK / EIFS / FENCE

EXTERIOR INSULATED FINISH SYSTEM:	DRYVIT (SANDPEBBLE FINE) COLOR #1: #113 AMARILLO WHITE
THIN BRICK #1 (WAINSCOT AND TOWER):	GLEN-GERY "MODULAR BAXTER BROWN WIRECUT"
MORTAR:	LEHIGH STANDARD KIT - "BEIGE"
MASONRY SEALER:	ALL MASONRY SURFACES SHALL BE TREATED w/ SEALER.
PREFABRICATED METAL CANOPY:	AWNEX INC. "SEATTLE" DESIGN PREFINISHED AWNEX "BENGAL SILVER"
PARAPET CAP FLASHING:	ALUMINUM BREAK METAL PREFINISHED TO MATCH PAC-CLAD "SILVER"
TOWER SOFFIT AND FASCIA:	PAC-CLAD SNAP EDGE EXTENDED FASCIA (12-12") PREFINISHED PAC-CLAD "SILVER"
THRU-WALL SCUPPER:	ALUMINUM BREAK METAL - PREFINISHED TO MATCH DIMENSIONAL METALS, INC. - "BEIGE"
STOREFRONT SYSTEM:	2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/ 1" INSULATED GLAZING.
TRASH ENCLOSURE GATE SYSTEM:	BLACK VINYL COATED CHAIN LINK FENCE WITH BLACK FENCE SLATS
O.H. DOOR FINISH:	CLEAR ANODIZED ALUMINUM
ACCESS PANEL:	STAINLESS STEEL

DATE | ISSUE RECORD

2BAY FLAT ROOF - BRICK / EIFS

Valvoline Instant Oil Change

Project No: ########.#

10/16/2025 2:34:44 PM Autodesk Docs://VIOC Proto - RVT24/2B Flat Roof Arch.rvt

Report to the
Green Bay Plan Commission

MEETING DATE	PREPARED BY
May 19, 2026	Jon LeRoy, Zoning Administrator

AGENDA ITEM # N.2

To approve a request for a Conditional Use Permit at 315 S Jefferson Street, with conditions. (ZP 26-20 Public Hearing held May 11, 2026).

BACKGROUND

Reason for Request: To allow shelter facility use for Safe Haven Hope Center.

Subject Parcel Zoning and Land Use: OR Office Residential | Expired Shelter PUD (Newcap) Temp Use Shelter (Safe Haven)

Surrounding Zoning and Land Uses:
North: Office Residential (OR) | Office (Wimberger Law Office) and Surface Parking Lot (YWCA)
South: Office Residential (OR) | Surface Parking Lot
East: Office Residential (OR) | Office (Casa Alba)
West: Office Residential (OR) | Green Bay Police Department

Comprehensive Plan: The Go Big Green Bay 2050 Comprehensive Plan designates this area for Downtown. Downtown calls for a mix of high-density office, retail, commercial and housing. Congregate living meets those standards.

Report: The subject request is located at 315 S Jefferson Street. The applicant, Catherine Oreto of Safe Haven Hope Center is requesting to operate a shelter facility. The property is zoned Office Residential (OR). In the OR district, a conditional use permit (CUP) is required for shelter operation uses. The site is currently owned by Newcap, which previously operated the site as a shelter use from 2022 to the end of March 2026. Safe Haven Hope Center (SHHC) is currently using the site as a shelter via a temporary use permit which began in early April and expires on June 30, 2026.

Safe Haven seeks to operate a shelter in which they have requested to have up to 20 residents in a residence. Operational plans call for at least one employee to be on staff 24/7 for every 10 residents. The proposed shelter use is indicated to not be a drop-in center or a large congregate shelter.

Safe Haven Hope Center intends to operate a shelter for traditional living for adults experiencing homelessness who struggle to use traditional shelters. Safe Haven intends to operate a shelter to adults who are currently homeless, potentially have chronic mental health conditions or substance abuse disorders or have struggled to remain in traditional or abstinence-based shelter systems. Safe Haven will not allow any person with charges related to the Wisconsin Sex Offender Registry (either open or closed) to live, work, or volunteer at the proposed shelter. Safe Haven will not allow weapons or firearms on site.

Safe Haven has provided a narrative of their operations as well as 40 addendums of their operations for the site.

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

Conditional use approval may be recommended by the Plan Commission with reasonable consideration of the following:

1. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger public health, safety, or general welfare.
2. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
3. The conditional use, its exterior architectural design, and functional plan of any proposed structure will not be injurious to the use of other property in the immediate vicinity nor substantially diminish or impair property values within the surrounding neighborhood.
4. Adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress and so designed as to minimize traffic congestion.
6. Adequate parking facilities as specified in Article XVIII of Section 44-83 within the Municipal Code.
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located and all other applicable City ordinances.

After reviewing the request, staff has determined that a shelter use can comply with the seven standards for CUP approval. 315 S Jefferson has been operating as a shelter facility since 2022. A shelter facility has operated on site, successfully for approximately 4 years.

Of the seven questions for consideration with a Conditional Use Permit, consideration 1 and 3 have prompted particular examination because of concerns from nearby residents and the public at large due to the complexity of the mission of Safe Haven Hope Center.

Consideration No. 1. SHHC seeks to provide shelter to those who potentially have struggled to remain in other shelters throughout the city. Staff acknowledges an increased potential detrimental or nuisance effects which could arise from such individuals. The supplied operations plan seeks to address these concerns. Staff feels the operational plans are thorough but have not been tested. SHHC commits to having at least one staff member per 10 persons present at the residence at all times and has developed policy to seek resolution through a crisis and removal of resident policy. Other policy highlights include curfew hours and good neighbor practices/policy.

The previous CUP for shelter used addressed potential review of a CUP based on the discretion of the Director of Community and Economic Development, Plan Commission and or City Council based on documented safety issues, police calls or inadequate facilities. Staff believes this policy should remain in place as well as utilizing Chapter 24 of the Green Bay Municipal Code Nuisance Ordinance language to address documented issues of health, safety or public nuisance in relation to operations at the shelter to address potential detriments to public health, safety or general welfare.

Consideration No. 3. Additionally, staff is seeking to ensure the CUP and the functional structure is not injurious due to creating a use which exceeds typical standards for congregate living. When reviewing the use of communal living arrangements for four or more people is permitted with a CUP and must meet minimum criteria within the Code. The Green Bay Zoning Code requires in 44-1581. Congregate living uses, development standards for Dormitory in all districts:

1. Onsite services shall be for residents of the facility only.

2. The maximum number of persons occupying the building shall not exceed four per bedroom with 50 square feet of sleeping area per resident, except that more than four individuals may be allowed per room if all said individuals are related by blood, marriage, or adoption. Rooms shall consist of enclosed spaces having walls that extend from the ceiling to the floor and an entry door.

3. One bath and restroom facility for every eight individuals residing in the dormitory. The bath and restroom facility shall be located so that no individual is required to pass through a sleeping room other than their own in order to access the bath and restroom facility.

4. One kitchen and dining area for every ten individuals residing in the dormitory.

5. One laundry facility consisting of a minimum of one clothes washer, one clothes dryer, and a washbasin for every ten individuals residing in the dormitory.

6. One common use area/lounge of at least 600 square feet in size for relaxation and recreation of the occupants for every ten individuals residing in the dormitory.

7. If the dormitory use ceases for a period of 12 months or more, the conditional use approval will no longer be in effect. If construction and occupancy has not been completed and established within 12 months of the date of approval, the conditional use status of the property shall no longer be in effect. In the event of a natural disaster or emergency situation, as determined by the City of Green Bay, these regulations may be suspended for a term of not more than 12 months.

While examining if the existing use can work with these design qualifications, staff reviews both zoning code and building code. The zoning code examines a use and broadly applies bulk requirement standards to all particular uses throughout the city. The building code examines a particular building and examines what capacity a building could hold. With this in mind, a few definitions should be clarified for consideration.

The site has approved building plans for the shelter facility which was in place as of 2022. The building plans call for up to 19 residents, 2 overnight staff, and 5 additional staff as occupants. The maximum resident capacity is limited to 19 with approved plans. Staff believes a limit of 19 residents should be enforced with up to 2 overnight staff and 5 additional staff or volunteer staff permitted on site.

The Green Bay Municipal Code 44-1726, Figure 2, requires shelter facilities have a minimum of 1 parking space per 5 residents based on capacity plus 2 parking spaces per 3 employees on the largest shift. Existing parking at the site is 8 potential stalls. With (up to) 20 residents and 4–6 employees/volunteers/visitors, the minimum required stalls is 8.

This report seeks to make a distinction between occupants, residents, overnight staff, additional staff, volunteers and visitors.

Resident:	An unhoused individual who is seeking shelter and has completed the intake process with Safe Haven and utilizes the shelter as their residence. A resident may have a leadership role within the shelter.
Overnight Staff:	An individual who is not a resident at the Safe Haven and is a Safe Haven employee who is on shift during overnight (10a-7a) hours.
Additional Staff:	An individual who is not a resident who is employed by Safe Haven. This individual can be present during overnight hours.
Volunteer:	An individual who is not a resident who volunteers with Safe Haven but is not an employee.
Visitor:	A member of the public who is not a resident and is visiting the residence between 8:00am and 7:00pm.

A person visiting the shelter shall be considered one of these individuals. A capacity of 19 residents may occupy the house along with a max of 2 overnight staff members and 5 additional staff. Much like a residence, the facility can have more than 26 individuals at the residence, such as additional daytime visitors or volunteers, but the overall residential limit is 19 persons with up to 2 overnight staff members and an additional 5 staff, if needed overnight who shall not be residents of the facility. As noted in the SHHC addendums, visitor hours are limited to 8am–7pm. If Safe Haven seeks to expand the number, Safe Haven will need to request an amendment to the CUP process.

This proposed use is in compliance with the above development standards; staff is recommending conditions of approval listed below.

Ald. DeBaker, Downtown Green Bay BID, and adjacent property owners within 400 ft. of the subject area have been notified of the request. There have been a handful of inquiries from neighbors and the media regarding this petition. A neighborhood meeting was held at the Safe Haven Pet Shelter on N Broadway on April 30. Approximately 60 people attended. Safe Haven reps gave a presentation with an overview of their organization and project. About 20 people spoke, with the majority being in favor of the use.

RECOMMENDATION

Approval of the request subject to the following conditions:

1. The facility shall maintain occupancy limits in compliance with the International Building Code (IBC) and approved building plans. Occupancy shall not exceed:
    a. 19 residents; and
    b. 26 total occupants within the building at any given time, inclusive of residents, staff, volunteers, and visitors.
2. Between the hours of 7:00 p.m. and 8:00 a.m., only residents, Safe Haven Hope Center staff, and Safe Haven Hope Center volunteers shall be permitted onsite.
3. If shelter operations at 315 South Jefferson Street are discontinued, dissolved, or no longer operated by Safe Haven Hope Center, the CUP approval shall terminate immediately. Any future re-establishment of a shelter facility use by Safe Haven Hope Center shall require a new Conditional Use Permit application.
4. At the discretion of the Common Council, Plan Commission, or Director of Community and Economic Development, the CUP may be brought forward for review to evaluate continued compliance with CUP conditions and operational impacts, including but not limited to:
    a. Documented police calls,
    b. Documented safety concerns,
    c. Inadequate facilities, or
    d. Exceeding occupancy limitations.

5. Operations shall substantially conform to the submitted operating plan and supporting operational materials submitted by the applicant.
6. Compliance with all applicable provisions of the Green Bay Municipal Code.

FISCAL IMPACT

ATTACHMENTS

1. Zp 26-20 Redacted Application
2. Property Map 26-20

3. ZP 26-20 Applicant Narrative and Operations Documents
4. Feldhausen CV 2026 (1)
5. 05112026 Green Bay Plan Commission Comment Form
6. Addition to Addendum Policy SHHC Illegal Substances Discovery & Disposal Policy

REQUEST FOR CITY ACTION
PLAN COMMISSION

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

Location of Property: 315 S. Jefferson St

Parcel Number(s): _____

Petitioner(s): Safe Haven Hope Center Date: 4-15-26

Email: [redacted] Phone Number: [redacted]

Address: 315 S. Jefferson St City: Green Bay State: WI Zip: 54301

Property Owner: NewCap Phone Number: _____

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

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

I, Catherine Oreto, respectfully request that the City of Green Bay take the following action:

- [ ] Rezone Property ($375.00 Review Fee)
- [x] Conditional Use and CUP Amendment, including Single Lot Duplexes ($375.00 Review Fee)
- [ ] Planned Unit Development (PUD)/New ($600.00 Review Fee)
- [ ] Planned Unit Development (PUD)/Amendment ($250.00 Review Fee)
- [ ] Approve Preliminary City/Extraterritorial Subdivision Plat ($150.00 + $35.00 per Lot/Outlot Review Fee)
- [ ] Approve Preliminary Condominium Plat ($250.00 + $35.00 per Lot/Outlot/Lot Equivalent Review Fee)
- [ ] Approve Preliminary City/Extraterritorial Certified Survey Map ($250.00 Review Fee)
- [ ] Approve Final City/Extraterritorial Subdivision Plat ($150.00 Review Fee)
- [ ] Approve Final Condominium Plat ($150.00 Review Fee)
- [ ] Grant a City/Extraterritorial Subdivision/CSM Variance ($200.00 Review Fee)
- [ ] Development District Map Amendment ($200.00 Administration Fee)
- [ ] Official Map Amendment ($200.00 Administration Fee)
- [ ] Plat of Right-of-Way ($200.00 Administration Fee)
- [ ] Public Utility Easement Acceptance or Discontinuance ($200.00 Administration Fee)
- [ ] Street Name Change ($200.00 Administration Fee)
- [ ] Declare City Property "City Surplus" ($200.00 Administration Fee)
- [ ] Vacate a Street/Alley/Pedestrian Way ($300.00 Administration Fee) PLEASE FILL OUT PAGE 2 OF APPLICATION Closure of Street/Alley/Pedestrian Way ($300.00 Administration Fee)
- [ ] Comprehensive Plan Amendments ($375.00 Review Fee)
- [ ] Other ($200.00 Administration Fee): _____

Owner Signature: Deborah A Bauknecht Date: 4-17-26

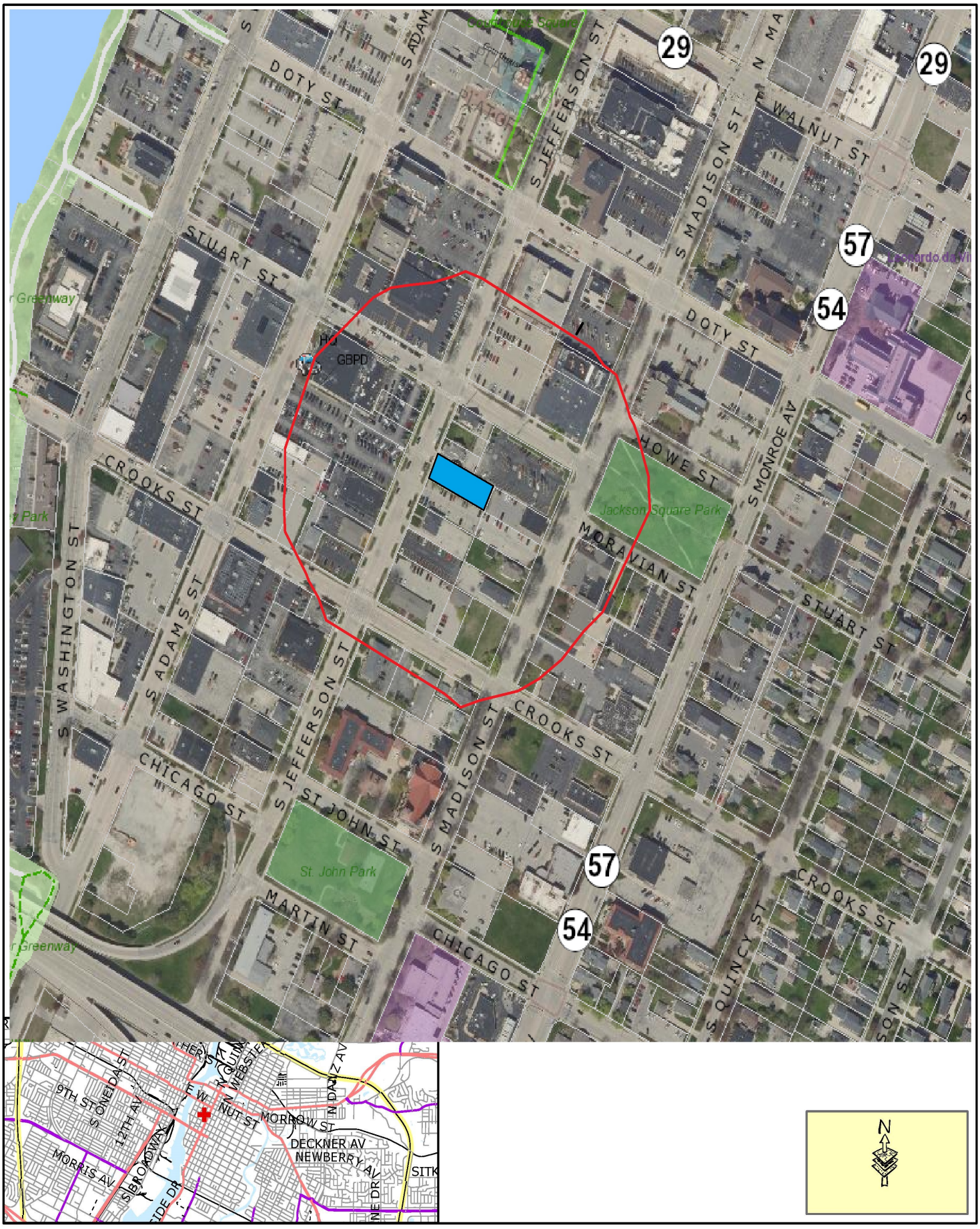
Petitioner Signature(s): Catherine H. Oreto

Checklist of required attachments:

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

You must meet with Planning staff prior to submission. View City of Green Bay Actions Guide for Rezone, CUP and PUD guidelines - https://www.greenbaywi.gov/ActionsGuide

For office use only:
Review Fee: _____ Receipt No.: _____ Zoning Petition No.: _____

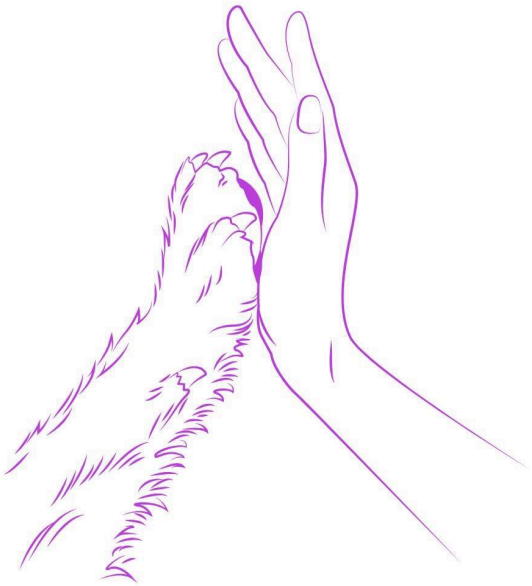


Proposed CUP

400' Property Owner Notice

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

Conditional Use Permit (CUP) Request
Shelter Use at Parcel 13-122
315 S Jefferson Street



SAFE HAVEN

HOPE CENTER

Established 2026

Safe Haven Hope Center

Summary and Fact Sheet

Safe Haven Hope Center (SHHC) is a small, highly supervised transitional living shelter for adults experiencing homelessness who struggle to use traditional shelters. We operate 24/7 in a residential-style building and focus on safety, stability, and mental health support.

Who We Are

Address: 315 S Jefferson St, Green Bay, WI 54301
Capacity: Up to 20 adult residents
Building: 3 floors, ~4,000 sq ft, 10 bedrooms, 4 bathrooms, shared kitchen, dining, and living areas
Hours: Open 24 hours a day, 7 days a week
Staffing: Trained staff on-site **24/7** (no staff live on-site)

Mission: To provide safe, stable, trauma-informed transitional housing with mental health support and harm-reduction services for adults who cannot safely or successfully use traditional shelters.

We are not a drop-in center and not a large congregate shelter. The program functions like a household with clear rules and continuous supervision.

Who We Serve

Adults (18+) who:

- Are currently homeless or lack safe, stable housing
- Live with chronic mental health conditions and/or substance use disorders
- Have struggled to remain in traditional or abstinence-based shelter systems

We do not allow:

- Any person with sexual charges (open or closed) to live, work, or volunteer at SHHC
- Firearms, ammunition, explosives, or weapons of any kind on the property

All bags brought into the building are subject to search for safety.

House Rules and Daily Structure

- Residents are expected to be awake by 10:00 a.m. and in for the night by 11:00 p.m. (unless otherwise arranged with staff).
- Outdoor quiet hours begin at 9:00 p.m. to protect neighborhood peace.
- No alcohol or drug use is allowed on-site. Substance use is addressed through harm reduction, safety planning, and support rather than automatic discharge.
- Smoking and vaping are not allowed indoors and are limited to a designated outdoor area.
- Residents must maintain basic hygiene; showers and cleaning supplies are provided.
- Medications are securely stored and monitored as needed; residents are responsible for taking their own medications.

Visitors:

- Only pre-approved visitors are allowed.
- No visitation between 7:00 p.m. and 8:00 a.m.
- Visitors must sign in/out, wear a badge, stay in common areas, and follow house rules.

Safety, Security, and Emergency Response

We prioritize the safety of residents, staff, and the neighborhood.

Safety Measures Include:

- Staff on-site 24/7 with training in trauma-informed care, de-escalation, crisis response, and Narcan (Naloxone) administration.
- No sex offenders allowed to live, work, or volunteer at SHHC.
- Weapons ban: Any weapon found on-site leads to removal from the property and contact with police if needed.
- All serious incidents are documented and reviewed by leadership and the Board of Directors.

When We Call for Help:

- 911 is called immediately for weapons, physical violence, or life-threatening medical emergencies.
- Brown County Crisis (920-436-8888) is contacted for severe mental health crises or suicidality.
- Non-violent, manageable situations are handled on-site using de-escalation and support.

We do not claim incidents will never occur; we commit to responding promptly, safely, and appropriately whenever they do.

Neighborhood Impact and Good Neighbor Practices

We are committed to being a good neighbor and minimizing impacts on the surrounding area.

- Small scale: Maximum of 20 residents in a residential-style building.
- Parking: 8 off-street parking spaces; residents typically walk or use public transit.
- Noise control: Quiet hours starting at 9:00 p.m.; expectations for respectful behavior when entering and leaving the property.
- Property care: Regular exterior walk-throughs to pick up litter, check for loitering, and maintain a clean, residential appearance.
- Residents are instructed not to loiter on neighboring properties or in front of nearby homes and businesses.

We will track and review:

- Calls to police/EMS related to the facility
- Neighborhood complaints and how they were resolved
- Resident outcomes (such as exits to more stable housing)

This helps us improve operations and reduce negative impacts over time.

Questions or Concerns?

We encourage neighbors and community members to contact us directly.

Neighborhood Contact:
Executive Director: Cathi Oreto
Phone: 920-471-7880
Email: cathi@safehavenhopecenter.org

- Concerns will receive a response within 2 business days.
- Urgent safety issues will be addressed as quickly as possible, with police or crisis services involved when appropriate.

Safe Haven Hope Center is committed to operating responsibly, transparently, and in partnership with the community to reduce homelessness and support a safer, healthier Green Bay.

Safe Haven Hope Center

Conditional Use Permit – Policies, Procedures, and Program Overview

Property Address: 315 S Jefferson St, Green Bay, WI 54301
Structure: 3 floors, approximately 4,000 sq ft; 10 bedrooms, 4 bathrooms; common family room, dining room, kitchen, laundry facilities
Maximum Occupancy: Up to 20 residents
Staffing: Staff on-site 24/7 (additional staff/volunteers as needed, not residing on-site)

Executive Summary

Safe Haven Hope Center (SHHC) is a small, highly supervised transitional living shelter serving up to 20 adults experiencing homelessness, located at 315 S Jefferson St. We operate 24 hours a day, 7 days a week, with trained staff on-site at all times.

Our mission is to provide safe, stable, trauma-informed housing with mental health support and harm-reduction services for people who cannot safely or successfully use traditional shelters. We are not a drop-in center or a large congregate shelter. SHHC functions like a household with shared living spaces, clearly defined rules, and continuous staff supervision.

Key assurances for neighbors and the City:

- Small scale: Maximum 20 residents in a residential-style building.
- 24/7 supervision: Staff on-site at all times.
- No sex offenders: Any person with sexual charges, open or closed, is disqualified from residing, working, or volunteering.
- Weapons banned: No firearms, ammunition, explosives, or weapons; bags are subject to search.
- Quiet hours & curfew: Outdoor quiet hours begin at 9 p.m.; residents must be in for the night by 11:00 p.m.
- Parking: 8 off-street parking spaces; residents typically walk or use public transit.

- Health and cleanliness: Weekly trash pickup by GFI; indoor smoking ban; designated outdoor smoking area; infection control and biohazard procedures in place.
- Neighborhood contact: Concerns can be directed to Executive Director Cathi Oreto, 920-471-7880, cathi@safehavenhopecenter.org, with responses within 2 business days and prompt, appropriate action when issues arise.

SHHC's model reduces street homelessness, decreases use of emergency services for non-emergent issues, and offers a structured, respectful environment that protects both residents and the surrounding neighborhood. We recognize that challenges can occur, and we are committed to responding promptly and appropriately when issues arise.

Mission, Vision, and Community Benefits

Mission

Safe Haven Hope Center is a peer based, low-barrier, trauma-informed transitional living shelter that provides for basic human needs while offering harm reduction, peer support, peer connection, and access to clinical mental health care. We serve individuals who have encountered barriers to traditional shelter systems.

Vision

Every individual who enters Safe Haven Hope Center is met with dignity, respect, and compassion. We believe that healing begins with stability—through a safe place to rest, consistent support, and the opportunity to rebuild trust in self and others.

Program Philosophy: Trauma-Informed & Harm Reduction

Safe Haven Hope Center operates with the understanding that:

- Safety, trust, and relationships are prerequisites for change.
- Substance use is addressed through harm reduction, rather than punishment.
- Participation is voluntary and encouraged by building relationships.
- Individuals are the experts of their own experiences.

Staff are trained in:

- Trauma-informed care (Addendum A)
- De-escalation and crisis response (Addendum B)
- Motivational interviewing (Addendum C)
- Harm reduction strategies (Addendum D)
- Narcan (Naloxone) administration (Addendum E)

Community Benefits and Impact Reduction

Safe Haven Hope Center provides direct benefits to Green Bay and the neighborhood by:

- Reducing unsheltered homelessness and encampments near downtown.
- Decreasing inappropriate use of emergency rooms, police, and crisis services through early intervention and on-site support.
- Providing access to clinical mental health care and substance use services that many residents would not otherwise receive.
- Offering structured routines, job skills, and therapeutic animal care that improve long-term stability.
- Proactively addressing neighborhood concerns through a clear complaint process and rapid response.
- Supporting the City’s Comprehensive Plan goals for housing, public health, and community safety.

Consistency with CUP Criteria

Safe Haven Hope Center at 315 S Jefferson St is designed to:

- Align with land use goals as a small, residential-scale program providing needed housing and services.
- Remain compatible with the neighborhood through low occupancy (20 residents), residential character, quiet hours, and off-street parking.
- Maintain public safety through 24/7 staffing, weapons and sex-offender exclusions, and close coordination with police and crisis services.
- Limit traffic and nuisances with 8 off-street parking spaces, limited visitors, and strict noise, smoking, and trash policies.
- Provide strong operational oversight through a clear organizational structure, written policies, and ongoing training.

Target Population, Eligibility, and Length of Stay

Target Population

Safe Haven Hope Center is designed to serve individuals who:

- Are unable to access or maintain placement in traditional shelter environments.
- Are experiencing active substance use and/or substance use disorders.
- Are living with chronic mental health conditions.
- Have co-occurring mental illness and substance use disorder.
- Have experienced repeated barriers within traditional or abstinence-based systems.

Eligibility Criteria

To ensure safety while maintaining a low-barrier model, individuals must:

- Be 18 years of age or older.
- Currently lack safe and stable housing.
- Participate in an intake process (Addendum F, G), including completion of necessary documentation and Releases of Information (Addendum H) when applicable.
- Engage in a collaborative safety planning process with staff. (Addendum I)

Sex Offender Residency Compliance and Exclusions

- Verification of sexual offender residency restrictions is part of the intake process.
- Any member of the public with sexual charges filed, open or closed, is disqualified from residing at or working/volunteering with SHHC.
- This policy is strictly enforced to protect residents and the surrounding community.

Length of Stay

- The expected length of stay is 12 to 24 months, determined at the discretion of the Executive Director and based on the resident’s readiness for successful transition.
- Under the existing Temporary Use Permit (TUP), length of stay is limited by TUP expiration (currently through June 30).

- Under an approved Conditional Use Permit (CUP), length of stay follows the program model above, with regular review to ensure compliance with CUP conditions and resident progress.

Intake Process and Individualized Planning

Upon admission, individuals complete a standardized intake process, which includes:

- Haven Mental Health common intake forms (Addendum S, T, U, V) and any information needed for the HMIS database (Clarity).
- Releases of Information (as appropriate and consented to). (Addendum H)
- Emergency contact information. (Addendum I)
- Health and safety screenings (including TB risk assessment).(Addendum J)
- Program orientation, including resident rights, responsibilities, and expectations. (Addendum K, L)
- Development of an initial individualized support and safety plan.(Addendum I)

When individuals do not have identification, staff will assist in obtaining appropriate documentation. Background information may be reviewed for the purpose of safety planning only, not exclusion whenever safely possible.

Daily Operations, House Rules, and Structure

Hours of Operation and Daily Structure

- Safe Haven Hope Center operates 24 hours per day, 7 days per week.
- Staff are present on-site 24/7.
- Residents are expected to be awake by 10:00 a.m. unless otherwise discussed with staff.
- Residents are expected to be in for the night by 11:00 p.m. unless otherwise discussed with staff.
- Outdoor quiet hours begin at 9 p.m. to minimize noise for neighbors.

House Rules and Community Expectations

Expectations are designed to maintain community safety while preserving dignity and autonomy:

- Residents are encouraged to meet regularly with peer support or staff to identify goals and needs. (Addendum M)
- Staff may conduct room or property checks when there are safety concerns, using the least intrusive approach possible.
- Substances are not permitted to be used on site; substance use is addressed through harm reduction, safety planning, and support rather than automatic discharge.
- Medications may be securely stored upon request; residents retain access to needed medications. (Addendum N, O)
- Smoking and vaping are not allowed indoors; they are permitted only in designated outdoor areas.
- Residents are required to shower at least once weekly. Soap, shampoo, and towels are provided. Each person cleans the bathroom after use.
- Guests who attempt to bring alcohol, drugs, or drug paraphernalia into SHHC will have items confiscated. (Addendum P)
- Medications must be checked into the medication room (except for emergency medications like rescue inhalers, nitro, etc.). (Addendum N, O)
- All guests, staff, and volunteers are expected to act respectfully toward one another and animals on-site.
- Staff and volunteers must meet established criteria and pass a background check.

Safety, Security, and Emergency Response

Weapons and Contraband (Addendum P)

- Firearms, ammunition, explosives, and all weapons (as defined by law) are strictly prohibited from SHHC property.
- All bags carried into the building by staff, residents, visitors, and volunteers are subject to search.
- Any staff or volunteer found to be in possession of a weapon will be immediately suspended pending disciplinary action up to and including termination.
- Any resident or visitor found in possession of a weapon will be escorted off the property; police will be called if they refuse to leave or if there is an immediate safety concern.
- SHHC maintains records of individuals removed from the property due to weapon possession.

Staff Authority for Safety

- SHHC staff have the authority to immediately restrict or terminate a resident or visitor access to the facility when there is a credible safety risk. (Addendum Q)
- These decisions are documented in incident reports and will be reviewed by leadership. Resident, staff, and neighborhood safety always comes first. (Addendum R)

When We Call Police or Emergency Services

SHHC uses a balanced approach:

- 911 is called immediately for:
  - Weapons or credible threats involving weapons.
  - Physical violence or threats to others.
  - Serious medical emergencies or life-threatening situations.
- Brown County Crisis (920-436-8888) is called for:
  - Severe mental illness or suicidality.
  - Situations where clinical guidance is needed for mental health crises.
- Handled internally with support (using de-escalation, harm reduction, and safety planning) when:
  - Behavior is non-violent and manageable on-site.
  - Substance use issues do not pose immediate danger.
  - A resident can safely take a 24-hour off-site break with staff assistance in securing alternatives.

We do not claim that incidents will never occur; instead, we commit to responding promptly and appropriately and involving emergency services whenever the situation requires it.

Health, First Aid, and Infection Control

First Aid and CPR

- Fully stocked first aid kits are on site. Kits are monitored and replenished by staff.
- One first aid kit is kept on each floor.
  - First floor first aid kit located in the main office.
  - Second floor first aid kit located in the linen cabinet.
  - Third floor first aid kit located under the kitchen sink.
- Defibrillators are on-site, and staff are trained in their use.

- Narcan (Naloxone) is available; staff are trained in administration. (Addendum E)

Infection and Biohazard Control

- Standard precautions will be used when handling blood and bodily fluids.
- Staff will use protective gloves before tasks involving potential exposure.
- Appropriate protective equipment is used for known infections/contagious conditions.
- Staff wash hands thoroughly after removing protective gear.
- Regulated wastes (sharps, biohazards, OPIM) are disposed of in labeled containers.
- Sharps are discarded promptly in approved sharps containers.
- Contaminated glassware is picked up with tools (brush/dustpan, tongs) and disposed of properly.
- Contaminated garments/coverings are disposed of in biohazard containers.
- If exposure to bodily fluids occur, he or she should take the following steps:
  - Wash exposed area with soap and water
  - Use disinfectant after thoroughly cleaned
  - Bandage as necessary.
  - Report any exposure to the supervisor and complete an incident report within 24 hours.
- If exposure is by mouth, eyes, or open sores, the following steps will be followed:
  - Flush affected area with water
  - Rinse mouth with peroxide

Services and Programming

Safe Haven Hope Center provides:

- Safe overnight accommodations for up to 20 residents.
- Access to food, hygiene supplies, and clothing.
- Peer support and case management. (Addendum M, W)
- On-site or coordinated mental health and substance use services.
- Individualized planning based on strengths and goals. (Addendum F, I, M, W)
- Connection to housing, healthcare, and community resources.

Programming includes:

- Life skills and resource navigation.
- Volunteer opportunities, job training, and employment readiness.
- Relationship-building and community engagement.
- Optional group and individual support services.
- Clinical mental health therapy.
- Therapeutic engagement with up to 3 cats, with potential future increase subject to City approval, and with veterinary oversight and vaccination requirements. Litter boxes and animal waste are handled in accordance with health standards, and animals are not allowed to roam outdoors unsupervised. (Addendum AM)

Staffing, Volunteers, and Professional Oversight

Leadership and Staffing (Addendum X)

- Executive Director and Director of Housing – Cathi Oreto
    - Oversees housing operations, compliance, community partnerships, program development and implementation, staff oversight.
- Director of Mental Health – Elizabeth Feldhausen, LPC
    - Oversees all mental health services, ensures trauma-informed, harm-reduction based care, provides clinical guidance, staff training, and crisis protocols.
- Associate Executive Director – Sarah Hanson
    - Supports operations, compliance, program implementation, and administrative duties.
- Shelter Manager – Ken Davis
    - Manage day-to-day operations, volunteer supervision, resident support, scheduling, and incident response.
- House Supervisor – Sunny Lange
    - Provides shift oversight, supports staff and residents, and ensures adherence to safety procedures.

Additional staff:

- Justine Thomas – Recovery Coach
- Amanda Geronadale – Recovery Coach
- Savannah Cole – Lived Expert
- Sonya Ruiz – In Peer Support training

- Claire Ebben – Support Staff
- Eric Vetter – Support Staff
- Michael Oreto – Support Staff

Staffing Model:

- Adequate staffing is maintained at all times to ensure resident safety and support, following standard therapeutic group home practices with an average ratio of one staff member for every 10–15 residents.
- Staff receive ongoing training (at least three hours quarterly) in trauma-informed care, harm reduction, and crisis response. (Addendum A, B, C, D, E)

Volunteers

- Volunteers are recruited and screened by leadership staff, and approved by the Executive Director.
- Volunteers receive a facility tour, duty briefing, and resident-interaction orientation.
- Volunteers must complete: Volunteer Application, Criminal History Background Check (Addendum Y), and Non-disclosure/Confidentiality agreements. (Addendum Z)
- Volunteers are supervised by staff or paired with another volunteer at all times and wear volunteer badges.
- Unsatisfactory performance is addressed by the Supervisor; termination decisions are made by the Executive Director.
- Volunteers are prohibited from being alone with minor children without Director of Mental Health approval.
- Volunteers sign in/out to record service.

Building Management, Maintenance, Appearance, and Accessibility

Building Management

Safe Haven Hope Center is responsible for:

- Overall building management and property upkeep.
- Utilizing outside vendors for repairs as needed.
- Completing all required inspections (fire, safety, plumbing, etc.).
- Pest control and extermination when needed.

Routine cleaning is done by residents as part of daily chores; staff and volunteers also perform and delegate cleaning tasks. Any significant building repair is reviewed and approved by the Board of Directors.

Residential Appearance

- SHHC will maintain the property with residential appearance and character, including appropriate landscaping, standard residential colors, and fencing (if any) consistent with a neighborhood home.
- We will avoid bright or institutional colors, large commercial signage, or industrial-style fencing that would alter the residential look of the property.

Accessibility

- SHHC complies with the Americans with Disabilities Act (ADA) and Fair Housing requirements.
- No person is denied services due to disability or illnesses such as HIV/AIDS.

Service and Support Animals

- Resident requests for reasonable accommodations for service/support animals are reviewed by the Director of Mental Health.
- Requests may be verbal or written; SHHC maintains copies of all reasonable accommodation requests.
- SHHC follows Office of Fair Housing and Equal Opportunity guidance regarding questions and documentation.
- Approved animals must present proof of vaccinations and complete an intake with the animal care team to prevent zoonotic disease.

Keys and Access

- The Executive Director maintains a master set of accurately labeled keys.
- Staff are responsible for a set of keys while on duty; keys must be kept in staff possession and may not be loaned or duplicated by unauthorized individuals.

Resident Rights, Confidentiality, and Grievances

Non-Discrimination

SHHC does not exclude, deny benefits, or discriminate against any person on the basis of race, color, national origin, age, sex, religion, or disability in:

- Admission to programs or services.
- Participation in or receipt of services and benefits.
- Employment.

This complies with:

- Title VI of the Civil Rights Act of 1964.
- Section 504 of the Rehabilitation Act of 1973.
- The Age Discrimination Act of 1975.
- Related federal regulations (45 CFR Parts 80, 84, and 91).

Resident Rights

- Staff review the Resident Rights Statement with residents during intake. (Addendum F, K)
- Residents sign the statement and receive a copy; a signed copy is kept in the resident's file. (Addendum L)

Confidentiality and Privacy

- SHHC is the owner/controller of all resident records.
- Records are kept in locked files and/or password-protected electronic systems accessible only by staff.
- No resident information is disclosed outside SHHC without informed written consent, except as required by law.

Grievance Policy

- Residents receive a copy of the grievance policy at intake. (Addendum AA)
- Grievances must be addressed by the Executive Director or Director of Mental Health within 2 business days.

Medical Care, Medications, and Drug-Free Workplace

Medical Care

- SHHC staff work with community clinics to access physical and mental health services, including AODA counseling.

Medications (Addendum AB, AC)

- Residents are responsible for taking their own medications; staff do not administer medications.
- All medications are securely stored in appropriate locations.

- Staff do not distribute over-the-counter medications (e.g., antacids, aspirin).

Drug-Free Workplace

- SHHC maintains an alcohol-, drug-, and smoke-free workplace for staff.
- All employees must be drug and alcohol free and may be subject to random drug testing.
- Tobacco use is limited to designated outdoor areas.

Visitors, Transportation, and Neighborhood Relations

Visitor Procedures

- Only pre-approved visitors are allowed.
- Staff may revoke visitor privileges with Executive Director/Supervisor approval and only for extenuating or safety-related circumstances.
- Visitors must sign in/out, wear a "Visitor" badge, and comply with house rules.
- No visitation between 7:00 p.m. and 8:00 a.m.
- Visitors are only allowed in common areas (living room, gathering room, kitchen, backyard) when residents and staff are present.
- Visits are limited to 1 hour, unless extended by staff for extenuating circumstances.
- All packages are subject to search.
- Visitors under the age of 18 must be supervised by the resident or their adult visitor at all times.
- Visitors are not to eat house food or beverages.

Transportation

- Residents are responsible for arranging their own transportation.
- Staff assist residents in identifying transportation options and resources.
- Staff may provide transportation when staffing levels allow, using only approved, licensed, and insured drivers. (Addendum AD)
- Use of staff personal vehicles is limited and allowed only for approved drivers when unavoidable.
- Residents are encouraged to have valid driver's licenses and insurance if they use personal vehicles; staff help locate resources for licensing and insurance.

- Residents are transported for medical needs when 911 is not required and with Executive Director approval.

Good Neighbor Practices

To maintain positive relationships with neighbors and the surrounding community, SHHC will:

- Conduct periodic exterior walk-throughs of the property to pick up litter, check for loitering, and identify any exterior issues needing attention.
- Clearly communicate and enforce expectations that residents do not loiter on neighboring properties or in front of nearby homes and businesses.
- Encourage and remind residents to be respectful when entering and leaving the property, including keeping voices down, using appropriate language, and not blocking sidewalks, driveways, or alleys.

Neighborhood Engagement and Concerns

- SHHC is committed to maintaining open communication with neighbors and operating as a responsible, community-integrated program.
- When a neighbor presents an issue or concern, staff provide a Neighborhood Grievance and Concern Form to document the issue. (Addendum AE)
- The Supervisor follows up and reports back to the Executive Director; follow-up occurs within 2 business days.

Neighborhood Contact:
Concerns can be directed to Executive Director Cathi Oreto, cathi@safehavenhopecenter.org. Urgent safety concerns will be addressed as quickly as possible, with police or crisis services involved as appropriate.

Crisis, Incidents, and Resident Removal (Addendum AF)

Crisis Policy

SHHC takes all crisis situations seriously and responds promptly and professionally.

Severe mental illness or suicidality

- Make sure the resident is calm and comfortable.
- Assess the situation and gather background information.

- Call Brown County Crisis at 920-436-8888 and follow instructions from the mental health professional.

Under the influence of drugs and/or alcohol

- Assess whether the situation is violent or non-violent.
- If violent, call 911.
- Based on staff observations, either:
  - Call police to transport the resident to the emergency room, or
  - Ask the resident to find alternative arrangements for the next 24 hours.

Threats to hurt self or others

- Remove other residents from the immediate area.
- Call 911 immediately for assistance.

Victims of violence or sexual assault

- Call 911 and follow the instructions of responding authorities.
- Refer to local domestic violence and sexual assault agencies when requested by the resident.

Incident and Injuries Policy

- Staff assess the scene for safety and evaluate the extent of injury.
- Seek medical assistance if needed.
- If able, have the injured person and witnesses complete incident reports. (Addendum R)
- Provide documentation to the Executive Director.

Removal of Residents

In case of serious incidents:

- Resident may be asked to leave the premises for 24 hours, following SHHC's Alternative Accommodations and Temporary Breaks Policy. (Addendum AG)
- SHHC staff will assist in finding alternate accommodations when possible/appropriate.
- Staff provide support items if shelter cannot be provided (e.g., hand warmers, food, blankets, other needed safety items).
- Re-admission is determined case-by-case, balancing resident needs and community safety.

Code of Ethics, Metrics, and Compliance Monitoring

Code of Ethics

SHHC and its Staff, Volunteers and Board of Directors abide by the Community Action Code of Ethics, (Addendum AE, AF) committing to:

- Serve the best interests of people experiencing poverty.
- Maintain professional competence, fairness, impartiality, and effectiveness.
- Respect and support the Board's role in policy-making and implement Board policies.
- Demonstrate leadership characterized by open communication, creativity, dedication, and compassion.
- Maintain personal integrity, avoid conflicts of interest, protect privileged information, and strive for professional excellence.

Program Metrics

To monitor effectiveness and risk, SHHC will track and periodically review key program metrics, including:

- Number of residents successfully exiting to permanent or more stable housing.
- Number of calls to police/EMS related to the facility, with the goal of minimizing emergency responses through early intervention and appropriate support.
- Number and type of neighborhood complaints and how they were resolved, to identify patterns and opportunities for improvement.

Compliance Monitoring and Reporting

- The Board of Directors reviews incident reports (Addendum R), neighborhood grievance and concern forms (Addendum AE), and police/crisis contacts (Addendum R) at least quarterly to identify trends and adjust operations.
- SHHC maintains open communication with City staff and is willing to provide updates or attend follow-up meetings as requested to ensure compliance with CUP conditions.
- SHHC understands that violations of policies, Municipal Code, or CUP conditions may lead to enforcement actions, including revocation of the CUP.

History of Operation

Safe Haven Hope Center has operated at 315 S Jefferson St under a Temporary Use Permit since April 3, 2026. During this period, SHHC has maintained compliance with City requirements, addressed concerns promptly and appropriately, and has had no major code violations. This experience demonstrates SHHC’s capacity to operate responsibly under a Conditional Use Permit.

Addendum Directory

Addendum A – Trauma-Informed Care Training and Practice

Addendum B – De-escalation and Crisis Response Training

Addendum C – Motivational Interviewing (MI)

Addendum D – Harm Reduction Strategies

Addendum E – Narcan (Naloxone) Administration

Addendum F – Resident Intake Process

Addendum G – Resident Intake Checklist

Addendum H – Release of Information (ROI)

Addendum I – Resident Support and Safety Plan

Addendum J – Basic Health Screening Form

Addendum K – Resident Rights, Responsibilities and Expectations

Addendum L – Resident Rights Statement

Addendum M – Peer Support Guidelines and Expectations

Addendum N – Medication Policy

Addendum O – Daily Medication Access Sheet

Addendum P – Weapons and Contraband Policy

Addendum Q – Crisis, Incidents, and Resident Removal Policy

Addendum R – Incident Report Form

Addendum S – Haven Mental Health Intake Form 1

Addendum T – Haven Mental Health Intake Form 2

Addendum U – Haven Mental Health Intake Form 3

Addendum V – Haven Mental Health Intake Form 4

Addendum W – Case Management Guidelines and Expectations

Addendum X – Leadership

Addendum Y – Volunteer Application

Addendum Z – Non-Disclosure and Confidentiality Agreement

Addendum AA – Resident Grievance Policy

Addendum AB – Medication Policy

Addendum AC – Daily Medication Access Sheet

Addendum AD – Approved Driver Information and Authorization Form

Addendum AE – Neighbor Grievance and Concern Form

Addendum AF – Crisis, Incidents and Resident Removal Policy

Addendum AG – Alternative Accommodations and Temporary Breaks Policy

Addendum AH – Staff and Volunteer Code of Ethics

Addendum AI – Board of Directors Community Code of Ethics

Addendum AJ – Resident Exit and Transition Plan

Addendum AK – Resident Transition Plan Form

Addendum AL – Belongings and Property: Storage, Disposal, and Retrieval Policy

Addendum AM – Therapeutic Engagement with Cats Policy

Addendum AN – Letters of Support

Addendum A – Trauma-Informed Care Training and Practice

Safe Haven Hope Center (SHHC) is explicitly designed as a trauma-informed environment. To ensure consistency between stated philosophy and daily practice, all staff and key volunteers receive initial and ongoing training in trauma-informed care.

Training Content and Frequency

Initial Training: All new staff complete trauma-informed care training within 60 days of hire.

Core Topics Covered:

- The prevalence and impact of trauma, including adverse childhood experiences (ACEs) and complex trauma.
- How trauma affects brain functioning, behavior, memory, and emotional regulation.
- The core principles of trauma-informed care: safety, trustworthiness, choice, collaboration, and empowerment.
- Recognizing trauma responses versus "non-compliance" or "behavior problems."
- Avoiding re-traumatization in routine interactions (e.g., tone of voice, body language, room searches, wake-ups, and rule enforcement).
- Strategies for building trust, predictability, and emotional safety with residents.
- Cultural humility and the impact of racism, discrimination, and oppression as sources of trauma.

Ongoing Training: At least three hours of trauma-informed refresher or advanced training per quarter, which may include case consultations, role-plays, or outside trainers.

Integration into Daily Operations Trauma-informed care is embedded in how SHHC operates:

Environment:

- A calm, homelike setting with clear posted expectations and schedules.
- Private and semi-private spaces available for difficult conversations when possible.

Communication:

- Staff use non-threatening, person-first, and strengths-based language.

- Residents are offered choices whenever safely possible (e.g., timing of conversations, preferred coping strategies).

Policies and Procedures:

- House rules are explained in a way that emphasizes safety and community well-being, not punishment.
- Room checks, searches, or safety interventions are done in the least intrusive manner and explained in advance when possible.
- Incident reviews consider possible trauma triggers and how future interactions can be improved.

Benefits to Residents and Neighborhood

- Residents experience a more stable, predictable environment, which reduces crises and behavioral escalations.
- Trauma-informed responses help prevent conflicts from spreading beyond the property.
- By reducing retraumatization and supporting emotional regulation, SHHC lowers the likelihood of disruptive behavior that might impact neighbors.

Addendum B – De-escalation and Crisis Response Training

To protect residents, staff, and the surrounding neighborhood, SHHC prioritizes nonviolent de-escalation and structured crisis response.

Training Content and Expectations

- **Initial Training:** All staff receive de-escalation and crisis response training as part of onboarding.
- **Core Topics Covered:**
  - Early warning signs of escalating distress (changes in tone, pacing, agitation, withdrawal).
  - Verbal de-escalation skills: calm tone, active listening, reflective statements, and validation of feelings.
  - Nonverbal skills: respectful distance, open body language, and awareness of exits and safety.
  - Techniques to reduce stimulation (quiet spaces, breaks, grounding tools).
  - Safety planning with residents in advance of crises (identifying triggers, coping skills, and preferred supports).
  - Role clarity: when to handle situations internally, when to call Brown County Crisis, and when to call 911.
  - Documentation of incidents and follow-up debriefs to improve responses over time.

On-Site Crisis Response Protocols

- Staff attempt verbal and environmental de-escalation first when safe to do so.
- If behavior remains non-violent and manageable, staff utilize safety planning, time away in a quiet area, and voluntary short breaks from the facility as appropriate.
- Staff immediately call 911 for weapons, credible threats of violence, serious medical emergencies, or active threats to self or others, as described in the main policy.
- Staff call Brown County Crisis (920-436-8888) for severe mental health crises, suicidality, or when specialized clinical guidance is needed.

Benefits to Residents and Neighborhood

- Most concerning situations are addressed early and on-site, decreasing the need for repeated police or EMS responses.
- When emergency services are required, staff provide clear information, cooperate fully, and follow up to prevent recurrence.
- Structured, trained responses reduce the likelihood that crises spill over into neighboring properties or public spaces.

Addendum C – Motivational Interviewing (MI)

SHHC uses motivational interviewing (MI) as a primary method for supporting behavior change without coercion.

Training in Motivational Interviewing

Initial Training: Direct-care staff receive introductory MI training within their first 6 months.

Core Topics Covered:

- MI spirit: partnership, acceptance, compassion, and evocation.
- Using open-ended questions, affirmations, reflective listening, and summaries.
- Exploring ambivalence about change rather than confronting or shaming.
- Supporting resident autonomy and self-determination.
- Setting collaborative, realistic goals related to housing, health, substance use, and daily living.

Ongoing Skill Development:

- Periodic skill-refreshers, supervision, and case reviews led by the Director of Mental Health.

How MI Is Used in the Program

Goal Setting: Residents identify their own priorities; staff help break these into manageable steps.

Substance Use and Harm Reduction: Staff explore residents' own reasons to reduce harm (health, relationships, housing stability) and support small, achievable changes.

Daily Responsibilities: MI is used to encourage participation in chores, appointments, and conflict resolution, rather than relying on threats of discharge.

Benefits to Residents and Neighborhood

- Residents are more likely to engage voluntarily in treatment, employment, and positive routines, improving long-term housing stability.
- By emphasizing internal motivation instead of confrontation, SHHC reduces conflict and disruptive behavior in and around the property.

Addendum D – Harm Reduction Strategies

SHHC is a low-barrier, harm-reduction oriented program. This means we focus on safety and reducing negative consequences of substance use, rather than requiring abstinence as a condition of housing.

Harm Reduction Training and Principles

Staff Training Includes:

- Understanding substance use and addiction as health conditions.
- Distinguishing between use, misuse, and dependence.
- Strategies to reduce overdose risk, infection, and injury.
- Nonjudgmental communication and avoiding stigmatizing language.
- Balancing individual resident needs with safety of the household and neighborhood.

Core Harm Reduction Principles:

- Housing and support are not contingent on immediate sobriety.
- Safety planning is prioritized: residents collaborate to identify safer use practices and emergency contacts.
- Any step toward reduced harm (less use, safer settings, treatment engagement) is recognized as progress.

Application in Daily Operations

On-Site Use Policy: Substances are not permitted to be used on site, as outlined in Residents Rights, Responsibilities, and Expectations. **(Addendum *******)**

When residents are using or return under the influence:

- Staff assess for immediate safety risks (overdose, violence, severe impairment).
- Non-violent, manageable situations are addressed with monitoring, safety planning, and, when needed, a short off-site break.
- Staff may coordinate with medical providers, treatment programs, or crisis services as appropriate.

Staff routinely discuss overdose prevention, safe storage of medications, and emergency responses with residents.

Benefits to Residents and Neighborhood

- By not automatically discharging residents solely for substance use, SHHC reduces cycling between street homelessness, jail, and emergency rooms.

- Harm reduction and close supervision reduce the likelihood of public intoxication, overdoses, or disruptive behavior in surrounding areas.
- Residents have better access to treatment options, improving health and stability over time.

Addendum E – Narcan (Naloxone) Administration

Given the high risk of opioid overdose among people experiencing homelessness and substance use disorders, SHHC maintains clear policies and training for Narcan (Naloxone) administration.

Staff Training and Competency

All direct-care staff are trained in:

- Recognizing signs of opioid overdose (unresponsiveness, abnormal breathing, pinpoint pupils, cyanosis).
- Proper storage, handling, and administration of Narcan (nasal spray and/or other approved forms).
- Immediate post-administration steps, including rescue breathing when trained and safe to perform.
- The importance of always calling 911 even after Narcan is given, due to risk of relapse of overdose symptoms.

- Training is updated at least annually, or sooner if formulations or best practices change.

Narcan Availability and Procedures

- Narcan is kept in clearly identified, secure but accessible locations on site, known to all staff.
- When an overdose is suspected:
  - Staff call 911 immediately.
  - Staff administer Narcan according to training.
  - Staff monitor breathing and responsiveness while awaiting EMS, and provide supportive care within the scope of their training.
  - The incident is documented and reviewed by leadership for quality improvement and follow-up with the resident and household.

Coordination with Community Partners

SHHC collaborates with local health agencies and harm reduction partners to:

- Maintain an adequate supply of Narcan.
- Stay current on overdose trends and best practices.
- Provide overdose prevention education to residents.

Benefits to Residents and Neighborhood

- Rapid on-site response to overdoses reduces the risk of death and severe medical complications.
- By intervening early and appropriately, SHHC decreases the likelihood of overdoses occurring in public or on neighboring properties.
- Post-incident follow-up includes connecting residents to treatment options and revising safety plans to further reduce risk.

Addendum F – Resident Intake Process

Purpose:
To ensure that all new residents are admitted in a safe, trauma-informed, and orderly manner, while maintaining program integrity, neighborhood safety, and compliance with SHHC policies and applicable laws.

Scope:
This process applies to all individuals seeking admission to Safe Haven Hope Center (SHHC).

Referral and Initial Contact

Referral Sources

- Community partners (hospitals, clinics, outreach teams, law enforcement, crisis services)
- Self-referrals (walk-ins or phone calls)

Initial Screening (Phone or In-Person)

- Verify the individual is 18 years or older.
- Confirm they currently lack safe and stable housing.
- Determine if they have been unable to access or maintain traditional shelter placement.
- Ask about:
  - Current mental health needs or diagnoses (if known)
  - Current substance use
  - Immediate safety or medical concerns
- Explain:
  - SHHC is a small, highly supervised, transitional living shelter.
  - The harm reduction, trauma-informed nature of the program.
  - Expectations around shared living, quiet hours, and curfew.

3. **Determine Appropriateness for Intake Appointment**
   - If the individual appears appropriate based on target population and eligibility criteria, schedule an intake appointment.
   - If not appropriate, provide referrals to other resources when possible.

Pre-Intake Safety and Eligibility Checks

Sex Offender Residency Compliance

- Prior to admission, staff conduct a sex offender registry check and review any related public court records.
- Any person with sexual charges filed, open or closed, is disqualified from:
  - Residing at SHHC
  - Working or volunteering at SHHC
- Document the results of the check in the intake file.

Basic Safety Screening

- Ask about recent or ongoing violent behavior.
- Ask about current weapons possession.
- Explain SHHC's zero-tolerance policy for weapons and that all bags are subject to search on arrival.

Decision to Proceed

- If eligibility and safety criteria are met, confirm the intake appointment time and what to bring (medications, ID if available, important documents, etc.).
- If criteria are not met, provide alternative referrals and document the outcome.

Arrival and Welcome to SHHC

Check-In at Entry

- Greet the individual and introduce staff by name and role.
- Provide a brief description of the space and what will happen during intake.

Search for Weapons and Contraband

- Inform the individual of SHHC's policy that all bags are subject to search.
- Conduct a respectful search of bags and belongings for weapons, firearms, ammunition, explosives, and other prohibited items.
- If a weapon is found:
  - Do not admit the individual into the program at that time.
  - Follow SHHC's Weapons and Contraband policy and involve police if needed.

Orientation to Environment

- Offer water and a brief place to sit and decompress.

- Explain that SHHC is a trauma-informed, harm-reduction program and that participation is voluntary.

Intake Documentation and Required Forms

All documentation should be explained in plain language, with time for questions.

Haven Mental Health / SHHC Intake Forms

- Complete all common intake forms used by Haven Mental Health.
- Gather information for the HMIS database (Clarity) as required.

Releases of Information (ROIs)

- Explain the purpose of ROIs and that they are voluntary and informed.
- Obtain signed ROIs only for agencies/providers that are helpful for coordination of care, with resident consent.

Emergency Contact Information

- Collect at least one emergency contact, if available.

Health and Safety Screenings

- Complete a TB risk assessment and basic health screening.
- Identify:
  - Current medications and medical conditions
  - Allergies (including to medications, foods, or animals)
  - Any assistive devices or mobility needs

Government-Issued ID and Documentation

- If the resident has ID, make a copy for the file.
- If they do not have ID, note this and explain that staff will assist in obtaining necessary documentation.

Resident Rights and Grievance Policy

- Review the Resident Rights Statement verbally.
- Provide a written copy and obtain the resident's signature acknowledging receipt.
- Review the Grievance Policy, including:
  - How to file a grievance
  - Who reviews grievances
  - Timeline for response (within 2 business days)
- File signed copies in the resident's file.

Program Orientation and House Rules

Program Overview

- Explain the nature of SHHC as a transitional living program with an expected stay of 12–24 months, subject to readiness and Executive Director discretion (and permit conditions).
- Clarify that SHHC is:
  - Not a drop-in center
  - Not a low-supervision environment
  - A small, residential-style household with shared spaces

Daily Structure

- Review:
  - Operating hours (24/7)
  - Expectation to be awake by 10:00 a.m. unless otherwise arranged
  - Curfew: in for the night by 11:00 p.m., unless otherwise approved
  - Outdoor quiet hours starting at 9:00 p.m.

House Rules and Expectations

- Review key rules, including:
  - No weapons on property; bags are subject to search.
  - No on-site substance use; substance use is addressed through harm reduction and safety planning, not automatic discharge.
  - Smoking/vaping allowed only in designated outdoor areas.
  - Shower at least once weekly; cleaning the bathroom after each use.
  - Medication storage procedures and check-in to the medication room (with exceptions for emergency medications like inhalers, nitro, etc.).
  - Respectful behavior toward all residents, staff, volunteers, and animals.
- Explain that staff may conduct room or property checks when there are safety concerns, using the least intrusive approach possible.

Visitors and Boundaries

- Explain:
  - Only pre-approved visitors allowed.
  - No visitation between 7:00 p.m. and 8:00 a.m.
  - Visitors must sign in/out, wear a visitor badge, and remain in common areas when staff and residents are present.
  - Visitors are not to eat house food or beverages.

Neighborhood and Good Neighbor Expectations

- Review expectations regarding:

- No loitering on neighboring properties.
- Keeping voices down and language appropriate when entering/leaving.
- Not blocking sidewalks, driveways, or alleys.

Acknowledgment of Rules

- Provide a written summary of rules and expectations.
- Have the resident sign an acknowledgment of understanding; place in file.

Individualized Support and Safety Planning

Initial Conversation and Goal-Setting

- A peer support specialist or staff member meets privately with the resident.
- Discuss:
  - Personal strengths and interests
  - Immediate needs (safety, medical, mental health, legal, identification, income, etc.)
  - Short-term and long-term goals (housing, employment, recovery, relationships)

Safety Plan

- Collaboratively develop a personal safety plan, including:
  - Triggers and early warning signs of crisis.
  - Preferred coping strategies and supports.
  - Who to contact in crisis (staff, providers, crisis line, supports).
  - Steps to take if they feel unsafe, suicidal, or at risk of harming others.

Harm Reduction Plan (If Applicable)

- For residents with active substance use:
  - Discuss safer use strategies and overdose prevention.
  - Offer information on Narcan and its availability on-site.
  - Discuss options for treatment, if the resident is interested.

Service Linkage and Referrals

- With resident consent, connect to:
  - Clinical mental health services (on-site or coordinated)
  - Substance use treatment, recovery coaching, or peer support
  - Primary care, dental, or specialty medical services
  - Benefits assistance and case management

Document the Plan

- Complete an Initial Individualized Support and Safety Plan.
- Provide a copy to the resident if they wish, and store the original in the resident's file.

Room Assignment and Orientation to the Home

Room Assignment

- Assign a bedroom based on availability and resident needs (e.g., mobility, gender identity, safety considerations).
- Provide:
  - Clean bedding and towels
  - Basic hygiene supplies (soap, shampoo, toothbrush, etc.)

Tour of the Facility

- Show:
  - Bedroom and bathroom locations
  - Kitchen, dining room, family room
  - Laundry facilities
  - Designated outdoor smoking area
  - First aid kit locations and where staff can be found 24/7

Medication Storage and Procedures

- Review how to check medications into the medication room.
- Clarify that staff do not administer medications, and residents are responsible for taking their own medications.

Animals and Therapeutic Engagement

- Introduce house animals (if appropriate and welcomed by the resident).
- Explain expectations around animal care and boundaries.

Documentation, Data Entry, and Follow-Up

File Completion

- Ensure all needed forms are signed and filed, including:
  - Intake forms
  - ROIs
  - Resident Rights and Grievance acknowledgment
  - Safety and support plan
  - Sex offender check documentation

HMIS/Clarity Entry

- Enter required data into the HMIS (Clarity) system in a timely manner.

Staff Communication and Handoffs

- Add key information and any immediate concerns to the shift log.
- Notify appropriate staff (peer support, mental health, housing support) of new admission and any urgent follow-up needs.

Initial Review Timeline

- Schedule a check-in within the first 72 hours to:
  - Review how the resident is settling in.
  - Re-visit any questions about rules or expectations.
  - Adjust the support or safety plan as needed.

Ongoing Review and Possible Denial or Termination of Admission

If New Safety Information Emerges During Intake

- Pause the intake and consult with:
  - Executive Director
  - Director of Mental Health
- Determine whether:
  - Admission may proceed with additional safety measures, or
  - Admission must be denied due to safety concerns.

Documentation of Denial

- If intake is denied, document:
  - Reason(s) for denial
  - Any referrals or resources provided

Resident Removal After Admission

- If serious incidents occur, follow SHHC Crisis, Incidents, and Resident Removal policies, including options for a 24-hour break and case-by-case re-admission assessment.

Addendum G – Resident Intake Checklist

Safe Haven Hope Center – Resident Intake Checklist (Staff Use)
Resident Name: _____ Date: _____ Staff: _____

Use initials in the boxes when each step is completed.

Referral & Initial Contact

[ ] __ Referral source noted (partner / self)
[ ] __ Age 18+ confirmed
[ ] __ Lacks safe, stable housing
[ ] __ Unable to access/maintain traditional shelter
[ ] __ Asked about MH, substance use, safety, medical
[ ] __ Explained SHHC (small, supervised, harm reduction, shared living, quiet hours, curfew)
[ ] __ Appropriate → Intake appt set (date/time: _____)
[ ] __ Not appropriate → Referrals given & documented

Pre-Intake Safety & Eligibility

[ ] __ Sex offender registry & court records checked
[ ] __ No sexual charges (open or closed)
[ ] __ Results documented in file
[ ] __ Asked about recent violence & weapons
[ ] __ Explained zero-tolerance for weapons & bag search
[ ] __ Criteria met → Intake confirmed, items to bring reviewed
[ ] __ Criteria not met → Referrals & outcome documented

Arrival & Welcome

[ ] __ Greeted; staff names/roles given
[ ] __ Intake steps briefly explained
[ ] __ Bag/belongings search completed
[ ] __ If weapon found → Not admitted; policy followed; police if needed
[ ] __ Offered water/place to sit
[ ] __ Explained trauma-informed, harm-reduction, voluntary

Forms & Basic Screening

[ ] __ Haven MH/SHHC intake forms completed
[ ] __ HMIS/Clarity data gathered
[ ] __ ROIs explained; signed only with consent
[ ] __ Emergency contact collected (if available)
[ ] __ TB risk & basic health screen completed
[ ] __ Meds, conditions, allergies, mobility needs documented
[ ] __ ID copied or lack noted; help with ID explained
[ ] __ Resident Rights reviewed; copy given; signed
[ ] __ Grievance Policy reviewed (how, who, 2-day response); signed; filed

Program Orientation & Rules

[ ] __ Explained 12–24 mo transitional program & supervision level
[ ] __ Clarified not a drop-in; small residential setting
[ ] __ Reviewed: 24/7 ops, up by 10 a.m., 11 p.m. curfew, 9 p.m. quiet hours
[ ] __ Reviewed key rules (no weapons; no on-site use; smoking area; hygiene; bathroom cleaning)
[ ] __ Med storage & exceptions (emergency meds) explained
[ ] __ Respect expectations (residents, staff, volunteers, animals)
[ ] __ Explained safety-based room/property checks (least intrusive)
[ ] __ Visitor rules reviewed (pre-approved; hours; sign-in; badge; common areas; no house food)
[ ] __ Neighborhood expectations reviewed (no loitering; noise; sidewalks/driveways clear)
[ ] __ Rules summary provided; acknowledgment signed & filed

Support & Safety Planning

[ ] __ Private meeting with resident (peer/staff)
[ ] __ Strengths & immediate needs discussed
[ ] __ Short- and long-term goals discussed
[ ] __ Safety plan completed (triggers, coping, contacts, steps)
[ ] __ Harm reduction plan completed if applicable (safer use, OD prevention, Narcan, treatment options)
[ ] __ Consented referrals made (MH, SUD, medical, benefits, case mgmt)
[ ] __ Initial Support & Safety Plan filed; copy offered to resident

Room & House Orientation

[ ] __ Room assigned (consider mobility, gender ID, safety)
[ ] __ Bedding, towels, hygiene supplies provided
[ ] __ Tour: bedroom/bath, kitchen/dining, family room, laundry, smoking area
[ ] __ First aid locations & where to find staff shown
[ ] __ Med check-in process reviewed; self-administration clarified
[ ] __ House animals introduced (if appropriate); expectations/boundaries explained

Documentation, Data Entry & Follow-Up

[ ] __ All required forms filed (intake, ROIs, rights/grievance, safety plan, SO check)
[ ] __ HMIS/Clarity entry completed
[ ] __ Key info/concerns added to shift log
[ ] __ Relevant staff notified (peer, MH, housing, other)
[ ] __ 72-hour check-in scheduled (date/time: _____)

If Safety Concerns Arise During Intake

[ ] __ Consulted ED and Director of MH
[ ] __ Decision documented (proceed with safeguards / deny)
[ ] __ If denied: reasons and referrals/resources documented

Staff Signature: _____ Date: _____

Addendum H – Release of Information (ROI)

Authorization for Release of Information (ROI)

This form allows Safe Haven Hope Center (SHHC) to share or receive specific information for the purpose of safety planning, care coordination, and support services. Completion of this form is voluntary. Services are not denied based solely on refusal to sign, although some services may be limited if information cannot be shared.

Resident Information

Resident Name: _____
Date of Birth: _____ / _____ / _____
Phone: _____
Today's Date: _____ / _____ / _____

Parties Authorized to Share Information

I authorize Safe Haven Hope Center (SHHC) to:

☐ Release information to the person/agency listed below
☐ Obtain information from the person/agency listed below
☐ Exchange information with the person/agency listed below (two-way)

Person/Agency Name: _____
Contact Person (if known): _____
Address: _____

Phone: _____

Email (if applicable): _____

Information to Be Released/Obtained

I authorize the release/receipt of the following information (check all that apply):

☐ Verification of identity and basic contact information
☐ Housing history and housing needs
☐ Service participation and attendance (e.g., case management, peer support)

☐ Mental health information (diagnosis, treatment recommendations, safety plans)
☐ Substance use history and treatment information
☐ Medical information relevant to safety and care coordination
☐ Medications (including dosages and purpose)
☐ Emergency contact information
☐ Crisis events and safety concerns
☐ Program progress, goals, and discharge/transition planning
☐ Other (describe): _____

I understand that information about mental health and substance use is especially sensitive and protected by law. By checking those boxes, I agree to include that information in this release.

Purpose of Disclosure

The purpose of this authorization is to (check all that apply):

☐ Coordinate housing and supportive services
☐ Coordinate mental health and/or substance use services
☐ Support crisis planning and safety planning
☐ Assist with accessing medical care or medications
☐ Plan for discharge/transition to other housing or programs
☐ Verify participation or status for another agency
☐ Other (describe): _____

Method of Disclosure

Information may be shared via:

☐ In-person discussion
☐ Phone call or voicemail (if permission granted below)
☐ Written documentation (paper or electronic)
☐ Secure email, when available

Voicemail / Message Permission
I give permission for SHHC and the above-named person/agency to leave limited information in a voicemail or message only about:

☐ Appointments and scheduling
☐ Call-back requests (no clinical details)

☐ Other (describe): _____
☐ I do not authorize voicemail/message sharing

Expiration and Revocation

This authorization will expire on (choose one):

☐ _____ / _____ / _____ (specific date, not more than 1 year from signature), or
☐ When I am discharged or exit from Safe Haven Hope Center, or
☐ Upon completion of the current episode of services, whichever comes first.

I understand that:

- I may revoke this authorization at any time by notifying SHHC staff in writing.
- Revocation will not apply to information that has already been released based on this authorization before SHHC receives my written revocation.
- I may refuse to sign this authorization. Refusal may limit certain kinds of coordination but will not, by itself, result in denial of SHHC services.

Redisclosure and Confidentiality

I understand that:

- SHHC maintains resident records in locked files and/or password-protected electronic systems, accessible only to authorized staff, and follows confidentiality standards in its policies.
- Once information is released to another person or agency, that information may be re-disclosed and may no longer be protected by SHHC's policies or by certain privacy laws, depending on the recipient.
- Some disclosures (for example, related to substance use treatment) may still be protected by federal and state law even after release.

I also understand that SHHC may release information without my consent when required or permitted by law, including but not limited to:

- Mandatory reporting of abuse or neglect
- Serious threats of harm to self or others
- Court orders or subpoenas
- Requirements related to public health and safety

Resident Acknowledgment and Signature

By signing below, I confirm that:

- I have read (or had read to me) and understand this Authorization for Release of Information.
- I have had the opportunity to ask questions.
- I authorize the use or disclosure of my information as described in this form.

Resident Name (print): _____

Resident Signature: _____

Date: _____ / _____ / _____

Witness / Staff Section

Staff/Witness Name (print): _____

Staff/Witness Signature: _____

Date: _____ / _____ / _____

Relationship to Resident / Role: _____

For SHHC Use Only

Date ROI received by SHHC: ____ / ____ / _____
Entered into resident record by (staff): _____
Revocation received on (if applicable): ____ / ____ / _____
Notes: _____

Addendum I – Resident Support and Safety Plan

This Support and Safety Plan is created together by you and Safe Haven Hope Center (SHHC) staff. It is meant to:

- Support your goals and stability
- Identify your strengths and needs
- Plan for safety around mental health, substance use, and crisis situations
- Clarify how staff can best help you

This plan can be updated at any time based on your needs and preferences.

Resident Information

Resident Name:
_____

Preferred Name / Pronouns:
_____

Date of Birth: _____
Date Plan Created: _____
Staff Completing Plan With Resident:
_____

Emergency Contact #1 (Primary):
Name: _____
Relationship: _____
Phone: _____

Emergency Contact #2 (Optional):
Name: _____
Relationship: _____
Phone: _____

Emergency Contact #3 (Optional):
Name: _____
Relationship: _____
Phone: _____

Medical Provider / Clinic (if any): _____
Mental Health Provider (if any): _____

Strengths and Personal Resources

Resident Strengths

(Examples: problem-solving, creativity, sense of humor, persistence, faith, ability to ask for help, etc.)

-
-
-

Important People and Supports

(Who helps you feel safe, calm, or supported? Friends, family, peer supports, professionals, faith community, etc.)

- Name/Role: _____
  Phone/Contact: _____
- Name/Role: _____
  Phone/Contact: _____
- Name/Role: _____
  Phone/Contact: _____

Community and Cultural Supports

(Spiritual practices, cultural traditions, groups, or activities that are important to you.)

Goals During Your Stay

Housing and Stability Goals

What do you hope to work on while staying at SHHC? (Check all that apply and add details.)

☐ Permanent housing
☐ Employment or job training
☐ Education or GED
☐ Financial stability / benefits
☐ Mental health support
☐ Substance use support / harm reduction
☐ Physical health care
☐ Rebuilding relationships / support system
☐ Legal issues
☐ Other: _____

Top 3 Goals (in your own words):

1.

2.

3.

First small steps we will take together in the next 30 days:

Daily Routines and Preferences

Daily Schedule and Routines

What does a "good day" look like for you here?

Morning preferences (wake-up, medications, appointments, etc.):

Evening preferences (winding down, quiet time, bedtime routine):

Triggers and Stressors
(Things that tend to upset you, increase stress, or make it harder to feel safe.)

People, situations, or places that are hard for you:

Words, tones, or behaviors from others that are triggering:

Coping Skills and Comfort Measures
(What helps you calm down, feel safe, or stay grounded?)

Things you do on your own that help:

Ways staff can help when you are stressed (check all that you are comfortable with):

☐ Give me space / quiet time
☐ Offer to talk one-on-one
☐ Help me find a quiet room or area
☐ Offer grounding tools (breathing, sensory items, etc.)
☐ Remind me of my goals and strengths
☐ Help me call a support person
☐ Other (describe): _____

Substance Use and Harm Reduction Plan (If Applicable)

SHHC uses a harm-reduction approach. Our goal is safety, not punishment. No substance use is allowed on site, and we will work with you to reduce risks.

Current Substance Use (optional and voluntary to share)

Substances used (if you wish to share):

Frequency / pattern (if you wish to share):

Your Goals Around Use
(Check all that apply and add details.)

☐ Stay safer while using
☐ Cut back
☐ Stop using one substance
☐ Stop using all substances
☐ I'm not ready to set a goal yet
☐ Other: _____

Details (in your own words):

Safety and Overdose Prevention

Signs that I or others should watch for that I may be in danger:

What I want staff to do if I appear intoxicated or over-sedated:

People I am okay with staff calling if there is concern about my use

24-Hour Break / Alternative Arrangements (if use becomes unsafe)

If my use becomes unsafe to manage on site, I understand that:

- Staff may ask me to take a 24-hour break off-site for safety.
- Staff will try to help me find alternative arrangements when possible (e.g., another program, safe friend or family, crisis center, etc.).

Resident initials: _____
Staff initials: _____

Mental Health and Crisis Safety Plan

Warning Signs

(How can you and staff tell that you might be heading into a crisis? Thoughts, feelings, body sensations, behaviors.)

I might be in crisis when I start to:

What Helps Before Things Get Worse

Things I can do on my own to help myself:

Things staff can do that are helpful (you choose):

☐ Listen without judgment
☐ Help me go to a quieter space
☐ Offer grounding or calming techniques
☐ Help me call a trusted person
☐ Help me reach my therapist/case manager
☐ Help me contact Brown County Crisis
☐ Other: _____

Suicidal Thoughts or Self-Harm

If I start having thoughts of hurting myself, I want staff to:

☐ Sit and talk with me
☐ Help me use my coping skills
☐ Help me call a support person
☐ Help me call Brown County Crisis
☐ Call Brown County Crisis for me if I cannot or will not
☐ Call 911 if there is immediate danger
☐ Other: _____

Resident initials: _____
Staff initials: _____

Thoughts of Hurting Others / Violence

If I feel like I might hurt someone else, I understand that staff must prioritize safety for everyone.

I understand that staff may:

- Remove other residents from the area
- Call 911 immediately if there is a threat of violence
- Work with police and crisis services to respond to the situation

Resident initials (acknowledging understanding): _____

Medical, Medication, and Safety Preferences

Medical Conditions (optional)

Medical conditions staff should be aware of for safety (only what you are comfortable sharing):

Allergies (medication, food, environmental):

Medications

I take the following prescribed medications (optional):

I prefer staff support with:

☐ Safe storage of my medications
☐ Reminders to access my stored medications
☐ Help scheduling appointments with my prescriber
☐ I do not want staff involved beyond required safety policies

Resident initials: _____

Emergency Response Preferences

In a medical or mental health emergency, I understand that staff will:

- Call 911 for life-threatening situations (including serious injury, chest pain, unresponsiveness, weapons, or active violence).
- Call Brown County Crisis (920-436-8888) for severe mental health crises or suicidality.

I have been informed of this policy and understand it:
Resident initials: _____
Staff initials: _____

House Rules, Breaks, and Re-Admission

I understand that:

- SHHC has quiet hours starting at 9:00 p.m. and expects residents to be inside by 11:00 p.m. unless I have discussed a plan with staff.
- There is no substance use on site, and no weapons are allowed on the property.
- Staff may conduct room or property checks when there are safety concerns, using the least intrusive methods possible.
- In case of serious incidents, I may be asked to leave the premises for 24 hours, and staff will try to assist me in finding alternative arrangements when possible.
- Re-admission after serious incidents is decided case-by-case, balancing my needs with the safety of other residents, staff, and the neighborhood.

Resident initials (acknowledging understanding): _____
Staff initials: _____

Plan Review and Updates

This plan is a living document. It can be updated whenever your needs, preferences, or goals change.

Planned Review Date: _____
(To be reviewed at least every 6 months.)

Signatures

By signing below, we agree that:

- This Support and Safety Plan was developed collaboratively between the resident and staff.
- The resident's strengths, goals, and preferences were considered and recorded as accurately as possible.
- The resident understands that they can request changes to this plan at any time.

Resident Name (print):

_____

Resident Signature:

_____

Date: _____

Staff Name (print):

_____

Staff Role/Title:

_____

Staff Signature:

_____

Date: _____

For Internal Use (Optional)

Plan reviewed/updated on: _____ By (staff): _____

Summary of changes: _____

Addendum J – Basic Health Screening Form

This form is completed at intake to support resident safety and appropriate care. Information is confidential and used only for safety planning and coordination of services, in accordance with SHHC policies.

Resident Information

- Name: _____
- Date of Birth: _____ / _____ / _____
- Date of Screening: _____ / _____ / _____
- Completed by (staff): _____

Tuberculosis (TB) Risk Assessment

History of TB

Have you ever been told you had tuberculosis (TB) or a positive TB test (skin or blood test)?

☐ Yes ☐ No ☐ Unsure

If yes, when and where?

_____

Did you receive treatment for TB? ☐ Yes ☐ No ☐ Unsure

TB Symptoms (currently or within the last 3 months)

Check any symptoms you are experiencing:

☐ Cough lasting more than 3 weeks
☐ Coughing up blood
☐ Unexplained weight loss
☐ Night sweats
☐ Fever or chills that keep coming back
☐ Unusual tiredness or weakness
☐ None of the above

TB Exposure Risk

In the past year, have you:

Lived with or spent a lot of time with someone diagnosed with active TB?

☐ Yes ☐ No ☐ Unsure

Lived in a shelter, jail/prison, long-term care facility, or other group setting?

☐ Yes ☐ No ☐ Unsure

Traveled or lived for more than 1 month in a country where TB is common?

☐ Yes ☐ No ☐ Unsure

Staff Use Only:

- *Overall TB Risk: ☐ Low ☐ Moderate ☐ High*
- *Action Taken (if any): ☐ Referred for TB testing ☐ Other:*

Current Medications

Please list all prescription medications, over-the-counter medicines, vitamins, and supplements you are currently taking.

Do you currently take any medications?

☐ Yes ☐ No ☐ Unsure

If yes, please list below (attach additional page if needed):

Medication Name	Dose (if known)	How Often	Reason (if known)	Kept with Resident or Stored in Med Room
				☐ Resident ☐ Med Room
				☐ Resident ☐ Med Room
				☐ Resident ☐ Med Room
				☐ Resident ☐ Med Room

Emergency / Rescue Medications (e.g., inhaler, nitroglycerin, EpiPen):

Staff Notes (e.g., medication storage preferences, concerns, follow-up needed):

Allergies and Sensitivities

Medication Allergies

Do you have any medication allergies?

☐ Yes ☐ No ☐ Unsure

If yes, list medication(s) and reaction(s):

Food Allergies

Do you have any food allergies?

☐ Yes ☐ No ☐ Unsure

If yes, list foods and reaction(s):

Other Allergies/Sensitivities (e.g., latex, bee stings, animals, fragrances, cleaning products)

☐ None ☐ Yes – describe:

EpiPen or Emergency Allergy Medication

Do you carry an EpiPen or similar emergency allergy medication?

☐ Yes ☐ No ☐ Unsure

If yes, where is it usually kept? _____

Staff Notes (dietary needs, environmental accommodations, emergency plan):

Assistive and Mobility Devices

Do you use any assistive or mobility devices? (check all that apply)

☐ None
☐ Cane
☐ Walker
☐ Manual wheelchair
☐ Power wheelchair or scooter
☐ Crutches
☐ Braces or orthotics
☐ Hearing aids
☐ Glasses or contacts
☐ Communication device (e.g., tablet, speech device)
☐ Other (describe): _____

Do you need help using or maintaining any of these devices?

☐ No
☐ Yes – describe what kind of help you need:

Are there any mobility-related safety concerns staff should know about?
(e.g., high fall risk, difficulty with stairs, balance problems)
☐ No
☐ Yes – describe:

Staff Use Only:

Fall risk: ☐ Low ☐ Moderate ☐ High
Room/bed assignment considerations: _____
Accessibility or accommodation needs: _____

Additional Health or Safety Information

Is there anything else about your physical or mental health that you would like staff to know to help keep you safe and supported?

Signatures

I understand that this information is used for my safety and for planning my care and accommodations at Safe Haven Hope Center.

Resident Signature: _____
Date: _____ / _____ / _____
Staff Signature: _____
Date: _____ / _____ / _____

Addendum K – Resident Rights, Responsibilities and Expectations

Safe Haven Hope Center (SHHC) is a small, highly supervised, trauma-informed, harm-reduction transitional living shelter for up to 20 adults. This document explains what you can expect from us, and what we expect from you, while you live here.

Our Commitments to You

At Safe Haven Hope Center, you have the right to:

- **Be treated with dignity, respect, and compassion** at all times by staff, volunteers, visitors, and other residents.
- **Live in a safe, stable, and supportive environment** with staff on site 24 hours a day, 7 days a week.
- **Have your basic needs met**, including:
  - A safe place to sleep
  - Access to showers, laundry, and hygiene supplies
  - Access to food and drinking water
  - Basic clothing items, as available
- **Receive trauma-informed, harm-reduction–based support**, including:
  - Peer support and case management
  - Access or referrals to mental health and substance use services
  - Individualized planning based on your strengths and goals
- **Participate voluntarily in services.** You choose which services and supports you engage in, and your choices will be respected except when there is a safety concern.
- **Have your privacy respected** in personal conversations and records, except where the law requires otherwise (such as serious safety risks or abuse reporting).
- **Live in a discrimination-free environment.** SHHC does not discriminate in admission, services, or employment on the basis of:
  - Race
  - Color
  - National origin
  - Age
  - Sex
  - Religion
  - Disability

- **Request reasonable accommodations** for disabilities, including accommodations related to mental health, physical health, or service/support animals, consistent with ADA and Fair Housing requirements.
- **Have your concerns and grievances heard and addressed** in a timely and respectful way.

Safety, Security, and House Rules

We are committed to providing a safe and peaceful environment for everyone. To live at SHHC, you agree to the following rules and expectations:

Weapons, Violence, and Safety

- Weapons are strictly prohibited. No firearms, ammunition, explosives, knives intended as weapons, or any item considered a weapon by law are allowed on SHHC property.
- All bags may be searched when entering the building to ensure safety.
- If you are found with a weapon:
  - You will be asked to leave the property immediately.
  - Police may be called if you refuse to leave or if there is an immediate safety concern.
- SHHC staff have the authority to restrict or terminate your access to the facility when there is a credible safety risk to you, other residents, staff, or neighbors.

Substances and Harm Reduction

- Substances are not allowed to be used on site.
- SHHC follows a harm reduction model. This means:
  - Substance use is addressed through safety planning, support, and connection to services.
  - Discharge is not automatic for substance use, but continued stay depends on safety and behavior.
- Guests who attempt to bring alcohol, drugs, or drug paraphernalia into the building will have those items confiscated and may lose visitor privileges.

Medications

- You are responsible for taking your own medications. Staff do not administer medications.
- Medications must be checked into the medication room (except emergency medications such as rescue inhalers, nitroglycerin, etc.).
- Medications may be stored securely upon request; you will have access to your medications as needed.
- Staff do not distribute over-the-counter medications (such as aspirin or antacids).

Quiet Hours and Curfew

- SHHC operates 24/7, with staff always on site.
- Outdoor quiet hours begin at 9:00 p.m. Please keep voices and noise low outside to respect neighbors.
- Residents are expected to be in for the night by 11:00 p.m., unless other arrangements have been discussed with staff.

Smoking and Vaping

- Smoking and vaping are not allowed indoors.
- Smoking and vaping are permitted only in designated outdoor areas.
- Please use provided receptacles and dispose of cigarette butts and vaping materials properly.

Hygiene and Cleanliness

- You are required to shower at least once per week. Soap, shampoo, and towels are provided.
- Each person is expected to clean the bathroom after use and participate in assigned chores.
- You are expected to help maintain clean and sanitary common areas and your personal space.

Daily Living and Participation

Daily Schedule

- SHHC is open 24/7, with staff on site at all times.
- Residents are expected to:
  - Be awake by 10:00 a.m., unless a different plan has been discussed with staff.
  - Be in for the night by 11:00 p.m., unless otherwise discussed with staff.

Case Management and Support

- You are encouraged to:
  - Meet regularly with peer support, case management, or clinical staff.
  - Work on individualized goals such as housing, health, employment, education, or recovery.
- Participation is voluntary, but engagement in planning and communication with staff is expected to support your stability and safety.

Room Checks and Safety Checks

- Staff may conduct room or property checks when there are safety concerns, using the least intrusive approach possible.
- These checks are done to protect the safety of residents, staff, and the community.

Visitors, Neighborhood, and Community Expectations

Visitors

- Only pre-approved visitors are allowed.
- All visitors must:
  - Sign in and out.
  - Wear a visible “Visitor” badge.
  - Follow all SHHC rules and staff directions.
- Visiting hours:
  - No visits between 7:00 p.m. and 8:00 a.m.
  - Visits are generally limited to 1 hour, unless staff approve an extension.
- Visitors are allowed only in common areas (living room, gathering room, kitchen, backyard) and only when staff and residents are present.
- Children must be supervised at all times by the resident or their adult visitor.
- Visitors are not allowed to eat house food or drink house beverages.

- All packages brought by visitors are subject to search.

Good Neighbor Expectations

As a resident of SHHC, you are part of the surrounding neighborhood. You are expected to:

- Not loiter on neighboring properties or in front of nearby homes or businesses.
- Be respectful when entering or leaving the property, including:
  - Keeping voices down
  - Using appropriate language
  - Not blocking sidewalks, driveways, or alleys
- Help maintain the exterior of the property by properly disposing of trash and following staff direction during exterior walk-throughs.

Privacy, Confidentiality, and Information

You have the right to:

- Confidentiality of your records and personal information.
- Have your records stored in locked files and/or secure electronic systems accessible only to authorized staff.
- Have your information shared only with your informed written consent, except when required by law (such as mandatory reporting, court orders, or serious and immediate safety risks).

You are expected to:

- Respect the privacy and confidentiality of other residents.
  - Do not share others' personal information or stories outside the program.
  - Do not take photos, videos, or recordings of other residents or staff without their permission and staff approval.

Non-Discrimination and Equal Access

SHHC does not exclude, deny benefits, or discriminate against any person based on:

- Race
- Color
- National origin
- Age
- Sex
- Religion
- Disability

This includes:

- Admission to programs or services
- Participation in or receipt of services and benefits
- Employment decisions

SHHC complies with:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Related federal regulations (45 CFR Parts 80, 84, and 91)

If you believe you have experienced discrimination, you have the right to file a grievance.

Grievances, Concerns, and Feedback

You have the right to:

- Raise concerns or complaints without retaliation.
- Be heard respectfully when you express concerns about staff, other residents, services, or safety.
- Receive a timely response to your grievance.

Grievance process:

1. You will receive a copy of the grievance policy at intake.
2. You may submit your grievance verbally or in writing to staff.
3. Grievances will be addressed by the Executive Director or Director of Mental Health within 2 business days whenever possible.
4. You will be informed of the outcome and any actions taken.

You are expected to:

- Use the grievance process respectfully.
- Work with staff to resolve issues constructively and safely.

Health, Medical Care, and Emergencies

Health and Medical Care

- SHHC staff will help connect you to community clinics and providers for:
  - Physical health care
  - Mental health services
  - Alcohol and other drug abuse (AODA) counseling
- First aid kits are available on each floor, and staff are trained in First Aid, CPR, and Narcan (Naloxone) administration.

You are expected to:

- Inform staff if you or someone else is experiencing a medical or mental health emergency.
- Follow staff instructions during emergencies or drills.

Emergencies and Crisis Response

Staff will:

- Call 911 immediately for:
  - Weapons or credible threats involving weapons
  - Physical violence or threats to others
  - Serious medical emergencies or life-threatening situations
- Call Brown County Crisis (920-436-8888) for:
  - Severe mental illness or suicidality
  - Situations requiring clinical mental health guidance
- Use de-escalation, harm reduction, and safety planning when behavior is non-violent and manageable on site.

You are expected to:

- Follow safety instructions in crisis situations.

- Avoid any behavior that threatens your own safety or the safety of others.

Length of Stay and Program Participation

- The typical expected length of stay is 12 to 24 months, depending on your goals, progress, and safety.
- Your continued stay is based on:
  - Ongoing safety and ability to live in a community setting
  - Engagement with staff in planning and communication
  - Compliance with core safety and house rules

If serious incidents occur, you may be:

- Asked to take a 24-hour break off site while staff help explore alternative arrangements when possible.
- Provided with safety items such as hand warmers, food, or blankets if shelter cannot be provided.
- Considered for re-admission on a case-by-case basis, balancing your needs with community safety.

Your Agreement

By residing at Safe Haven Hope Center, you:

- Acknowledge that you have received, read, or had this Resident Rights, Responsibilities, and Expectations document explained to you.
- Understand your rights to safety, dignity, privacy, and non-discrimination.
- Understand your responsibilities to follow house rules, respect others, and participate in maintaining a safe and healthy environment.
- Know how to raise questions or concerns and how to file a grievance.

Urgent safety concerns will be addressed as quickly as possible, with police or crisis services involved when appropriate.

You will be asked to sign a separate Resident Rights Statement acknowledging that you understand these rights and responsibilities, and you will receive a copy for your records.

Addendum L – Resident Rights Statement

This Resident Rights Statement explains your basic rights while you are living at Safe Haven Hope Center (SHHC). Please read it carefully. A staff member can read or explain it to you if needed.

By signing this form, you are saying that you understand these rights and know how to ask questions or file a grievance.

Your Rights as a Resident

As a resident of Safe Haven Hope Center, you have the right to:

Dignity, Respect, and Compassion

Be treated with dignity, respect, and compassion by all staff, volunteers, visitors, and residents.

Safety and Stability

Live in a safe, stable, and supervised environment with staff on site 24 hours a day, 7 days a week.

Basic Needs

Have your basic needs met, including:

- A safe place to sleep
- Access to food and drinking water
- Access to showers, laundry, and hygiene supplies
- Access to clothing as available

Trauma-Informed, Harm-Reduction Support

Receive care and support that recognize your history and needs, including:

- Peer support and case management
- Access or referrals to mental health and substance use services
- Individualized planning based on your strengths and goals

Voluntary Participation in Services

Choose which services and supports you engage in, except when safety concerns require staff intervention.

Privacy and Confidentiality

- Have your personal information and records kept in locked or password-protected systems, accessible only to authorized staff.
- Have your information shared outside SHHC only with your informed written consent, except when required by law (for example, mandatory reporting, court orders, or serious and immediate safety risks).

Freedom From Discrimination

Be free from discrimination in admission or services decisions based on:

- Race
- Color
- National origin
- Age
- Sex
- Religion
- Disability

Reasonable Accommodations

Request reasonable accommodations for disabilities, including mental health, physical health, or service/support animals, consistent with the Americans with Disabilities Act (ADA) and Fair Housing requirements.

Humane and Respectful Treatment

Be free from abuse, neglect, exploitation, and humiliation. This includes:

- Freedom from physical, sexual, verbal, or emotional abuse
- Freedom from unnecessary restraints or isolation

Grievances and Complaints

- Voice concerns, complaints, or grievances without fear of retaliation.
- Have your grievance reviewed by the Executive Director or Director of Mental Health, with a response within 2 business days whenever possible.

Information About Rules and Expectations

Receive clear information about:

- House rules and expectations
- Visitor rules
- Quiet hours and curfew
- Safety and emergency procedures

Participation in Planning

Take part in planning your services and supports, and ask questions about your options, risks, and benefits.

Acknowledgment of Understanding

Please review each statement and initial each line after it has been explained to you:

_____ I understand that I have the right to be treated with dignity, respect, and compassion at all times.
_____ I understand that I have the right to a safe and supervised environment with my basic needs met.
_____ I understand that my participation in services is voluntary, except when safety is at risk.
_____ I understand that my personal information is kept confidential and only shared as allowed by law or with my written consent.
_____ I understand that I have the right to be free from discrimination, abuse, and neglect.
_____ I understand that I can request reasonable accommodations for disabilities, including service/support animals.
_____ I understand that I can file a grievance and that it will be addressed within 2 business days whenever possible.
_____ I have been told how to contact staff if I have questions or concerns about my rights.

Questions and Grievances

If you have questions about your rights or want to file a grievance, you may contact:

- Executive Director: Cathi Oreto
  Phone: 920-471-7880
  Email: cathi@safehavenhopecenter.org
- Director of Mental Health: (Name/Contact)
  _____

You may also speak with any staff member, who will help you start the grievance process.

Signatures

By signing below, you are confirming:

- You have received this Resident Rights Statement.
- It has been read or explained to you in a way you understand.
- You know how to ask questions or file a grievance if you feel your rights are not being respected.

Resident Name (print):

_____

Resident Signature:

_____

Date: _____

Staff Acknowledgment

I have reviewed the Resident Rights Statement with this resident and have answered questions to the best of my ability.

Staff Name (print):

_____

Staff Position/Title:

_____

Staff Signature:

_____

Date: _____

Addendum M – Peer Support Guidelines and Expectations

Safe Haven Hope Center (SHHC) is a peer-based, low-barrier, trauma-informed, harm-reduction transitional living shelter. Peer support is a key part of how we create safety, healing, and community.

These guidelines explain what peer support is, how we practice it at SHHC, and the expectations for residents, peer workers, and volunteers.

What Is Peer Support at SHHC?

At SHHC, peer support means people with lived experience of challenges such as homelessness, mental health issues, trauma, or substance use:

- Supporting each other through mutual respect and shared understanding
- Offering hope, encouragement, and practical help
- Building connection instead of judgment or punishment

Peer support does not replace professional services. It works alongside clinical care, case management, and other supports.

Core Values of Peer Support

All peer support at SHHC is guided by these values:

Dignity and Respect
Every person deserves to be treated with dignity, regardless of their current situation or past.

Trauma-Informed Care
We assume people may have trauma histories. We avoid shaming, blaming, or pressuring and instead focus on safety, choice, and empowerment.

Harm Reduction
We focus on reducing harm and increasing safety rather than demanding abstinence. We respect that change happens at different paces.

Mutuality and Shared Power
Peer relationships are not about one person being "above" another. We share power, listen, and learn from each other.

Choice and Self-Determination
Each person has the right to make their own decisions about their life, goals, and recovery path.

Hope and Strengths Focus
We focus on strengths, skills, and small steps forward—not just problems or symptoms.

Cultural Humility and Inclusion
We honor differences in race, culture, language, gender identity, sexual orientation, age, religion, and ability.

Who Are Peer Supports at SHHC?

At SHHC, peer support may be provided by:

- Residents offering mutual support to one another
- Designated peer staff (e.g., Peer Support trainees, Recovery Coaches)
- Volunteers with lived experience, under staff supervision

All peer workers are:

- Screened and approved by leadership
- Trained in trauma-informed care, harm reduction, boundaries, and confidentiality limits
- Supervised by The Executive Director and/or the Director of Mental Health

What Peer Support Looks Like in Practice

Examples of healthy peer support at SHHC include:

- Listening without judgment when someone is having a hard day
- Sharing your own experiences in a way that is respectful and not overwhelming
- Encouraging someone to use coping skills or reach out for help
- Accompanying a resident to a group, appointment, or meeting (when appropriate and approved)
- Helping someone understand house rules or navigate shelter routines
- Supporting another resident to attend groups, work on goals, or stay connected to care

Peer support does not include:

- Acting as a therapist or clinician
- Promising to keep secrets that involve safety concerns

- Providing medical, legal, or financial advice beyond sharing your own experience and referring to staff
- Taking on more responsibility for someone's safety than you can handle

Boundaries and Safety in Peer Support

Healthy boundaries keep everyone safer. At SHHC, peer support must follow these expectations:

Personal and Professional Boundaries

- Do not enter into romantic or sexual relationships between peer workers (staff/volunteers) and residents.
- Avoid giving or receiving large gifts, loans, or money from residents.
- Avoid sharing your own detailed trauma, self-harm, or substance use stories in ways that may be triggering or unsafe for others.
- Do not pressure anyone to share more than they want to.
- Keep your role realistic—remember you are a peer, not a savior or a professional clinician.

Confidentiality and Its Limits

- Respect others' privacy. Do not share another resident's story, name, or personal information without their permission.
- Do not talk about other residents in public areas, on social media, or outside the program.
- Understand that:
  - If someone talks about hurting themselves, hurting others, abuse, or weapons, this must be shared with staff for everyone's safety.
  - Staff have legal and ethical duties to act on serious safety concerns.

If you are unsure whether you should share something with staff, ask staff for guidance.

When to Involve Staff

Peer support is not responsible for handling crises alone. You must involve staff when:

- There is talk or threat of suicide or self-harm
- There is talk or threat of harming others
- There is violence, weapons, or credible threats

- Someone appears to be severely intoxicated, over-sedated, or medically unstable
- A resident discloses current abuse or sexual assault
- You feel overwhelmed, uncomfortable, or unsure how to respond

Staff will:

- Use de-escalation and crisis response skills
- Call 911 for emergencies and/or Brown County Crisis (920-436-8888) as needed
- Document incidents and follow established safety procedures

Expectations for Residents Providing Peer Support

Residents are encouraged—but not required—to support one another. If you choose to offer peer support:

You are expected to:

- Treat other residents with dignity and respect
- Listen more than you speak; avoid giving commands or ultimatums
- Respect others' privacy and personal space
- Encourage healthy coping skills and safe choices
- Encourage others to talk with staff when they need more help
- Follow all house rules while offering support (including rules about substances, weapons, visitors, and quiet hours)

You must not:

- Promise to keep dangerous behavior secret
- Give medical or medication advice
- Share or trade prescription medications
- Encourage substance use or unsafe behavior
- Pressure anyone to attend religious, political, or other activities against their will

If peer conflicts arise, residents are encouraged to:

- Seek staff help early
- Use respectful language and avoid threats or intimidation

Expectations for Peer Staff and Volunteers

Peer staff and volunteers have additional responsibilities. In addition to all resident expectations, peer workers must:

- Complete required training (peer support, trauma-informed care, harm reduction, de-escalation, boundaries, confidentiality, crisis response)
- Follow SHHC policies, procedures, and the Code of Ethics
- Participate in regular supervision and debriefing with Executive Director or Director of Mental Health
- Document interactions or groups as required by SHHC policy
- Maintain a professional and supportive presence while on duty

Peer staff/volunteers must:

- Report concerns, incidents, and safety issues promptly to supervisory staff
- Avoid one-on-one closed-door meetings in bedrooms
- Maintain appropriate boundaries during and outside of shifts

Peer staff/volunteers must not:

- Use substances while on duty, or report to duty under the influence
- Engage in sexual or romantic relationships with residents
- Use their role to gain favors, money, or personal benefit from residents
- Ignore or hide safety concerns to "protect" someone

Peer Support in Groups and Activities

Peer support at SHHC may include groups and activities such as:

- Support circles or check-in groups
- Life skills workshops (budgeting, cooking, job readiness, etc.)
- Recovery- or wellness-focused groups
- Community-building and recreational activities

Expectations during groups:

- Respect confidentiality: "What is shared here, stays here," except for safety concerns.
- Allow everyone a chance to speak; avoid dominating the conversation.
- No shaming, name-calling, or put-downs.
- No substance use, weapons, or threatening behavior.
- Follow staff or facilitator instructions for safety and time limits.

Alignment With SHHC Policies

Peer support at SHHC is part of a larger safety and care system. Peer guidelines work together with:

- House rules and quiet hours
- Harm reduction policies (no on-site use, safety-focused responses)
- Weapons and contraband policies
- Crisis, incident, and removal policies
- Non-discrimination, confidentiality, and grievance policies

Peer support does not override any SHHC policy, city ordinance, or law.

Concerns, Grievances, and Feedback About Peer Support

If you have a concern about how peer support is being provided—by a resident, peer staff, or volunteer—you can:

- Talk to any staff member on duty
- Ask for a Grievance Form and follow the grievance process
- Request to speak with:
  - Executive Director: Cathi Oreto
    Phone: 920-471-7880
    Email: cathi@safehavenhopecenter.org
  - Director of Mental Health: Elizabeth Feldhausen, LPC

Grievances related to peer support will be reviewed and addressed within 2 business days whenever possible, and appropriate actions will be taken.

Peer Support Acknowledgment

For Residents:

I understand that peer support at Safe Haven Hope Center is:

- Voluntary for me to participate in
- Based on mutual respect, safety, and boundaries
- Not a replacement for professional or clinical care

I agree to:

- Treat others with respect
- Maintain confidentiality except for safety concerns
- Seek staff help when someone may be in danger

Resident Name (print): _____
Resident Signature: _____
Date: _____

For Peer Staff/Volunteers:

I have received and understand the Peer Support Guidelines and Expectations for Safe Haven Hope Center. I agree to:

- Follow SHHC policies, procedures, and Code of Ethics
- Maintain healthy boundaries and confidentiality within legal and safety limits
- Seek supervision and support when I am unsure how to help or when I feel overwhelmed
- Report safety concerns promptly to supervisory staff

Peer Staff/Volunteer Name (print): _____
Role/Title: _____
Signature:
_____
Date: _____

Supervisor Name (print): _____
Supervisor Signature: _____
Date: _____

Addendum N – Medication Policy

Purpose

The purpose of this Medication Policy is to:

- Promote the safe storage, handling, and use of medications at Safe Haven Hope Center.
- Support resident autonomy and responsibility for their own medications while maintaining a safe and stable environment.
- Reduce the risk of diversion, misuse, overdose, and medication errors.
- Ensure consistency with SHHC's trauma-informed, harm-reduction, and low-barrier program philosophy.

Scope

This policy applies to:

- All prescription and over-the-counter (OTC) medications brought onto or stored on SHHC property.
- All residents, staff, volunteers, and visitors of SHHC.
- All forms of medications, including pills, capsules, liquids, inhalers, injectables, topicals, and medically indicated controlled substances.

SHHC does not operate as a medical facility and does not provide medical treatment or medication administration. Residents are responsible for managing and taking their own medications.

Guiding Principles

Resident Autonomy: Residents are primarily responsible for their own medications. Staff do not administer or dose medications.

Safety First: The safety of residents, staff, volunteers, animals, and the surrounding neighborhood is paramount in all decisions involving medications.

Harm Reduction: Medication issues (e.g., misuse, nonadherence) are addressed through education, safety planning, and support rather than automatic discharge whenever safely possible.

Trauma-Informed Practice: Interactions around medications are conducted with respect, transparency, and collaboration to avoid re-traumatization.

Confidentiality: Information about a resident's medications is treated as confidential and shared only with consent or as required by law.

Definitions

Medication: Any substance used to diagnose, treat, or prevent disease, or to affect the structure or function of the body. Includes prescription medications, OTC drugs, and medically approved supplements when prescribed or recommended by a provider.

Controlled Substance: A medication regulated under federal or state controlled substance laws (e.g., certain pain medications, stimulants, benzodiazepines).

Emergency/Rescue Medication: Medication that must be immediately available to prevent a serious health consequence (e.g., rescue inhaler, nitroglycerin, EpiPen).

Self-Administration: When a resident independently takes their own medication without staff administering or placing it into their hand or mouth.

Medication Room: The designated, secured room or area where resident medications are stored and logged, except for approved emergency medications retained by residents.

Resident Responsibilities

Residents are expected to:

Manage Their Own Medications

- Take medications as prescribed or as directed by their healthcare provider.
- Communicate with their provider or pharmacist about side effects, concerns, or questions.

Check In Medications at Intake and As Acquired

- At intake, inform staff of all prescription and OTC medications currently in their possession.
- Present all medications to staff for logging and secure storage in the medication room, unless designated as an approved emergency medication.
- Inform staff when new medications are obtained, prescriptions are changed, or medications are discontinued.

Use Medications Safely

- Take only medications prescribed for them; sharing or selling medications is strictly prohibited.

- Maintain control of any approved emergency medications they personally carry (e.g., inhaler) and ensure they are not accessible to others.
- Notify staff immediately if medications are lost, stolen, or damaged.

Follow House Rules Related to Medications

- Comply with SHHC rules regarding storage, timing of access, and no use of substances on-site.
- Participate in safety planning related to medications when requested by staff.

Staff Roles and Limitations

SHHC is not a medical provider. Staff are not practicing medicine and do not:

- Prescribe, recommend, or adjust medications.
- Administer medications into a resident's mouth or body.
- Make clinical decisions about starting, stopping, or changing medication dosages.

Staff may:

Support with Storage and Access

- Receive medications from residents for secure storage.
- Maintain a locked medication room and medication log.
- Retrieve a resident's stored medication from the locked area at the resident's request and hand the medication container to the resident for self-administration.
- Observe the resident taking the medication if requested as part of a harm-reduction or accountability plan.

Documentation and Monitoring

- Maintain basic records of what medications are stored on site, in what quantity, and any reported changes.
- Document concerns about medication misuse, diversion, or safety issues in incident reports, and notify leadership as appropriate.

Education and Referral

- Encourage residents to connect with healthcare providers, pharmacists, and community clinics for medication management.
- Provide referrals and assistance with scheduling appointments, transportation, or obtaining prescriptions when possible.

Crisis and Overdose Response

- Follow SHHC crisis, emergency, and overdose procedures, including administering Narcan (Naloxone) when indicated and contacting 911.

Medication Storage and Security

Medication Room

- All non-emergency medications must be checked into the medication room upon intake or when obtained.
- The medication room remains locked at all times when not in active use.
- Access to the medication room is restricted to authorized staff.

Resident Medication Storage

- Each resident is assigned a designated, labeled storage area (bin, locker, or cabinet) within the medication room.
- Medications are kept in their original pharmacy or manufacturer containers with labels intact whenever possible.
- Staff maintain a basic log for each resident's checked-in medications (name of medication, strength, prescribing provider or clinic when known, date of check-in, quantity when feasible).

Emergency/Rescue Medications

- Residents may keep necessary emergency medications on their person or in their room (e.g., rescue inhaler, nitroglycerin, EpiPen) with staff awareness.
- These medications do not need to be stored in the medication room; however, they should be documented as emergency/rescue medications in the resident file.

Controlled Substances and High-Risk Medications

- Controlled substances and other high-risk medications (as identified by the prescribing provider or pharmacist) must be stored in a locked area within the medication room with heightened security (e.g., locked box or cabinet).
- Staff will document the initial quantity of controlled substances when possible and may perform periodic counts as a safety measure.
- Any suspected theft, diversion, or tampering must be reported to the Executive Director or designee immediately and documented as an incident.

Prohibited Storage Locations

- Medications may not be stored unsecured in resident rooms, common areas, vehicles, or personal bags (other than approved emergency medications).
- Discovered unsecured medications will be confiscated, stored appropriately, and discussed with the resident using a harm-reduction and safety-focused approach.

Access to Medications and Self-Administration

Access Times

- Reasonable access to medications will be provided throughout the day, with the goal of accommodating prescribed dosing schedules.
- Specific access windows may be established (e.g., morning, midday, evening, bedtime) and communicated clearly to residents.
- Residents with time-sensitive regimens may work with staff to develop individualized access arrangements.

Self-Administration Process

- The resident requests their medication from staff.
- Staff retrieve the resident's medication bin or container from the medication room and give it to the resident.
- The resident self-administers the medication (e.g., takes their pills, uses inhaler).
- The resident returns the medication container to staff, who then secure it back in the designated storage area.

Missed or Skipped Doses

- Residents are responsible for monitoring their dosing schedule.
- Staff may provide reminders as a supportive measure but are not responsible for ensuring every dose is taken.
- If a resident repeatedly misses doses and expresses concern, staff may encourage them to contact their provider and may assist with coordination.

Refusal of Medications

- Residents have the right to refuse prescribed medications.
- Staff may explore the reasons for refusal, provide basic education, and encourage consultation with a healthcare provider.
- Coercion, shaming, or punishment for refusal is not permitted.

Over-the-Counter (OTC) Medications and Staff Distribution

- SHHC staff do not distribute OTC medications (e.g., antacids, aspirin, cold medicine) to residents.
- Residents may obtain OTC medications independently and must check them into the medication room upon bringing them onto the property.
- OTC medications are subject to the same storage, security, and self-administration procedures as prescription medications.

Medication Reconciliation, Changes, and Discontinuation

New Medications

- When a new prescription is started, residents should notify staff and present the medication for logging and secure storage.
- Staff update the resident's medication log and storage bin.

Changed or Discontinued Medications

- Residents are encouraged to inform staff when their provider changes dosages or discontinues a medication.
- Outdated or discontinued medications should be removed from active storage and prepared for safe disposal.

Refills and Running Low

- Residents are responsible for monitoring when refills are needed.
- Staff may assist with scheduling appointments, contacting pharmacies, or arranging transportation when possible.

Medication Disposal

Discontinued, Expired, or Unclaimed Medications

- Medications that are expired, discontinued, or unclaimed at the time of resident exit will be separated from active medications and documented.
- When feasible, residents will be offered the opportunity to take their medications with them at discharge if clinically and legally appropriate.

Safe Disposal Procedures

- SHHC will partner with pharmacies, clinics, or approved medication take-back programs to dispose of medications safely.
- Controlled substances must be disposed of in accordance with federal and state regulations.

Documentation

- Staff will document the disposal of medications (resident name, medication, quantity when reasonably known, date, and method/location of disposal).

Medication-Related Safety Concerns and Incidents

Medication-related concerns include, but are not limited to:

- Suspected diversion or sharing of medications.
- Suspected overuse, misuse, or signs of overdose.
- Repeated loss of prescriptions or controlled substances.
- Behavioral changes indicating possible adverse medication effects.

When safety concerns arise, staff will:

Assess Immediate Risk

- Determine if there is an urgent medical emergency or overdose; follow SHHC emergency procedures, including calling 911 and administering Narcan if indicated.
- Remove other residents from immediate danger when necessary.

Engage the Resident

- Discuss concerns in a non-judgmental, trauma-informed manner.
- Explore harm-reduction strategies (e.g., supervised self-administration, secure storage, coordination with provider).

Document and Notify

- Complete an incident report describing the concern and actions taken.
- Notify the Executive Director and/or Director of Mental Health as appropriate.

Coordinate with Providers and Crisis Services

- With resident consent (or as allowed by law), consult with prescribers, pharmacists, or Brown County Crisis for guidance.
- Follow SHHC's crisis and emergency response policies for severe mental illness, suicidality, or threats of harm.

Consider Temporary Removal or Limits on Access

- In serious cases where medication possession creates a credible safety risk, staff may limit a resident's access to certain medications (e.g., holding them securely and releasing only limited doses as part of a safety plan).
- In extreme cases, and consistent with SHHC's resident removal policy, the resident may be asked to leave temporarily for safety reasons, with

staff assistance in identifying alternative arrangements whenever possible.

Visitors, Medications, and Contraband

- Visitors are not permitted to store personal medications at SHHC.
- Visitors are prohibited from sharing or providing medications (prescription or OTC) to residents.
- Any visitor who attempts to bring in or distribute medications in violation of SHHC policies may have visitation privileges revoked.
- Any attempt to bring in illicit substances, drug paraphernalia, or medication for the purpose of misuse will result in confiscation of items and may require police involvement, consistent with SHHC's weapons, contraband, and safety policies.

Staff and Drug-Free Workplace

- SHHC maintains an alcohol-, drug-, and smoke-free workplace for staff.
- Employees must be drug and alcohol free while on duty and may be subject to random drug testing, in accordance with SHHC's Drug-Free Workplace policy.
- Staff who are prescribed controlled substances must use them responsibly and in a manner that does not impair their ability to safely perform essential job duties.

Confidentiality and Documentation

- Information about a resident's medications is part of the confidential record maintained by SHHC.
- Medication logs, incident reports, and related documentation are stored securely (locked files and/or password-protected electronic systems) and accessed only by authorized staff.
- Information is not shared outside SHHC without resident consent, except as required by law (e.g., mandatory reporting, court orders, medical emergencies where disclosure is necessary to protect life or safety).

Training and Review

Staff Training

- All staff receive orientation on this Medication Policy, including:
  - SHHC's role and limitations around medications.
  - Storage and access procedures.
  - Overdose prevention and Narcan administration.
  - Documentation and incident reporting.
- Ongoing training (at least three hours quarterly) incorporates medication-related safety topics, harm reduction, and crisis response.

Policy Review and Updates

- This policy will be reviewed at least annually by leadership and the Board of Directors, or sooner if there are significant changes in law, regulation, or program operations.
- Feedback from residents, staff, and community partners may be used to revise and improve the policy.

Acknowledgment

Residents:

I have received a copy of the Safe Haven Hope Center Medication Policy. I have had the opportunity to ask questions and understand that I am responsible for managing my own medications in accordance with this policy.

Resident Name: _____
Resident Signature: _____
Date: _____

Staff:

I have reviewed the Safe Haven Hope Center Medication Policy and understand my responsibilities regarding medication storage, access, documentation, and safety.

Staff Name: _____
Staff Signature: _____
Date: _____

Addendum O – Daily Medication Access Sheet

Date: _____
Shift: ☐ Day ☐ Evening ☐ Night
Staff on Duty:

Use this sheet to track when residents access stored medications. Resident self-administers; staff may retrieve and/or observe per harm-reduction plans.

Resident Medication Access Log

Time	Resident Name	Medication(s) Accessed	Dose	Staff Role (retrieved / observed / both)	Staff Initials	Resident Initials	Notes (missed dose, concerns, etc.)

Controlled / High-Risk Medication Spot Check

Time	Resident Name	Medication	Count / Check Result	Issues Noted (Y/N)	Brief Comment	Staff Initials

Shift-End Summary (Staff)

Any medication-related concerns this shift? ☐ No ☐ Yes
If yes, briefly describe and note if an incident report was completed:

☐ Incident report completed (if required)
☐ Director/On-Call Notified (if required)

Staff Signature: _____
Date/Time: _____

Addendum P – Weapons and Contraband Policy

Purpose

The purpose of this policy is to protect the safety and wellbeing of all residents, staff, volunteers, visitors, animals, and neighbors of Safe Haven Hope Center (SHHC) by clearly prohibiting weapons and dangerous contraband on or around the property, and by outlining consistent procedures for prevention, response, and documentation.

Scope

This policy applies to:

- All SHHC residents
- All SHHC staff and volunteers
- All visitors and service providers
- All areas of SHHC property, including the building, yard, parking areas, and any SHHC vehicles

Definitions

Weapons include, but are not limited to:

- Firearms (loaded or unloaded), ammunition, BB guns, air guns
- Explosives, fireworks, incendiary devices
- Knives not intended for normal kitchen or utility use (e.g., switchblades, daggers)
- Any object used or intended to be used to threaten, intimidate, or harm another person (e.g., clubs, brass knuckles, improvised weapons)

Contraband includes, but is not limited to:

- Any prohibited weapon as defined above
- Explosive or flammable materials not used for household purposes
- Illegal drugs and drug paraphernalia brought onto property by visitors
- Any item prohibited under SHHC rules that poses a safety risk

Prohibited Items and Activities

1. Firearms, ammunition, explosives, and weapons (as defined by law and this policy) are strictly prohibited anywhere on SHHC property.
2. Residents, staff, volunteers, and visitors may not:
    - Carry, store, or conceal any weapon on SHHC property
    - Store weapons in personal vehicles parked on SHHC property
    - Bring explosive materials, fireworks, or similar items onto the premises

3. SHHC is a drug- and alcohol-free workplace for staff. Visitors may not bring alcohol, illegal drugs, or drug paraphernalia onto the property. Any such items will be confiscated.

Bag and Property Checks

To maintain a safe environment:

- All bags and personal belongings brought into the building by residents, staff, volunteers, and visitors are subject to search when there is a safety concern or reasonable suspicion that weapons or contraband may be present.
- Searches are conducted in a trauma-informed, respectful manner and, whenever possible, in the presence of the individual whose belongings are being searched.
- Refusal to consent to a search when there is a credible safety concern may result in denial of entry, removal from the property, or other action as appropriate.

Staff Responsibilities and Authority

- Staff have the authority to immediately restrict or terminate a resident's, visitor's, staff member's, or volunteer's access to SHHC facilities when there is a credible safety risk related to weapons or contraband.
- Staff will:
  - Prioritize immediate safety of residents, staff, visitors, and neighbors
  - Use de-escalation techniques whenever safely possible
  - Contact law enforcement or emergency services when required (see below)
  - Document all incidents involving weapons or contraband in an incident report

Response to Weapons and Contraband

Discovery of a Weapon or Explosive

- If a weapon or explosive device is suspected or discovered:
  1. Staff will ensure their own safety and the safety of others (e.g., creating distance, calmly clearing the area if needed).
  2. Staff will call 911 immediately in any of the following situations:
     - A firearm, ammunition, or explosive is discovered
     - A weapon is used to threaten or harm someone

- There is any credible threat involving a weapon

3. Residents and visitors may be asked to leave the immediate area or the building until the situation is resolved.
4. The item will not be handled or moved unless necessary for immediate safety, and then only in accordance with law enforcement guidance.

Resident in Possession of a Weapon

- The resident will be:
  - Asked to immediately surrender the weapon and/or leave the property
  - Informed that possession of a weapon is a serious violation of SHHC rules
- Staff will call 911 if the resident:
  - Refuses to leave
  - Uses or threatens to use the weapon
  - Poses an immediate safety risk
- The incident will be documented, and the resident may be removed from the program temporarily or permanently, based on risk and safety assessment.

Staff or Volunteer in Possession of a Weapon

- Any staff member or volunteer found to be in possession of a weapon on SHHC property will be:
  - Immediately suspended from duties
  - Subject to disciplinary action up to and including termination
- The Executive Director and/or Board of Directors will be notified promptly.

Visitor in Possession of a Weapon or Contraband

- Visitors found with a weapon or dangerous contraband will be:
  - Asked to leave the property immediately
  - Told that future access may be restricted or revoked
- Police will be called if the visitor refuses to leave or if there is an immediate safety concern.

Documentation and Recordkeeping

- SHHC maintains records of all incidents involving weapons or serious contraband, including:
  - Date, time, and location of the incident

    - Individuals involved
    - Description of the weapon or contraband
    - Actions taken by staff
    - Any police or emergency service involvement
- Records are reviewed by leadership and the Board of Directors at least quarterly to identify trends, improve safety practices, and ensure compliance with SHHC policies and Conditional Use Permit (CUP) conditions.

Training

- All staff receive training on:
    - This Weapons and Contraband Policy
    - De-escalation and crisis response
    - When and how to involve law enforcement and emergency services
- Training is refreshed at least annually and as needed following any significant policy update or incident.

Communication with Residents, Staff, and Neighbors

- The Weapons and Contraband Policy is:
    - Reviewed with residents during intake and included in resident orientation materials
    - Included in the staff and volunteer handbook and covered in orientation
- SHHC communicates its zero-tolerance stance on weapons to neighbors and community partners as part of its Good Neighbor Practices and neighborhood meetings.

Addendum Q – Crisis, Incidents, and Resident Removal Policy

Purpose and Scope

This policy establishes consistent procedures for identifying, responding to, documenting, and reviewing crises, incidents, injuries, and situations that may require temporary or permanent removal of a resident from Safe Haven Hope Center (SHHC). The goal is to protect the safety, dignity, and rights of residents, staff, volunteers, visitors, and neighbors while maintaining a trauma-informed, harm-reduction approach.

This policy applies to all SHHC staff, volunteers, and residents.

Guiding Principles

Responses to crisis and incidents at SHHC will:

- Prioritize immediate safety of all residents, staff, volunteers, visitors, and neighbors.
- Use least restrictive interventions possible while maintaining safety.
- Follow trauma-informed and harm-reduction practices.
- Respect resident dignity, autonomy, and rights to the greatest extent consistent with safety.
- Involve law enforcement and crisis services when clinically or legally necessary.
- Be documented, reviewed, and used to improve policies and practices.

Definitions

- **Crisis:** Any situation that poses, or could reasonably pose, a risk of harm to a resident, staff member, volunteer, visitor, or neighbor, or significantly disrupts the safety and functioning of the household.
- **Incident:** Any event involving injury, property damage, serious rule violation, or behavior that may require medical, mental health, or law enforcement response, whether or not it becomes a full crisis.
- **Removal:** A temporary or longer-term requirement that a resident leave SHHC property due to safety or serious policy concerns.

General Crisis Response Protocol

When a crisis or serious incident occurs, staff will:

Ensure Immediate Safety

- Quickly assess the situation and remove or separate individuals as needed.
- Create physical distance between individuals in conflict, when safe to do so.
- Move uninvolved residents to a safe area.

Assess the Situation

- Determine the nature of the crisis (e.g., mental health, medical, substance related, violence, threat).
- Gather basic background information from the resident(s) involved and any witnesses.

Engage Appropriate Supports

- Use de-escalation and crisis-response skills whenever possible.
- Involve peer support, clinical consultation, and supervisory staff as needed.
- Contact emergency services or crisis lines when required (see sections below).

Document and Report

- Complete an incident report as soon as practical and no later than 24 hours after the event.
- Notify the Executive Director and/or Director of Mental Health of serious or high-risk events.

Specific Crisis Situations

Severe Mental Illness or Suicidality

When a resident appears to be experiencing severe mental health symptoms or expressing suicidal thoughts or intent, staff will:

Ensure the resident is in as calm and comfortable a setting as possible.
Assess immediate risk and gather relevant background information.
Call Brown County Crisis at 920-436-8888 and follow the guidance of the mental health professional.
Follow any recommended steps regarding evaluation, transport, or safety planning.
Document the incident, recommendations received, and actions taken.

Under the Influence of Drugs and/or Alcohol

When a resident appears to be under the influence:

Assess for violence or imminent danger.

- If the situation is violent or immediately dangerous, call 911.

If the situation is non-violent but concerning, staff will:

- Determine whether the resident can safely remain on-site with enhanced monitoring and safety planning, or
- Arrange for alternative accommodations for up to 24 hours when safety cannot be maintained at SHHC.

Staff may:

- Call police to transport the resident to the emergency room, or
- Support the resident in identifying a safe alternative place for a 24-hour break.

Staff will use harm reduction and non-shaming approaches, while prioritizing community safety.

The incident will be documented and reviewed with leadership.

Threats to Harm Self or Others

If a resident makes credible threats to harm themselves or others, or behaves in a way that suggests imminent risk:

Immediately remove other residents from the area to a safe space.

Call 911 without delay.

Cooperate fully with responding law enforcement and/or emergency medical services.

Provide support to other residents and staff who may be impacted.

Complete an incident report and notify the Executive Director and Director of Mental Health.

Victims of Violence or Sexual Assault

When a resident reports or appears to be a victim of violence or sexual assault:

Call 911 and follow the instructions of responding authorities.

Encourage the resident to seek medical attention and evidence collection when appropriate.

Provide information and referrals to local domestic violence and sexual assault agencies upon the resident’s request.

Ensure privacy and trauma-informed support for the resident.

Document the report, actions taken, and referrals provided.

Weapons, Safety Threats, and Law Enforcement Involvement

Weapons Prohibited

- Firearms, ammunition, explosives, and all weapons (as defined by law) are strictly prohibited on SHHC property.
- All bags entering the building are subject to search.

Response to Weapons or Serious Safety Threats

- If a weapon is present or there is a credible threat involving a weapon, staff will call 911 immediately.
- Any resident or visitor found in possession of a weapon will be escorted off the property; if they refuse to leave or there is immediate risk, law enforcement will be involved.

Law Enforcement and Emergency Medical Services

- 911 is called immediately for:
  - Weapons or credible threats involving weapons.
  - Physical violence or imminent threats of violence.
  - Serious medical emergencies or life-threatening conditions.
- Brown County Crisis (920-436-8888) is called for:
  - Severe mental illness or suicidality.
  - Situations where clinical guidance is needed for mental health crises.

Internal Handling

- De-escalation, harm reduction, and safety planning are used when behavior is non-violent, manageable on site, and does not pose immediate danger.
- Residents may be offered a 24-hour off-site break when appropriate, with staff assistance in identifying alternatives.

Record-Keeping

- SHHC maintains records of individuals removed from the property due to possession of weapons or other serious safety violations.

Incident, Injury, and Exposure Procedures

General Incident and Injury Response

When an incident or injury occurs:

Assess Safety

- Ensure the scene is safe for staff and residents before intervening.

Evaluate Injury

- Determine the extent of injury and whether emergency medical services are required.

Seek Medical Assistance

- Call 911 for serious or life-threatening injuries.
- For non-emergent concerns, facilitate appropriate medical follow-up.

Incident Reporting

- When able, ask the injured person and any witnesses to complete incident statements.
- Staff complete an incident report and submit it to the Executive Director within 24 hours.

Exposure to Blood or Bodily Fluids

If staff or a resident is exposed to blood or bodily fluids:

Immediate Care

- Wash the exposed area with soap and water.
- Use disinfectant after thoroughly cleaning.
- Bandage as necessary.

Mucous Membranes / Open Sores

- Flush affected eyes, mouth, or open sores with water.
- Rinse mouth with peroxide when indicated.

Reporting

- Report exposure to a supervisor as soon as possible.
- Complete an incident report within 24 hours.

Follow-Up

- Follow recommended medical evaluation and monitoring.

Resident Removal and Re-Admission

Criteria for Removal

A resident may be asked or required to leave SHHC temporarily (typically 24 hours) or longer when:

- There is serious or repeated behavior that jeopardizes safety of self or others.
- There is possession of weapons, serious contraband, or repeated attempts to bring such items on site.
- There is continued violent, threatening, or severely disruptive behavior despite interventions.

- Emergency responders or law enforcement advise removal or alternate placement.

Procedure for Temporary Removal

Decision-Making

- The shift supervisor, in consultation with leadership when possible, may require a temporary removal for up to 24 hours.
- Resident safety and the safety of the household and neighborhood guide this decision.

Communication with Resident

- Staff explain the reason for removal in clear, respectful language.
- Staff review expectations for possible return and any required steps.

Support During Removal

- When possible, staff help identify alternate accommodations.
- If full shelter cannot be provided, staff may offer basic safety items (e.g., hand warmers, food, blankets, other needed supplies).

Documentation

- The removal is documented in an incident report, including:
  - Reason for removal.
  - Actions taken to support the resident.
  - Any involvement of police, EMS, or crisis services.

Longer-Term or Permanent Removal

In rare cases, longer-term or permanent removal may be required when:

- There is ongoing, serious risk to the safety of residents, staff, or neighbors.
- There are repeated severe incidents despite safety planning and interventions.

Decisions about longer-term or permanent removal are made by the Executive Director and other leadership as appropriate. Residents will be informed of:

- The reason for removal.
- Whether and under what conditions re-admission may be considered.

Re-Admission After Removal

Re-admission is considered on a case-by-case basis, balancing:

- The resident’s needs and progress.
- The safety of the broader SHHC community and neighborhood.

- Input from crisis services, medical providers, and other relevant professionals when available.

Conditions for re-admission may include:

- Participation in safety planning.
- Agreements around specific behaviors.
- Coordination with mental health or substance use services.

Roles, Responsibilities, and Training

- **All Staff** are responsible for:
  - Following crisis and incident procedures.
  - Using de-escalation and trauma-informed approaches.
  - Completing timely documentation.
- **Supervisors and Shelter Managers** are responsible for:
  - Providing on-shift guidance during crises.
  - Reviewing incident reports.
  - Coordinating follow-up actions and communication.
- **Executive Director** is responsible for:
  - Oversight of crisis response and resident removal decisions.
  - Reviewing patterns of incidents and recommending policy or training updates.

SHHC provides ongoing training (at least three hours quarterly) in trauma-informed care, crisis response, de-escalation, harm reduction, and related safety procedures.

Review and Quality Improvement

- Incident reports, crisis events, removals, and neighborhood concerns are reviewed at least quarterly by the Executive Director and Board of Directors.
- Trends, patterns, and lessons learned are used to:
  - Improve staff training and support.
  - Adjust house rules and procedures when necessary.
  - Strengthen collaboration with law enforcement, crisis services, and community partners.

Addendum R – Incident Report Form

This form is to be completed by staff as soon as possible after any incident involving safety, health, behavior, property damage, or policy violations. Attach additional pages if needed.

Basic Information

Date of Incident:

_____

Day of Week:

_____

Time of Incident (start): _____

Time Incident Ended (if known): _____

Location of Incident:

☐ Inside – Bedroom ☐ Inside – Common Area ☐ Inside – Office ☐ Bathroom

☐ Kitchen/Dining ☐ Hallway/Stairwell ☐ Outside – Yard/Porch ☐ Parking

☐ Sidewalk/Street Nearby ☐ Other:

_____

Staff Completing Report (Name/Title):

Date/Time Report Completed:

_____

Type of Incident (Check all that apply)

☐ Medical issue / injury
☐ Mental health crisis / suicidality
☐ Substance use / intoxication concern
☐ Threats or violence (verbal or physical)
☐ Possession of weapon or dangerous item
☐ Property damage
☐ Behavioral concern / rule violation
☐ Resident conflict
☐ Staff / volunteer conduct concern

☐ Neighbor / community complaint
☐ Police involvement
☐ EMS/Fire/Rescue involvement
☐ Missing resident / welfare concern
☐ Infection control / biohazard exposure
☐ Other (describe):

_____

People Involved

Residents Directly Involved

1. Resident Name:
   _____
   Role: ☐ Primary involved ☐ Affected ☐ Witness
2. Resident Name:
   _____
   Role: ☐ Primary involved ☐ Affected ☐ Witness
3. Resident Name:
   _____
   Role: ☐ Primary involved ☐ Affected ☐ Witness

(Attach list if more residents were involved.)

Staff / Volunteers Involved

1. Name/Role:
   _____
   Role: ☐ Witness ☐ Responding staff ☐ Other:
   _____
2. Name/Role:
   _____
   Role: ☐ Witness ☐ Responding staff ☐ Other:
   _____
3. Name/Role:
   _____
   Role: ☐ Witness ☐ Responding staff ☐ Other:
   _____

Other Individuals (Neighbors, Visitors, Police, EMS, etc.)

- Name/Agency/Role:
  _____
- Name/Agency/Role:
  _____
- Name/Agency/Role:
  _____

Description of Incident (Objective, Factual)

Describe what happened in order, including what staff saw, heard, and did. Use objective language (no labels or opinions). Include:

- Events leading up to the incident
- Behaviors or statements by involved persons
- Staff response and de-escalation efforts
- Result/outcome

Lead-Up / Background (What happened before the main incident?)

Description of the Incident (What exactly occurred?)

Resolution (How did the situation end?)

Injuries, Medical, and Exposure Details

Were there any injuries?
☐ No ☐ Yes (complete below)

For each injured person:

1. Name: _____ Role: ☐ Resident ☐ Staff ☐ Visitor ☐ Other
   Nature of injury (body part, type of injury):

First aid or treatment provided on-site: ☐ Yes ☐ No
If yes, describe:

_____

Was EMS/911 called? ☐ Yes ☐ No Transported to:

_____

2. Name: _____ Role: ☐ Resident ☐ Staff ☐ Visitor ☐ Other
   Nature of injury:
   _____
   First aid or treatment provided on-site: ☐ Yes ☐ No
   Was EMS/911 called? ☐ Yes ☐ No Transported to:
   _____

Infection/Biohazard Exposure?
(Exposure to blood, bodily fluids, sharps, or other OPIM.)
☐ No ☐ Yes (describe below and follow infection-control procedure)

Description of exposure and actions taken:

Safety, Crisis, and External Services

De-escalation and Safety Measures Used (Check all that apply)

☐ Verbal de-escalation / calm talk
☐ Offered quiet space / time-out area
☐ Contacted clinical/mental health support
☐ Contacted on-call leadership
☐ Separation of residents involved
☐ Room/property check (safety-related)
☐ Temporary restriction of area/access
☐ Other:

_____

Police / EMS / Fire / Crisis Involvement

☐ 911 called

- Time: _____
- Reason: _____

- Responding agency: ☐ Police ☐ EMS ☐ Fire ☐ Other _____
- Report/Case # (if known): _____

☐ Brown County Crisis (920-436-8888) called

- Time: _____
- Reason: _____
- Guidance given: _____

☐ Other agency contacted (name/role):
_____

- Time: _____
- Reason: _____

Weapons, Contraband, and Substance Use

Weapons/Dangerous Items

☐ No weapons involved
☐ Weapon/dangerous item present (describe):

How was it handled? (confiscated, turned over to police, etc.)

Substance Use / Intoxication

☐ No suspected substance use
☐ Suspected/observed alcohol use
☐ Suspected/observed drug use
☐ Paraphernalia found (describe):
_____

Behavioral signs of intoxication (if any):

Actions taken (harm reduction, safety plan, 24-hour break, referral, etc.):

Property Damage (If Applicable)

☐ No property damage
☐ Property damage occurred (describe):

- Item/area damaged:
  _____
- Nature of damage:
  _____
- Estimated severity: ☐ Minor ☐ Moderate ☐ Severe

Photos taken? ☐ Yes ☐ No
Immediate repairs needed? ☐ Yes ☐ No
Reported to: ☐ Executive Director ☐ Maintenance/Vendor ☐ Other

Follow-Up, Notifications, and Next Steps

People Notified (Check all that apply)

☐ Executive Director & Director of Housing

☐ Director of Mental Health

☐ Shelter Manager / House Supervisor (Name/Time):
_____
☐ Case Manager / Peer Support:
_____
☐ Resident's emergency contact (if appropriate):
_____
☐ Police/EMS/Fire (already noted above)
☐ Other:
_____

Immediate Follow-Up Actions Planned

☐ Update resident Support & Safety Plan
☐ Schedule case management meeting
☐ Schedule clinical/mental health follow-up
☐ Temporary 24-hour break / alternative accommodation considered or used
☐ House meeting or reminders about rules
☐ Maintenance/cleaning/repairs scheduled

☐ Additional staff training/supervision flagged
☐ Other:
_____

Details of follow-up plan:

Staff Reflection (Optional but Encouraged)

(What went well in the response? What could be improved next time? Any supports you need as staff?)

Signatures and Review

Staff Completing Report
Name (print):
_____
Signature:
_____
Date: _____

Supervisor / Leadership Review
Reviewed by (Name/Title):
_____
Date Reviewed: _____

Follow-up or additional instructions from supervisor/leadership:

Signature:
_____
Date: _____

Note: All Incident Reports must be stored securely in accordance with SHHC confidentiality policies and reviewed regularly by leadership and the Board (in aggregate) to monitor safety, trends, and program improvements.

Addendum S – Haven Mental Health Intake Form 1

Adult Biopsychosocial Intake Form - Haven Mental Health

Please fill in the following information about yourself. Be as accurate and honest as you can. If you don't understand a question or prefer not to answer it, just circle it and we may discuss it at a later time. Please know that NO JUDGMENTS about who you are- past, present, or future will be made from your answers, rather, the information is used with therapeutic interest.

File #:_____

Name: _____ **DOB:** _____

Referral Source: _____ **Date:** _____

Reason for Entering Treatment: ____ **Self motivated** _____ **Motivated by others** *[Whom?]*_____

REASON FOR REFERRAL/CHIEF COMPLAINT and HISTORY OF PRESENT ILLNESS: *[Include when symptoms presented, previous episode(s), triggering events, client's means of coping, etc.]:*

HISTORY OF SUICIDALITY: • No History • Yes *[describe]:* _____

HISTORY OF VIOLENT/ASSAULTIVE BEHAVIOR: • No History • Yes *[describe]:* _____

POTENTIAL FOR INJURY TO SELF/OTHERS: • None • Suicidal • Self-mutilating • Violent/homicidal
[Describe plan, available means, intent and urgency if a potential for injury to self or others is present]: ****Safety plan must be documented***

PREVIOUS MENTAL HEALTH TREATMENT:

Mental Health/Psychiatric Treatment History: • No • Yes *[Note date, facility and outcome of treatment]:*

✳ ***Outcome of Treatment must be noted***

SUBSTANCE USE: PAST AND PRESENT: • No reported substance use history *(If none, skip to next section):*

Usage

	Typical Frequency of Use In Past 6 Months					Time of Last Use		
	Daily	1-6 Times/ Week	Week-end Use Only	Few Times A Month	Once a Month or Less	Within Past Week	Within Past Month	Over 1 Month Ago
Alcohol								
Marijuana/Hash								
Cocaine (Powder, Crack)								
Amphetamines (Crystal Meth)								
Sedatives								
Minor Tranquilizers (Valium)								
Hallucinogens								
Barbiturates								
Heroin								
Other Opiates/Narcotics								
Inhalants								
Other								

Withdrawal Symptoms?

Interventions

Have you ever been involved in a 12step/AA Program? Yes, currently ☐ Yes, but not currently ☐ No ☐

Have you ever received Outpatient AODA Treatment? Yes, currently ☐ Yes, but not currently ☐ No ☐

Outpatient Tx: When/Where/Outcome

Have you ever received Inpatient AODA Treatment? Yes, currently ☐ Yes, but not currently ☐ No ☐

Inpatient Tx: When/Where/Outcome

✳ **NEED FOR FORMAL AODA ASSESSMENT?** • No • Yes *Complete CAAPE/SUDDS

✳ **Complete ASAM Level of Care**_____

MEDICAL ISSUES: • No • Refer to Medical History Form • Yes *(specify below):*

_____

_____

_____

MEDICATIONS CURRENTLY TAKING:

Name of Medication **Dosage** **Frequency** **Reason for Taking It:**

_____

_____

_____

_____

FAMILY OF ORIGIN/CURRENT FAMILY: *[Family structure and living arrangements, family dynamics, criminal history, etc]*

• Refer to Genogram for additional information

General Information:_____

_____

_____

_____

_____

_____

_____

Parents' Current Relationship: • Never married • Married • Separated • Divorced • Remarried • Other

Client's Past and Present Relationship With Parents/Stepparents: • N/A _____

_____

_____

_____

Past and Present Ethnic/Cultural Influences: _____

_____

Past and Present Spiritual Influences: _____

SOCIAL HISTORY:

Sexual Orientation: • Heterosexual • Gay/Lesbian • Bisexual • Asexual

Current Relationship Status: • Single • Married • Separated • Divorced • Remarried • Co-habitating • Significant Other (not living together) *[specify when separation, divorce, or subsequent marriage(s) occurred]*:

_____

_____

Relationships with Others *[including peers, co-workers, employers, others in the community]*: _____

_____

_____

_____

ABUSE / NEGLECT [*past and/or present]*:

• Physical • Sexual • Verbal/Emotional • Neglect • Witnessed Trauma *[specify type, onset, frequency, duration, perpetrator(s) and relationship to victim and/or perpetrator(s)]:*

_____

_____

_____

_____

_____

_____

EDUCATIONAL STATUS:

Highest Grade Completed: _____ **Name of school currently attending:** _____

_____

Special Education per client report: • N/A • LD • ED • CD • Gifted & Talented • Other *[specify]*: _____

_____

_____

_____

_____

CURRENT EMPLOYMENT STATUS: • Full time • Part time • Unemployed • Retired • Unable to work

Current Employer: _____ **Length of Time:** _____

Prior Work Experience: _____

CURRENT FINANCIAL ISSUES: • Manages own finances • Has a payee _____

• Other: *[specify]* _____

GAMBLING PROBLEM: • No • Yes *[specify]* _____

PAST/PRESENT LEGAL ISSUES: • N/A • Has a Guardian • Child Custody Issues • SW/PO: _____

MILITARY INVOLVEMENT: • No • Yes • Spouse/Partner/Parent/Child of Veteran

Branch: _____ **Length of Service:** _____

Active Combat: • No • Yes *[specify when and where]:* _____

Type of Discharge: • Honorable • Dishonorable *[specify reason]* _____

CURRENT SUPPORT SYSTEM: *[Include family, friends, school, church, support groups, recovery groups/sponsor, other professionals, etc.]*

STRENGTHS: *[e.g., bright, verbal, cooperative, motivated, etc.]*

LIMITATIONS: *[e.g., non-verbal, defiant, avoidant, mistrusting, resistant, limited, cognitive ability, chronicity of problem, etc.]*

_____

_____

WHAT CHANGES WOULD YOU LIKE TO MAKE ABOUT YOUR LIFE?

_____

_____

MENTAL STATUS EXAMINATION: *[Check all that apply]*

Appearance:
- ❑ Well-Groomed
- ❑ Disheveled
- ❑ Bizarre
- ❑ Casual
- ❑ Unremarkable

Attitude:
- ❑ Cooperative
- ❑ Guarded
- ❑ Suspicious
- ❑ Defensive
- ❑ Uncooperative

Motor Activity:
- ❑ Calm
- ❑ Hyperactive
- ❑ Coordinated
- ❑ Agitated/Restless
- ❑ Awkward/Uncoordinated
- ❑ Lethargic
- ❑ Tremors/Tics

Affect:
- ❑ Approp./Normal for current situation
- ❑ Inappropriate
- ❑ Labile
- ❑ Constricted
- ❑ Flat
- ❑ Tearful/Sobbing
- ❑ Angry/Hostile
- ❑ Numb/Apathetic

Mood/Feelings Reported:
- ❑ Normal for current situation
- ❑ Depressed/Sad
- ❑ Anxiety/Fear
- ❑ Euphoria
- ❑ Guilt/Shame
- ❑ Helplessness/ Hopelessness
- ❑ Numb/Apathetic

Speech:
- ❑ Normal
- ❑ Halting
- ❑ Pressured
- ❑ Slurred
- ❑ Incoherent

Thought Process
- ❑ Intact
- ❑ Tangential
- ❑ Flight Of Ideas
- ❑ Loose Associat
- ❑ Circumstantial
- ❑ Concrete

Thought Content:

Hallucinations:
- ❑ Not Present
- ❑ Auditory
- ❑ Visual
- ❑ Olfactory
- ❑ Tactile

Delusions:
- ❑ Not Present
- ❑ Persecutory
- ❑ Being Controlled
- ❑ Grandiose
- ❑ Somatic

Judgment:
- ❑ Intact
- ❑ Age-appropriate
- ❑ Impaired:
  - ❑ Mild
  - ❑ Moderate
  - ❑ Severe

Insight Regarding Presence Of The Disorder:
- ❑ Absent
- ❑ Fair
- ❑ Good

Level Of Consciousness:
- ❑ Alert
- ❑ Drowsy
- ❑ Stupor

Orientation Intact:
- ❑ Person
- ❑ Place
- ❑ Time
- ❑ Situation

Attention:
- ❑ Normal
- ❑ Impaired

Memory Proble
- ❑ None
- ❑ Immediate Recall
- ❑ Recent
- ❑ Remote

DIAGNOSIS: **CODES:**

_____

_____

_____

_____

PROGNOSIS: Good _____ Fair _____ Poor _____ Guarded _____

Comments: _____

_____

EXPLANATION FOR RECOMMENDED TREATMENT:

_____

ANTICIPATED DURATION: 3-5 _____ 6-12 _____ Other (Specify) _____

_____

Therapist's Signature and Credentials Date

Addendum T – Haven Mental Health Intake Form 2

Haven Mental Health

Informed Consent

Consent to Evaluate/Treat: I and/or members of my family will be receiving therapy at Haven Mental Health beginning on this date. All policies, procedures, and possible alternative methods of treatment have been explained to me by my therapist or provider. I have been informed of my client rights and authorize Haven Mental Health to provide mental health and/or services identified as appropriate. I have been informed of the benefits of proposed treatment, and the way treatment is to be administered, approximate length of treatment, and any side effects which are a reasonable possibility. I have also received information regarding alternative treatment methods and probable consequences of failure to receive treatment, as well as after-hours crisis coverage. The consent remains in effect throughout the duration of treatment (12 months maximum) and may be withdrawn by written request at any time. I am aware that my case will be periodically reviewed by a clinical supervisor, and affiliated staff members.

Technology Use: All records are stored on a secure cloud-based server, and only your therapist has access to them. Confidentiality of unencrypted communication such as email can not be guaranteed. Use of public WiFi is not a secure network. Haven Mental Health Staff can use email or text to communicate with you about administrative details (session times, cancellations etc..), but we can not do therapy. Email is not secure or confidential.

Confidentiality, Harm, and Inquiry: Information from my evaluation and/or treatment is contained in a confidential medical record on HIPAA (Health Insurance Portability and Accountability) compliant web account and in a file at a Haven Mental Health Clinic, and I consent to disclosure for use by Haven Mental Health Clinics staff for the purpose of continuity of my care. Per Wisconsin mental health law, information provided will be kept confidential with the following exceptions: 1) if I am deemed to present a danger to myself or others; 2) if concerns about possible abuse or neglect arise; 3) if a court order is issued to obtain records. Confidentiality also applies to the waiting room. Should you see someone you know, please keep that information confidential.

RIght to Withdraw Consent: I have the right to withdraw my consent for evaluation and/or treatment at any time by providing a written request to the treating clinician.

Expiration of Consent: This consent to treat will expire 12 months from the date of signature, unless otherwise specified.

Discharge Policy: There are three circumstances under which I may be involuntarily discharged which include unpaid balance or inability to pay for services. I understand the discharge policy of the clinic. If Haven Mental Health Clinics are not able to provide appropriate services, Haven Mental Health Clinics will refer me to alternative resources within the community and other agencies that can provide services. If I cancel without 24 hours' notice or no show my appointment more than 2 times my therapist had the right to discharge me and discontinue services.

Grievance Policy: If you feel that your rights have been violated or not respected, please speak to Tina Baeten, tina@baetencounseling.com. If you feel that your rights have not been respected or heard you have the right to contact the State Grievance Examiner, DHS (Department of Health Services), P.O. Box 7851, Madison WI 53707.

Haven Mental Health

Consent to Treatment through Telehealth Services: I consent to receive mental health treatment through telehealth services provided by Haven Mental Health. I hereby attest that the staff of Haven Mental Health have explained to me the policies, procedures, and alternative methods to this treatment. In addition, I agree to follow the policy and procedures of teletherapy/telemedicine services. I have been given documentation of these policies as well. I understand and agree with the following:

- I understand that I must be in the state of Wisconsin due to licensing restrictions.
- I understand there are potential risks to this technology including interruptions, unauthorized access, and technical difficulties. I understand that the provider or I can discontinue the telehealth session if it is felt that the videoconferencing connections are not adequate for the situation.
- Confidentiality applies for telehealth services, and the session will not be recorded without written permission from both myself and the provider.
- I agree to use the video conferencing platform selected for the telehealth sessions and the provider will explain how to use it.
- I understand that I will need to use a webcam or smartphone during the session and use a secure internet connection.
- If I need to cancel or change my in-person or tele-appointment, I will notify the administrative staff in advance by phone. If I miss a scheduled appointment without notice, a no-show fee up to $150 will apply.
- If a session ends due to technology failure in less than 20 minutes, and a reconnection is not successful, there will be no charge for the session.
- A safety plan will include at least one emergency contact and the closest emergency services to my location, in the event of a crisis situation.
- Permission of a parent or legal guardian and contact information is required for minor clients in order to participate in telehealth services.
- I understand that I need to confirm that the telehealth sessions will be reimbursed by my insurance carrier; if they are not reimbursed.

Client Signature: _____ Date: _____

Therapist Signature: _____Date: _____

Addendum U – Haven Mental Health Intake Form 3

Haven Mental Health

CLIENT NAME:_____D.O.B._____

Haven Mental Health is required to complete an Intake/Assessment process to evaluate the nature and extent of the problem, to develop an appropriate treatment plan, and to determine the charges for services. You will be asked to provide information in a number of areas, including: family history and relationships, medical status and history, current and past legal problems, educational background, vocational history, financial status, general social history and specific questions regarding your past and present use of alcohol and other drugs. The information you give is confidential and will be used only for the above- described purpose and the administration of the agency's programs. Haven Mental Health has an absolute legal obligation to report child-and-elder-abuse, knowledge about current or intended criminal activity and/or information likely to be preventive or helpful in life-threatening situations.

CLIENT RIGHTS

When you receive any type of service for mental illness, alcoholism, drug abuse, or a developmental disability,you have the following rights under Wisconsin Statute sec. 51.61 (1) (exit DHS, PDF, scroll to page 50) and DHS 94, Wisconsin Administrative Code (exit DHS, PDF): PERSONAL RIGHTS

- You must be treated with dignity and respect, free from any verbal, physical, emotional or sexual abuse.
- You have the right to have staff make fair and reasonable decisions about your treatment and care.
- You may not be treated unfairly because of your race, national origin, sex, age, religion, disability or sexual orientation.
- You may not be made to work except for personal housekeeping chores. If you agree to do other work, you must be paid.
- You may make your own decisions about things like getting married, voting and writing a will, if you are over the age of 18, and have not been found legally incompetent.
- You may use your own money as you choose.
- You may not be filmed, taped or photographed unless you agree to it.

TREATMENT AND RELATED RIGHTS

- You must be provided prompt and adequate treatment, rehabilitation and educational services appropriate for you.
- You must be allowed to participate in the planning of your treatment and care.
- You must be informed of your treatment and care, including alternatives to and possible side effects of treatment, including medications.
- No treatment or medication may be given to you without your written, informed consent, unless it is needed in an emergency to prevent serious physical harm to you or others,

Haven Mental Health

or a court orders it. [If you have a guardian, however, your guardian may consent to treatment and medications on your behalf.

- You may not be given unnecessary or excessive medication.
- You may not be subject to electro-convulsive therapy or any drastic treatment measures such as psychosurgery or experimental research without your written informed consent.
- You must be informed in writing of any costs of your care and treatment for which you or your relatives may have to pay.
- You must be treated in the least restrictive manner and setting necessary to achieve the purposes of admission to the program, within the limits of available funding.

RECORD PRIVACY AND ACCESS

Under Wisconsin Statute sec. 51.30 and HFS 92, Wisconsin Administrative Code:
Your treatment information must be kept private (confidential), unless the law permits disclosure.

- Your records may not be released without your consent, unless the law specifically allows for it.
- You may ask to see your records. You must be shown any records about your physical health or medications. Staff may limit how much you may see of the rest of your treatment records while you are receiving services. You must be informed of the reasons for any such limits. You may challenge those reasons through the grievance process. After discharge, you may see your entire treatment record if you ask to do so. If you believe something in your records is wrong, you may challenge its accuracy. If staff will not change the part of your record you have challenged, you may file a grievance and/or put your own version in your record.
- A copy of sec. 51.30, Wis. Stats., and/or HFS 92, Wisconsin Administrative Code, is available upon request.

GRIEVANCE PROCEDURE AND RIGHT OF ACCESS TO COURTS

- Before treatment is begun, the service provider must inform you of your rights and how to use the grievance process. A copy of the Program's Grievance Procedure is available upon request.
- If you feel your rights have been violated, you may file a grievance.
- You may not be threatened or penalized in any way for presenting your concerns informally by talking with staff, or formally by filing a grievance.
- You may, instead of filing a grievance or at the end of the grievance process, or any time during it, choose to take the matter to court to sue for damages or other court relief if you believe your rights have been violated.
- A simplified, printed version of patient rights is conspicuously posted within the clinic.

I have read, or have had read to me, and have received a copy of this form.
I understand the contents of this form, and my rights as a patient under Ch. 51 Wis. Stats. and Ch HFS 94 Wis. Adm. Code.

Client Signature: _____ Date: _____

Clinician Signature: _____ Date: _____

Addendum V – Haven Mental Health Intake Form 4

DEPARTMENT OF HEALTH SERVICES
F-82009 (7/08)

STATE OF WISCONSIN
Sections 19.35 & 19.36, Wis. Stats.

CONFIDENTIAL INFORMATION RELEASE AUTHORIZATION

Completion of this form authorizes the release of information described in the section below called "Specific Description of Records Authorized for Release." The person (record subject) whose records are released may have a right to inspect and, upon paying any applicable fees, obtain a copy of the disclosed records. Except for medication/somatic treatment records, a director/designee of a treatment facility for mental illness, developmental disability, alcohol or drug abuse may deny that right during treatment in some circumstances. Section 51.30, Wis. Stats., DHS 92.03-92.06 Wis. Adm. Code.

Name – **Person Whose Records Will be Released (Record Subject)**

Address

City, State, Zip Code

Identifying Number (If Any) | Date of Birth

Name & Address – **Agency/Organization I Authorize to Release Information**

Name - **Information May be Released To**

Organization

Address

City, State, Zip Code

Specific Description of Records Authorized for Release (Include dates of records, if applicable)

Purpose or Need for Release of Information (Be Specific)

Understandings

- This authorization is voluntary. Refusal to sign will not affect treatment, payment, enrollment or benefits eligibility except for:
  ☐ No exceptions ☐ Exceptions (specify):
- The information that I authorize to be released may be redisclosed by the recipient of the records only if allowed by law. If information is redisclosed, the recipient of the redisclosed information may be controlled by different laws.
- I may revoke this authorization, in writing, at any time except for information already released as a result of this authorization. The written revocation must be given to the agency/organization I authorized to release information.
- Unless revoked, this authorization will remain in effect until the expiration time indicated below.

Choose One:

☐ Authorization expires as of (Date).

☐ Authorization expires month(s) from the date I sign this authorization.

☐ Authorization expires after the following action takes place:

As evidenced by my signature, I hereby authorize disclosure of records to the person(s) or agency(s) specified above.

SIGNATURE - Person Whose Records Will be Released (Record Subject) | Date Signed

SIGNATURE - Other Person Legally Authorized to Consent to Disclosure | Title or Relationship to Record Subject | Date Signed

Addendum W – Case Management Guidelines and Expectations

Safe Haven Hope Center (SHHC) provides trauma-informed, harm-reduction, peer-based case management to support residents in stabilizing, setting goals, and moving toward safer, more permanent housing and improved well-being.

These guidelines explain:

- What case management is at SHHC
- What residents can expect from case managers
- What is expected of residents
- How case managers work with other staff, peers, and community partners

Purpose of Case Management at SHHC

At SHHC, case management exists to:

- Support residents in meeting basic needs, stabilizing, and maintaining housing within the shelter
- Help residents identify and work toward short- and long-term goals (housing, health, income, relationships, etc.)
- Connect residents with community resources, including mental health, substance use services, medical care, benefits, and legal supports
- Promote safety, harm reduction, and crisis planning in partnership with the resident
- Coordinate with the SHHC team to ensure consistent, trauma-informed care

Case management is collaborative and voluntary, except where safety or legal requirements apply.

Core Principles of Case Management

Case management at SHHC is guided by:

Trauma-Informed Care

- Recognizing the impact of trauma and avoiding practices that retraumatize
- Prioritizing safety, choice, collaboration, trustworthiness, and empowerment

Harm Reduction

- Focusing on reducing harm and increasing safety around substance use, rather than insisting on abstinence
- Meeting residents where they are in their change process

Person-Centered and Strengths-Based Practice

- Building on each resident's strengths, skills, and resources
- Respecting residents as experts in their own lives

Cultural Humility and Inclusion

- Respecting and learning from each resident's culture, identity, and values
- Addressing barriers related to race, gender, disability, language, or other identities

Collaboration and Shared Decision-Making

- Setting goals and plans together with the resident
- Avoiding "doing for" when "doing with" is possible

Confidentiality with Clear Limits

- Protecting resident information, while being honest about legal and safety limits

What Residents Can Expect From Case Managers

Residents have the right to clear, respectful, and consistent support from case management. Case managers will:

Relationship and Communication

- Treat residents with dignity, respect, and compassion at all times
- Listen without judgment and work to build trust
- Explain information, options, and processes in plain language
- Involve residents in decisions affecting their lives and plans

Assessment and Planning

Case managers will:

- Complete an initial assessment with the resident, including:
  - Housing history and goals
  - Strengths and supports
  - Mental health, substance use, and physical health needs (as the resident chooses to share)
  - Income, employment, and benefits

    - Legal issues or safety concerns
- Collaboratively develop an Individual Support and Safety Plan, including:
    - Top 2–3 goals for the next 30–90 days
    - Longer-term goals around housing, health, income, or relationships
    - Crisis, safety, and harm-reduction strategies
- Review and update plans regularly or when significant changes occur

Coordination and Referrals

Case managers will:

- Help residents access:
    - Mental health and substance use services
    - Primary care, dental, and specialty medical care
    - Housing programs, vouchers, or landlord connections (where available)
    - Income supports (SSI/SSDI, unemployment, SNAP, W-2, etc.)
    - Employment/education supports and job training
    - Legal resources and advocacy
- Assist with paperwork, applications, and documentation when possible
- Coordinate with:
    - SHHC leadership and staff
    - Peer support, recovery coaches
    - Community agencies and providers (with proper Releases of Information)

Advocacy

Case managers will:

- Advocate with and for residents with external systems (e.g., housing providers, courts, clinics) when appropriate
- Support residents to speak up for themselves and participate in decisions

Safety and Crisis Response

Case managers will:

- Support residents in developing individual safety and crisis plans
- Work with residents and staff to respond to crises in a trauma-informed, harm-reduction manner

- Follow SHHC policies regarding threats of harm, violence, weapons, or medical emergencies (including calling 911 and/or Brown County Crisis when indicated)

What Is Expected of Residents in Case Management

Participation in case management is encouraged because it supports stability and long-term success. Residents are expected to:

Engage in Meetings as Able

- Attend scheduled case management meetings, or communicate with staff if they need to reschedule
- Participate in planning to the best of their ability

Communicate Openly and Respectfully

- Share goals, concerns, and barriers honestly, as they feel safe to do so
- Inform their case manager of major changes (e.g., hospitalizations, legal issues, changes in income or benefits)

Work on Agreed-Upon Goals

- Identify at least some goals for their time at SHHC (e.g., housing, health, ID, income)
- Take reasonable steps toward those goals, with support from case management and staff

Respect Boundaries and Roles

- Recognize that case managers cannot provide legal representation, medical treatment, or unlimited financial support
- Understand that case managers must follow SHHC policies and laws regarding safety and mandatory reporting

Participate in Safety Planning

- Help create and update their safety and harm-reduction plans
- Inform staff if they feel they are becoming unsafe or heading into crisis when possible

Case management remains voluntary; however, ongoing refusal to engage in basic safety planning or communication may affect a resident’s ability to remain in the program if serious safety concerns arise.

Confidentiality, Documentation, and Releases

Confidentiality

- Resident information is kept in locked files and/or password-protected systems
- Case managers do not share resident information with outside agencies or individuals without:
  - The resident's informed written consent (Release of Information), or
  - A legal requirement (court order, mandatory reporting, or imminent safety risk)

Limits of Confidentiality

Case managers must share information with appropriate authorities or staff when:

- There is a credible threat of harm to self or others
- There is suspected abuse or neglect of a child, elder, or vulnerable adult
- There is a weapon or serious safety issue on-site
- Required by law, court order, or policy

These limits are explained to residents at intake and revisited as needed.

Documentation

Case managers are responsible for:

- Accurate, timely, and objective documentation of:
  - Assessments and Support/Safety Plans
  - Significant contacts, referrals, and progress toward goals
  - Incidents, crises, and safety interventions
- Using neutral, respectful language and avoiding judgmental or stigmatizing terms
- Maintaining all records in accordance with SHHC policy, HMIS standards, and applicable law

Case Manager Roles, Boundaries, and Conduct

Case managers at SHHC must:

- Adhere to SHHC's Code of Ethics, trauma-informed and harm-reduction policies
- Maintain professional boundaries while still practicing in a warm, relational manner
- Avoid dual relationships that could create conflicts of interest (e.g., romantic/sexual relationships with residents, financial entanglements)
- Refrain from:
  - Lending or borrowing money from residents
  - Providing personal contact information contrary to agency policy
  - Providing rides or services outside of policy and supervisor approval
- Use supervision and team support to process challenging situations and maintain ethical practice

Case managers must not:

- Use substances or be under the influence while on duty
- Verbally, physically, or emotionally abuse or threaten residents
- Share resident stories inappropriately with others, including on social media
- Ignore or conceal safety concerns

Coordination With Other SHHC Services

Case management is part of an integrated team that includes:

- Executive Director & Director of Housing
- Director of Mental Health
- Shelter Managers
- House Supervisor
- Peer support staff, Recovery Coaches, and volunteers

Case managers will:

- Participate in team meetings, case reviews, and debriefings
- Share relevant information with the internal team on a need-to-know basis to promote safety and good care

- Support consistent application of house rules, quiet hours, visitor policies, and safety procedures

Case managers work with, not against, peer support and clinical services, promoting a unified, coherent approach to resident care.

Crisis, Incidents, and Resident Removal: Case Management Role

When crises or serious incidents occur, case managers will:

- Help complete and/or review incident reports
- Support residents in understanding what happened and planning to reduce risk in the future
- Participate in decisions regarding:
  - Temporary 24-hour breaks from the shelter
  - Conditions for re-admission
  - Referrals to higher levels of care or alternative placements

Case managers do not unilaterally decide to remove or deny re-admission; such decisions are made collaboratively with SHHC leadership, focusing on both resident needs and community safety.

Grievances and Concerns About Case Management

Residents have the right to express concerns about their case management services without retaliation.

If a resident has a concern or complaint about case management, they may:

- Talk directly with their case manager, if they feel safe doing so
- Request to speak with:
  - Shelter Manager or House Supervisor
  - Director of Mental Health
  - Executive Director & Director of Housing
- File a formal grievance, following SHHC’s grievance policy

Grievances will be reviewed and addressed by the Executive Director or Director of Mental Health within 2 business days whenever possible.

Case Management Acknowledgment

For Residents

I understand that:

- Case management at Safe Haven Hope Center is voluntary, except when needed for safety or legal reasons.
- Case managers are here to support my goals, safety, and stability using trauma-informed, harm-reduction approaches.
- My information is kept confidential, with clearly explained limits for safety and legal reasons.
- I can ask questions, request changes, or file a grievance if I have concerns about my case management services.

Resident Name (print): _____
Resident Signature: _____
Date: _____

For Case Managers

I have received and understand the Case Management Guidelines and Expectations for Safe Haven Hope Center. I agree to:

- Provide trauma-informed, harm-reduction, person-centered case management
- Maintain professional boundaries and follow SHHC policies and Code of Ethics
- Protect resident confidentiality within legal and safety limits
- Seek supervision and collaborate with the SHHC team to support resident safety and progress

Case Manager Name (print): _____
Signature:
_____
Date: _____

Supervisor Name (print): _____
Supervisor Signature: _____
Date: _____

Addendum X – Leadership

(See following pages)

Catherine Oreto

About Me

High-energy, results-oriented Certified Recovery Specialist and Peer Support Professional with lived experience in addiction recovery and a strong track record of leadership in the recovery community.

Work Experience

Founder/Owner – Recovery Hub WI, Green Bay, WI

Lead a peer-led recovery organization providing individualized recovery coaching, peer support groups, and community outreach for people impacted by Substance Use Disorder. Develop and execute the mission, vision, and strategic goals while overseeing daily operations, staff, and volunteers. Design and evaluate programs grounded in lived experience, harm reduction, and evidence-informed peer support practices. Build and maintain strong partnerships with local and state agencies, treatment providers, and recovery advocates to expand access to services. Represent the organization in public forums, trainings, and recovery events, leading outreach efforts that promote an inclusive, recovery-friendly culture rooted in dignity, empowerment, and respect.

Self-Employed Owner – Mill Company, Green Bay, WI

Leverage strong leadership, crisis management, and documentation skills in a fast-paced, high-pressure environment—experience that directly translates to overseeing shelter operations, coordinating services, and maintaining accurate records in support of vulnerable populations.

Associate Pastor – Exchange, Green Bay, WI

Designed and implemented programs designed to serve vulnerable and marginalized communities.

Associate Director – More Precious Than Rubies, Green Bay, WI

Designed and implemented programs designed to serve vulnerable and marginalized communities.

Peer Support Specialist –Amanda's House & Mandolin Foundation, Green Bay, WI

Drawing on personal recovery experience to mentor residents and support sustained sobriety.

Peer Support Specialist – The Gathering Place, Green Bay, WI

Providing one-on-one support and leading recovery-focused groups to build community and strengthen hope, healing and recovery.

Other Experience

Certified Peer Support Advisory Council – State of Wisconsin

Lived Expert - Motivational Interviewing Work Group, CPS/DHS

State Stakeholder – Kinship Care

SARAH HANSON

EDUCATION

BA, MANAGEMENT OF CRIMINAL JUSTICE OPERATIONS
Concordia University

BA, BUSINESS MANAGEMENT AND COMMUNICATION
Concordia University

ORDAINED MINISTER, ASSEMBLIES OF GOD
Berean School of the Bible

SKILLS

Organizational Management
Strong Communication Skills
Trauma Informed Care
Confidentiality and Discretion
Record Keeping and Documentation
Advocacy
Community Outreach and Engagement
Problem Solving
Budget Management
Leadership and Team Building
Crisis Management
Public Speaking
Conflict Resolution

ABOUT ME

Mission-driven professional with a strong background in nonprofit leadership, advocacy, and direct service to vulnerable populations. Skilled in trauma-informed care, crisis intervention, and de-escalation techniques that prioritize safety, dignity, and empowerment. Experienced in managing budgets and operations, maintaining accurate and confidential records, supporting fundraising efforts, and building organized, compliant systems that improve access to services and outcomes

EXPERIENCE

HOME HEALTH CARE PROVIDER
IRIS
2020-Present

OFFICE MANAGER
New Freedom Church
2018-Present

SOUND ENGINEER, RADIO PERSONALITY & SOCIAL MEDIA MARKETING
Practical Family Living and Center for Family Healing
2014-2023

LEAD PASTOR/CHURCH PLANTER
Exchange
2016-2022

FOUNDER/DIRECTOR
More Precious Than Rubies
2008-2018

RUNAWAY & HOMELESS YOUTH OUTREACH ADVOCATE
AmeriCorps Member with Wisconisin Association for Runaway and Homeless Youth
2006-2008

Addendum Y – Volunteer Application

Thank you for your interest in volunteering with Safe Haven Hope Center (SHHC), a peer-based, low-barrier, trauma-informed, harm-reduction transitional living shelter. Please complete this application as fully and honestly as you can. Information will be kept confidential and used only for volunteer screening and placement.

Personal Information

Full Name:

_____

Preferred Name (if different):

_____

Pronouns: ☐ she/her ☐ he/him ☐ they/them ☐ other:

_____

Date of Birth: _____ / _____ / _____ (Minimum age requirements may apply.)

Home Address:

_____

City: _____ State: _____ ZIP:

_____

Primary Phone: _____ ☐ Mobile ☐ Home ☐ Work

Email Address:

_____

Preferred Contact Method: ☐ Phone ☐ Text ☐ Email ☐ Other: _____

Emergency Contact Information:

Name:

_____

Relationship:

_____

Phone: _____

Volunteer Interests and Availability

How did you hear about Safe Haven Hope Center?
☐ Friend/Family ☐ Internet ☐ Social Media ☐ Faith Community
☐ School/College ☐ Workplace ☐ Event/Presentation ☐ Other:

Why would you like to volunteer with SHHC?
(Briefly share your interest, connection to the mission, or what you hope to contribute.)

Areas of Interest (Check all that apply):

☐ Direct support with residents (groups, activities, peer support)
☐ Life skills (cooking, budgeting, job readiness, etc.)
☐ Animal care (therapeutic cats – cleaning, feeding, enrichment)
☐ Front desk / hospitality / phone support
☐ Organizing donations (clothing, hygiene kits, supplies)
☐ Cleaning / organizing / maintenance support
☐ Administrative / office tasks (filing, data entry, mailings)
☐ Garden/yard/landscaping projects
☐ Special events / fundraising
☐ Professional services (legal, IT, medical, counseling, etc.)*
☐ Other (please describe):
_____

*Note: Professional volunteer roles may require additional credentials and agreements.

Availability (Check all that apply):

Days:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Times:
☐ Mornings ☐ Afternoons ☐ Evenings ☐ Flexible / On-call for events

Approximate number of hours per week or month you would like to volunteer:
_____ hours per ☐ week / ☐ month

Skills, Experience, and Background

Relevant Skills or Experience

(Check all that apply and/or briefly describe.)

☐ Experience working or volunteering with people experiencing homelessness
☐ Experience with mental health or substance use recovery (personal or professional)
☐ Peer support / recovery coaching
☐ Social work / counseling / case management
☐ Medical / nursing / health care
☐ Administration / data entry / office support
☐ Customer service / hospitality
☐ Education / teaching / training
☐ Maintenance / repairs / cleaning
☐ Animal care
☐ Language skills:
_____
☐ Other skills:
_____

Please describe any relevant volunteer or work experience:

Lived Experience (Optional)

SHHC values lived experience with homelessness, mental health, substance use, trauma, and poverty. Sharing this is optional and not required.

☐ I have personal lived experience relevant to SHHC's mission and am open to sharing this in a peer-based way.

☐ I do not have personal lived experience relevant to SHHC's mission.
☐ I prefer not to share this information.

If you wish, briefly share how your lived experience may inform your volunteering (optional):

Education and Employment (Optional but Helpful)

Current Employer or School (if applicable):

_____

Position / Program:

_____

Is this volunteer work part of a school, court, or program requirement?
☐ No ☐ Yes – School ☐ Yes – Court-ordered ☐ Yes – Other:

_____

If yes, number of required hours: _____ Due by: _____ / _____ / _____

Background and Screening

All volunteers are screened to help ensure the safety of residents, staff, and the community. This may include a criminal background check.

Criminal History

A criminal record does not automatically disqualify you. SHHC generally cannot accept volunteers with sexual charges (open or closed), consistent with program policy.

Have you ever been convicted of, pled guilty to, or no contest to a crime?
☐ No ☐ Yes

If yes, please explain (include dates, charges, and outcomes to the best of your knowledge):

(You may discuss this privately with staff. Information is kept confidential and evaluated case-by-case, consistent with SHHC safety policies and applicable law.)

Driver Information (If You May Transport Residents)

Transporting residents is limited and requires additional approval.

☐ I am not interested in any driving/transport roles.
☐ I am interested in being considered for approved driving roles.

If yes:

- Driver's License State/Number:
  _____
- Auto Insurance Carrier:
  _____
- Policy Number:
  _____

(Additional screening, DMV checks, and documentation may be required.)

References

Please list two people (not family members) who know you well and can speak to your character, reliability, or work/volunteer history.

Reference #1
Name:
_____
Relationship:
_____
Phone: _____

Email: _____

Reference #2
Name:
_____
Relationship:
_____
Phone: _____

Email: _____

May we contact your references?
☐ Yes ☐ No (If no, please explain):
_____

Health and Safety Considerations

Certain volunteer roles may involve physical tasks (cleaning, lifting, walking stairs) or proximity to animals.

Physical Limitations or Health Concerns (Optional)
If you have any physical limitations, allergies, or health concerns that may affect your volunteer role or require accommodation, please describe below or discuss privately with staff:

SHHC will work with you, when possible, to provide reasonable accommodations consistent with program needs and safety.

Acknowledgments and Agreements

Please read and initial each statement:

_____ I understand that SHHC is a peer-based, trauma-informed, harm-reduction program serving adults experiencing homelessness, mental health challenges, and substance use.

_____ I agree to respect all residents, staff, and volunteers regardless of their background, identity, or current circumstances.

_____ I understand that I will be required to complete a Non-Disclosure/Confidentiality Agreement, and I agree to protect resident privacy and confidentiality at all times.

_____ I understand that SHHC is a drug- and alcohol-free workplace for staff and volunteers, and I will not use substances or be under the influence while volunteering.

_____ I agree to follow SHHC policies, procedures, safety rules, and staff instructions while volunteering.

_____ I understand that SHHC may conduct a criminal background check and contact my references as part of the screening process.

_____ I understand that submitting this application does not guarantee a volunteer placement and that SHHC may limit or end my volunteer service at any time to protect safety and program integrity.

_____

Consent and Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in my application being declined or my volunteer role being ended.

I authorize Safe Haven Hope Center to:

- Contact the references listed above.
- Conduct a background check consistent with SHHC policy and applicable law.
- Use this information to determine my eligibility and placement as a volunteer.

Applicant Name (print):

_____

Applicant Signature:

_____

Date: _____

If applicant is under 18 (if youth volunteering is allowed by policy):

Parent/Guardian Name (print):

_____

Parent/Guardian Signature:

_____

Date: _____

For SHHC Staff Use Only

Date Application Received: _____
Received By (Name/Role): _____

References Checked: ☐ Yes ☐ No By: _____ Date: _____
Background Check Completed: ☐ Yes ☐ No Date: _____

Approved to Volunteer: ☐ Yes ☐ No If no, reason (internal use only):

Assigned Volunteer Role(s): _____
Primary Staff Supervisor: _____

Orientation/Training Completed On: _____ By: _____

Notes:

Staff Signature: _____
Date: _____

Addendum Z – Non-Disclosure and Confidentiality Agreement

This Non-Disclosure and Confidentiality Agreement ("Agreement") is made between Safe Haven Hope Center (SHHC) and the undersigned individual (the "Recipient"), who may be a staff member, volunteer, intern, contractor, Board member, or other person with access to confidential information.

By signing this Agreement, you agree to protect the privacy and confidentiality of SHHC residents, staff, volunteers, partners, and organizational information.

Purpose

The purpose of this Agreement is to:

- Protect the confidentiality, privacy, and dignity of residents receiving services at SHHC.
- Safeguard sensitive information about staff, volunteers, programs, and operations.
- Ensure compliance with applicable laws and SHHC policies regarding confidentiality and data protection.

This Agreement applies to all information obtained through your work or involvement with SHHC, whether spoken, written, electronic, or observed.

Definitions

For this Agreement:

"Confidential Information" includes, but is not limited to:

- Resident information:
  - Names, nicknames, physical descriptions, photos, or identifying details
  - Addresses, phone numbers, email addresses
  - Health, mental health, substance use, trauma history, or disability information
  - Case notes, assessments, support/safety plans, service records, HMIS/Clarity data
  - Financial, legal, or immigration information
- Staff, volunteer, and Board information:

    - Personal contact information
    - Performance or disciplinary information
- Organizational information:
    - Internal policies and procedures not publicly posted
    - Security procedures or access codes
    - Incident reports, grievance records, internal investigations
    - Donor, funder, financial, and strategic planning information not intended for public release

Confidential Information may be in any form, including verbal conversations, written documents, emails, text messages, internal databases, or things you see or overhear while at SHHC.

General Confidentiality Obligations

By signing this Agreement, you agree that you will:

Keep all Confidential Information private and secure.
You will not share, discuss, or disclose Confidential Information with anyone who does not have a legitimate need to know it for SHHC business.

Use Confidential Information only for SHHC purposes.
You will access and use information **only as needed** to perform your assigned duties or role with SHHC.

Limit discussions to appropriate settings.
You will not discuss Confidential Information in public or unsecured places (e.g., hallways, common areas, public transportation, social media, community events), where others may overhear.

Protect physical and electronic records.
You will:

- Keep paper files, notes, and forms secure and return them to designated storage areas.
- Log out of computers and electronic systems when not in use.
- Not share passwords or leave screens visible to unauthorized individuals.

Handle media and images appropriately.
You will not photograph, video record, or audio record residents, staff, or internal operations without prior written approval from SHHC leadership and appropriate consent forms from residents, when required.

Prohibited Disclosures and Uses

You agree that you will not:

- Disclose any resident's identity, story, or personal details outside of SHHC without proper written consent and authorization.
- Share Confidential Information with friends, family, neighbors, other residents, or on social media.
- Use Confidential Information for personal, financial, political, or professional gain.
- Remove or copy records (paper or electronic) from SHHC premises or systems except as explicitly authorized.
- Access records for individuals you are not assigned to or do not need to know about.

This obligation applies during your involvement with SHHC and continues after your employment, volunteer service, or affiliation ends.

Permitted Disclosures and Legal/Safety Exceptions

SHHC is committed to protecting confidentiality, but there are legal and ethical limits.

You may share Confidential Information when, and only when:

It is necessary for SHHC operations and allowed by policy.

- Sharing information with other SHHC staff or authorized partners who need the information to provide services, ensure safety, or manage the program.
- Sharing information with external providers or agencies with a valid Release of Information (ROI) signed by the resident, when required.

It is required by law or policy.

- Reporting suspected child abuse, elder abuse, or abuse of a vulnerable adult to the appropriate authorities, as required by law.
- Responding to lawful court orders, subpoenas, or investigations, as directed by SHHC leadership and/or legal counsel.

There is an immediate safety emergency.

- When there is a credible threat of serious harm to a resident or others, and disclosure is necessary to prevent harm (e.g., contacting 911, Brown County Crisis, or law enforcement).

In all such cases, you will:

- Share only the minimum necessary information to address the issue.
- Notify the Executive Director, Director of Mental Health, or appropriate supervisor as soon as possible.

Resident Privacy and Dignity

You agree to:

- Treat all resident information and stories as private and sensitive, even when not protected by law.
- Avoid gossiping about residents or judging their circumstances, behavior, or history.
- Refrain from discussing one resident's situation with another resident, except as explicitly authorized and for safety-related reasons.

When in doubt about whether something can be shared, you will ask a supervisor or leadership before speaking.

Return of Materials and Access

Upon the end of your employment, volunteer service, or role with SHHC (or upon request at any time), you agree to:

- Return all SHHC property, including:
  - Keys or access cards
  - Written records, notes, forms, or documents
  - Electronic devices, badges, or any other materials containing SHHC or resident information
- Not retain copies (physical or digital) of Confidential Information belonging to SHHC.

Your access to confidential systems, files, and spaces will end when your relationship with SHHC concludes.

Reporting Breaches or Concerns

If you become aware of:

- A possible breach of confidentiality (e.g., lost records, unauthorized access, overheard conversations), or
- Any improper access, use, or disclosure of Confidential Information,

You agree to immediately report this to:

- Your direct supervisor, and/or
- The Executive Director, and/or
- A member of the Board of Directors

Reporting concerns promptly helps SHHC protect residents, comply with laws, and correct issues quickly. Good faith reporting of concerns will not be punished.

Consequences of Violation

You understand that violating this Agreement or SHHC confidentiality policies may result in:

- Corrective action, coaching, or retraining
- Disciplinary action, up to and including termination of employment or volunteer service
- Removal from the Board or leadership roles
- Possible legal consequences, depending on the nature and severity of the breach

Acknowledgment and Agreement

By signing below, you acknowledge that:

- You have read and understand this Non-Disclosure and Confidentiality Agreement.
- You have had the opportunity to ask questions about anything that is unclear.
- You agree to comply with this Agreement and all SHHC confidentiality policies.

- You understand that your duty to protect Confidential Information continues even after your employment, volunteer service, or affiliation with SHHC ends.

Recipient Information

Name (print):

_____

Role/Position (check one):

☐ Employee ☐ Volunteer ☐ Intern ☐ Contractor ☐ Board Member ☐ Other: _____

Signature:

_____

Date: _____

Supervisor / SHHC Representative

Name (print):

_____

Title: _____

Signature:

_____

Date: _____

This Agreement will be kept in the individual's personnel, volunteer, contractor, or Board file, and may be renewed or re-signed periodically as required by SHHC policy.

Addendum AA – Resident Grievance Policy

Safe Haven Hope Center (SHHC) is committed to operating in a fair, transparent, and trauma-informed way. Residents have the right to express concerns or complaints about any aspect of their services or living environment without fear of retaliation.

This policy explains:

- What a grievance is
- What you can file a grievance about
- How to file a grievance
- How SHHC will respond and resolve grievances

Purpose and Principles

The purpose of this Grievance Policy is to:

- Provide a clear, simple process for residents to express concerns or complaints
- Ensure concerns are taken seriously, documented, and addressed promptly
- Support residents in exercising their rights to be heard and treated fairly
- Promote a culture of safety, respect, and accountability at SHHC

SHHC handles grievances using:

- Trauma-informed care (avoiding shaming, blaming, or punishment for speaking up)
- Non-retaliation (residents will not be punished for filing a grievance)
- Confidentiality (information is shared only with those who need to know to address the issue)
- Timeliness (responses are provided within 2 business days whenever possible)

What Is a Grievance?

A grievance is any formal concern, complaint, or dissatisfaction a resident has about:

- Services provided by SHHC
- How they are treated by staff, volunteers, peer workers, or other residents

- Enforcement of house rules or safety policies
- Case management or peer support services
- Privacy, confidentiality, or respect for their rights
- Access to reasonable accommodations for disabilities
- Any decision or action by SHHC staff that the resident believes is unfair, unsafe, discriminatory, or not in line with SHHC policies

Examples of grievances include (but are not limited to):

- Feeling disrespected, threatened, or mistreated by staff, volunteers, or another resident
- Believing that a rule was enforced in an unfair or inconsistent way
- Concerns about privacy or how personal information was handled
- Disagreement with a decision about a 24-hour break, room change, or program participation
- Concerns about discrimination based on race, color, national origin, age, sex, religion, or disability

Emergency or immediate safety issues (e.g., violence, weapons, medical emergencies) should always be reported to staff right away and will be handled through SHHC's crisis and safety procedures. A grievance can still be filed afterward if you wish.

Your Rights in the Grievance Process

As a resident of SHHC, you have the right to:

File a grievance at any time about services, treatment, or conditions.
File a grievance without fear of retaliation. Your housing, services, and treatment will not be negatively affected for speaking up.
Receive help to file a grievance if you have difficulty reading, writing, or understanding the process.
Have your grievance taken seriously, documented, and reviewed by leadership.
Receive a response within 2 business days whenever possible, with information about what actions will be taken.
Have your grievance kept as private as possible, with information shared only with those who need to know to address the concern.
Appeal or ask for further review if you are not satisfied with the initial response.

How to File a Grievance

You may file a grievance in any of the following ways:

Verbal Grievance

Tell any staff member that you would like to file a grievance.

Staff will:

- Listen to your concern
- Offer to help you complete a written form if you agree
- Notify a Supervisor, Director of Mental Health, or Executive Director as appropriate

Written Grievance

Ask staff for a Resident Grievance Form or use your own paper.

Include the following information (as you are able):

- Your name (you may request that your identity be kept as confidential as possible)
- Date of the incident or concern
- Names of people involved (if known)
- What happened and why you are concerned
- What you would like to see happen to resolve the issue

Give your written grievance to any staff member.

Assistance With Grievances

If you need help writing or explaining your grievance:

- You can ask any staff member to assist you.
- You may also ask a trusted peer or support person to help you, if you choose.
- Staff will write down your words as accurately as possible and then read it back to you for confirmation.

You may file a grievance at any time during your stay, including after an incident or decision you disagree with.

How Grievances Are Reviewed and Resolved

Initial Review

- The grievance will be reviewed by the Executive Director or Director of Mental Health (or their designee).
- Whenever possible, you will receive an initial response within 2 business days of the grievance being received.
- The reviewer may:
  - Request to meet with you to better understand the concern
  - Speak with involved staff, volunteers, or residents
  - Review relevant documentation and policies

Resolution Steps

After reviewing your grievance, SHHC leadership may:

- Provide you with an explanation or clarification of policies or decisions
- Take corrective actions (e.g., additional staff training, changes in practice, supervision, or documentation)
- Adjust a decision when appropriate and safe to do so
- Develop a plan with you to prevent similar issues in the future

You will be informed of the outcome, to the extent allowed by privacy and employment laws. Some actions involving staff or other residents may be confidential, but leadership will still let you know if appropriate action was taken.

Documentation

- All grievances will be documented and stored securely.
- Documentation includes the original grievance, steps taken to review it, and the outcome.
- The Board of Directors and leadership may review grievance trends (without resident names) to improve the program and address recurring issues.

Appeals and Further Review

If you are not satisfied with the response to your grievance, you may request an appeal or further review.

You may:

1. Inform the Executive Director that you would like to appeal the decision or outcome.
2. Ask that the grievance be reviewed by:
    - The Director of Mental Health, if not already involved, and/or
    - A member of the Board of Directors

The appeal will be reviewed as promptly as possible. You will be informed of the final decision, understanding that some actions or personnel matters may need to remain confidential.

Non-Retaliation

SHHC strictly prohibits retaliation against any resident who:

- Files a grievance
- Supports another resident in filing a grievance
- Honestly participates in an investigation or review

Retaliation includes (but is not limited to):

- Threats, intimidation, or harassment
- Unjustified restrictions on services or privileges
- Unfair or inconsistent rule enforcement solely because a grievance was filed

If you believe you are experiencing retaliation, immediately report this to a Supervisor, Director of Mental Health, or the Executive Director. This can itself be the subject of a new grievance.

Confidentiality and Privacy

- Grievances will be handled as confidentially as possible.
- Information will be shared only with those who need to know in order to:
  - Understand and resolve the grievance
  - Maintain safety for residents, staff, volunteers, and the community
- Resident records related to grievances are stored in locked files and/or password-protected systems.

In some cases, SHHC may be required by law or policy to report certain issues (e.g., abuse, threats, weapons). If this happens, staff will explain what is being reported and why, whenever it is safe and appropriate to do so.

Grievances Related to Discrimination or Rights Violations

If your grievance involves discrimination or violation of your rights, SHHC will:

- Treat the complaint as serious and priority, consistent with federal laws including:
  - Title VI of the Civil Rights Act of 1964
  - Section 504 of the Rehabilitation Act of 1973
  - The Age Discrimination Act of 1975
- Offer information on external agencies you may also contact, if desired (e.g., civil rights offices, legal aid).

Resident Acknowledgment

You may be asked to sign this at intake to show that the policy was explained to you.

I have received and/or had explained to me the Safe Haven Hope Center Resident Grievance Policy. I understand that:

- I have the right to file a grievance without fear of retaliation.
- I can file a grievance verbally or in writing and can get help to do so.
- My grievance will be reviewed, and I will receive a response within 2 business days whenever possible.
- I can appeal the decision if I am not satisfied with the outcome.

Resident Name (print): _____
Resident Signature: _____
Date: _____

Staff Name (print): _____
Staff Signature (acknowledging explanation): _____
Date: _____

Contact for Grievances

Grievances and questions can be directed to:

Executive Director
Cathi Oreto
Phone: 920-471-7880
Email: cathi@safehavenhopecenter.org

Director of Mental Health
Name: Elizabeth Feldhausen
Phone: 920-680-9368
Email: elizabeth@safehaven-pet.org

You may also give your grievance to any staff member, who will ensure it is forwarded to leadership for review.

Addendum AB – Medication Policy

Purpose

The purpose of this Medication Policy is to:

- Promote the safe storage, handling, and use of medications at Safe Haven Hope Center.
- Support resident autonomy and responsibility for their own medications while maintaining a safe and stable environment.
- Reduce the risk of diversion, misuse, overdose, and medication errors.
- Ensure consistency with SHHC's trauma-informed, harm-reduction, and low-barrier program philosophy.

Scope

This policy applies to:

- All prescription and over-the-counter (OTC) medications brought onto or stored on SHHC property.
- All residents, staff, volunteers, and visitors of SHHC.
- All forms of medications, including pills, capsules, liquids, inhalers, injectables, topicals, and medically indicated controlled substances.

SHHC does not operate as a medical facility and does not provide medical treatment or medication administration. Residents are responsible for managing and taking their own medications.

Guiding Principles

Resident Autonomy: Residents are primarily responsible for their own medications. Staff do not administer or dose medications.

Safety First: The safety of residents, staff, volunteers, animals, and the surrounding neighborhood is paramount in all decisions involving medications.

Harm Reduction: Medication issues (e.g., misuse, nonadherence) are addressed through education, safety planning, and support rather than automatic discharge whenever safely possible.

Trauma-Informed Practice: Interactions around medications are conducted with respect, transparency, and collaboration to avoid re-traumatization.

Confidentiality: Information about a resident's medications is treated as confidential and shared only with consent or as required by law.

Definitions

Medication: Any substance used to diagnose, treat, or prevent disease, or to affect the structure or function of the body. Includes prescription medications, OTC drugs, and medically approved supplements when prescribed or recommended by a provider.

Controlled Substance: A medication regulated under federal or state controlled substance laws (e.g., certain pain medications, stimulants, benzodiazepines).

Emergency/Rescue Medication: Medication that must be immediately available to prevent a serious health consequence (e.g., rescue inhaler, nitroglycerin, EpiPen).

Self-Administration: When a resident independently takes their own medication without staff administering or placing it into their hand or mouth.

Medication Room: The designated, secured room or area where resident medications are stored and logged, except for approved emergency medications retained by residents.

Resident Responsibilities

Residents are expected to:

Manage Their Own Medications

- Take medications as prescribed or as directed by their healthcare provider.
- Communicate with their provider or pharmacist about side effects, concerns, or questions.

Check In Medications at Intake and As Acquired

- At intake, inform staff of all prescription and OTC medications currently in their possession.
- Present all medications to staff for logging and secure storage in the medication room, unless designated as an approved emergency medication.

- Inform staff when new medications are obtained, prescriptions are changed, or medications are discontinued.

Use Medications Safely

- Take only medications prescribed for them; sharing or selling medications is strictly prohibited.
- Maintain control of any approved emergency medications they personally carry (e.g., inhaler) and ensure they are not accessible to others.
- Notify staff immediately if medications are lost, stolen, or damaged.

Follow House Rules Related to Medications

- Comply with SHHC rules regarding storage, timing of access, and no use of substances on-site.
- Participate in safety planning related to medications when requested by staff.

Staff Roles and Limitations

SHHC is not a medical provider. Staff are not practicing medicine and do not:

- Prescribe, recommend, or adjust medications.
- Administer medications into a resident's mouth or body.
- Make clinical decisions about starting, stopping, or changing medication dosages.

Staff may:

Support with Storage and Access

- Receive medications from residents for secure storage.
- Maintain a locked medication room and medication log.
- Retrieve a resident's stored medication from the locked area at the resident's request and hand the medication container to the resident for self-administration.
- Observe the resident taking the medication if requested as part of a harm-reduction or accountability plan.

Documentation and Monitoring

- Maintain basic records of what medications are stored on site, in what quantity, and any reported changes.
- Document concerns about medication misuse, diversion, or safety issues in incident reports, and notify leadership as appropriate.

Education and Referral

- Encourage residents to connect with healthcare providers, pharmacists, and community clinics for medication management.
- Provide referrals and assistance with scheduling appointments, transportation, or obtaining prescriptions when possible.

Crisis and Overdose Response

- Follow SHHC crisis, emergency, and overdose procedures, including administering Narcan (Naloxone) when indicated and contacting 911.

Medication Storage and Security

Medication Room

- All non-emergency medications must be checked into the medication room upon intake or when obtained.
- The medication room remains locked at all times when not in active use.
- Access to the medication room is restricted to authorized staff.

Resident Medication Storage

- Each resident is assigned a designated, labeled storage area (bin, locker, or cabinet) within the medication room.
- Medications are kept in their original pharmacy or manufacturer containers with labels intact whenever possible.
- Staff maintain a basic log for each resident's checked-in medications (name of medication, strength, prescribing provider or clinic when known, date of check-in, quantity when feasible).

Emergency/Rescue Medications

- Residents may keep necessary emergency medications on their person or in their room (e.g., rescue inhaler, nitroglycerin, EpiPen) with staff awareness.
- These medications do not need to be stored in the medication room; however, they should be documented as emergency/rescue medications in the resident file.

Controlled Substances and High-Risk Medications

- Controlled substances and other high-risk medications (as identified by the prescribing provider or pharmacist) must be stored in a locked area within the medication room with heightened security (e.g., locked box or cabinet).
- Staff will document the initial quantity of controlled substances when possible and may perform periodic counts as a safety measure.

- Any suspected theft, diversion, or tampering must be reported to the Executive Director or designee immediately and documented as an incident.

Prohibited Storage Locations

- Medications may not be stored unsecured in resident rooms, common areas, vehicles, or personal bags (other than approved emergency medications).
- Discovered unsecured medications will be confiscated, stored appropriately, and discussed with the resident using a harm-reduction and safety-focused approach.

Access to Medications and Self-Administration

Access Times

- Reasonable access to medications will be provided throughout the day, with the goal of accommodating prescribed dosing schedules.
- Specific access windows may be established (e.g., morning, midday, evening, bedtime) and communicated clearly to residents.
- Residents with time-sensitive regimens may work with staff to develop individualized access arrangements.

Self-Administration Process

- The resident requests their medication from staff.
- Staff retrieve the resident's medication bin or container from the medication room and give it to the resident.
- The resident self-administers the medication (e.g., takes their pills, uses inhaler).
- The resident returns the medication container to staff, who then secure it back in the designated storage area.

Missed or Skipped Doses

- Residents are responsible for monitoring their dosing schedule.
- Staff may provide reminders as a supportive measure but are not responsible for ensuring every dose is taken.
- If a resident repeatedly misses doses and expresses concern, staff may encourage them to contact their provider and may assist with coordination.

Refusal of Medications

- Residents have the right to refuse prescribed medications.
- Staff may explore the reasons for refusal, provide basic education, and encourage consultation with a healthcare provider.

- Coercion, shaming, or punishment for refusal is not permitted.

Over-the-Counter (OTC) Medications and Staff Distribution

- SHHC staff do not distribute OTC medications (e.g., antacids, aspirin, cold medicine) to residents.
- Residents may obtain OTC medications independently and must check them into the medication room upon bringing them onto the property.
- OTC medications are subject to the same storage, security, and self-administration procedures as prescription medications.

Medication Reconciliation, Changes, and Discontinuation

New Medications

- When a new prescription is started, residents should notify staff and present the medication for logging and secure storage.
- Staff update the resident's medication log and storage bin.

Changed or Discontinued Medications

- Residents are encouraged to inform staff when their provider changes dosages or discontinues a medication.
- Outdated or discontinued medications should be removed from active storage and prepared for safe disposal.

Refills and Running Low

- Residents are responsible for monitoring when refills are needed.
- Staff may assist with scheduling appointments, contacting pharmacies, or arranging transportation when possible.

Medication Disposal

Discontinued, Expired, or Unclaimed Medications

- Medications that are expired, discontinued, or unclaimed at the time of resident exit will be separated from active medications and documented.
- When feasible, residents will be offered the opportunity to take their medications with them at discharge if clinically and legally appropriate.

Safe Disposal Procedures

- SHHC will partner with pharmacies, clinics, or approved medication take-back programs to dispose of medications safely.

- Controlled substances must be disposed of in accordance with federal and state regulations.

Documentation

- Staff will document the disposal of medications (resident name, medication, quantity when reasonably known, date, and method/location of disposal).

Medication-Related Safety Concerns and Incidents

Medication-related concerns include, but are not limited to:

- Suspected diversion or sharing of medications.
- Suspected overuse, misuse, or signs of overdose.
- Repeated loss of prescriptions or controlled substances.
- Behavioral changes indicating possible adverse medication effects.

When safety concerns arise, staff will:

Assess Immediate Risk

- Determine if there is an urgent medical emergency or overdose; follow SHHC emergency procedures, including calling 911 and administering Narcan if indicated.
- Remove other residents from immediate danger when necessary.

Engage the Resident

- Discuss concerns in a non-judgmental, trauma-informed manner.
- Explore harm-reduction strategies (e.g., supervised self-administration, secure storage, coordination with provider).

Document and Notify

- Complete an incident report describing the concern and actions taken.
- Notify the Executive Director and/or Director of Mental Health as appropriate.

Coordinate with Providers and Crisis Services

- With resident consent (or as allowed by law), consult with prescribers, pharmacists, or Brown County Crisis for guidance.
- Follow SHHC's crisis and emergency response policies for severe mental illness, suicidality, or threats of harm.

Consider Temporary Removal or Limits on Access

- In serious cases where medication possession creates a credible safety risk, staff may limit a resident's access to certain medications (e.g.,

holding them securely and releasing only limited doses as part of a safety plan).
- In extreme cases, and consistent with SHHC's resident removal policy, the resident may be asked to leave temporarily for safety reasons, with staff assistance in identifying alternative arrangements whenever possible.

Visitors, Medications, and Contraband

- Visitors are not permitted to store personal medications at SHHC.
- Visitors are prohibited from sharing or providing medications (prescription or OTC) to residents.
- Any visitor who attempts to bring in or distribute medications in violation of SHHC policies may have visitation privileges revoked.
- Any attempt to bring in illicit substances, drug paraphernalia, or medication for the purpose of misuse will result in confiscation of items and may require police involvement, consistent with SHHC's weapons, contraband, and safety policies.

Staff and Drug-Free Workplace

- SHHC maintains an alcohol-, drug-, and smoke-free workplace for staff.
- Employees must be drug and alcohol free while on duty and may be subject to random drug testing, in accordance with SHHC's Drug-Free Workplace policy.
- Staff who are prescribed controlled substances must use them responsibly and in a manner that does not impair their ability to safely perform essential job duties.

Confidentiality and Documentation

- Information about a resident's medications is part of the confidential record maintained by SHHC.
- Medication logs, incident reports, and related documentation are stored securely (locked files and/or password-protected electronic systems) and accessed only by authorized staff.

- Information is not shared outside SHHC without resident consent, except as required by law (e.g., mandatory reporting, court orders, medical emergencies where disclosure is necessary to protect life or safety).

Training and Review

Staff Training

- All staff receive orientation on this Medication Policy, including:
  - SHHC's role and limitations around medications.
  - Storage and access procedures.
  - Overdose prevention and Narcan administration.
  - Documentation and incident reporting.
- Ongoing training (at least three hours quarterly) incorporates medication-related safety topics, harm reduction, and crisis response.

Policy Review and Updates

- This policy will be reviewed at least annually by leadership and the Board of Directors, or sooner if there are significant changes in law, regulation, or program operations.
- Feedback from residents, staff, and community partners may be used to revise and improve the policy.

Acknowledgment

Residents:

I have received a copy of the Safe Haven Hope Center Medication Policy. I have had the opportunity to ask questions and understand that I am responsible for managing my own medications in accordance with this policy.

Resident Name: _____
Resident Signature: _____
Date: _____

Staff:

I have reviewed the Safe Haven Hope Center Medication Policy and understand my responsibilities regarding medication storage, access, documentation, and safety.

Staff Name: _____
Staff Signature: _____
Date: _____

Addendum AC – Daily Medication Access Sheet

Date: _____
Shift: ☐ Day ☐ Evening ☐ Night
Staff on Duty:

Use this sheet to track when residents access stored medications. Resident self-administers; staff may retrieve and/or observe per harm-reduction plans.

Resident Medication Access Log

Time	Resident Name	Medication(s) Accessed	Dose	Staff Role (retrieved / observed / both)	Staff Initials	Resident Initials	Notes (missed dose, concerns, etc.)

Controlled / High-Risk Medication Spot Check

Time	Resident Name	Medication	Count / Check Result	Issues Noted (Y/N)	Brief Comment	Staff Initials

Shift-End Summary (Staff)

Any medication-related concerns this shift? ☐ No ☐ Yes
If yes, briefly describe and note if an incident report was completed:

☐ Incident report completed (if required)
☐ Director/On-Call Notified (if required)

Staff Signature: _____
Date/Time: _____

Addendum AD – Approved Driver Information and Authorization Form

This form is for staff and volunteers who may drive residents, transport program materials, or operate Safe Haven Hope Center (SHHC) vehicles. Completion of this form does not guarantee approval; all driving roles require review and written authorization from SHHC leadership.

Applicant Information

Full Name:

_____

Preferred Name (if different):

_____

Role at SHHC:
☐ Employee ☐ Volunteer ☐ Intern ☐ Contractor ☐ Other:

_____

Primary Phone: _____

Email Address:

_____

Driver's License Information

State of Issue: _____

Driver's License Number:

_____

License Class: ☐ Regular/Standard ☐ Commercial (CDL) ☐ Other: _____

License Expiration Date: _____ / _____ / _____

Has your driver's license ever been suspended, revoked, or restricted?
☐ No ☐ Yes
If yes, please explain (include dates and reasons):

Driving History (Past 3–5 Years)

Moving Violations

Have you had any moving violations (speeding, failure to yield, etc.) in the past 3–5 years?

☐ No ☐ Yes

If yes, list each violation (to the best of your knowledge):

- Date: _____ Violation/Location: _____
- Date: _____ Violation/Location: _____
- Date: _____ Violation/Location: _____

Accidents

Have you been involved in any motor vehicle accidents in the past 3–5 years?

☐ No ☐ Yes

If yes, list each accident:

- Date: _____ Location: _____ At fault? ☐ Yes ☐ No
  Description: _____
- Date: _____ Location: _____ At fault? ☐ Yes ☐ No
  Description: _____

Driving-Related Offenses

Have you ever been cited or convicted for any of the following? (Check all that apply and provide details below.)

☐ Operating while intoxicated (OWI/DUI/DWI)
☐ Reckless driving
☐ Leaving the scene of an accident
☐ Driving on a suspended or revoked license
☐ Other serious driving-related offenses: _____

If any boxes are checked, please explain (include dates, locations, and outcomes if known):

Insurance Information (For Personal Vehicle Use)

Insurance Company:

_____

Policy Number:

_____

Policy Expiration Date: _____ / _____ / _____

Name of Policy Holder (if not you): _____

Do you maintain at least the minimum liability coverage required by state law?

☐ Yes ☐ No ☐ Unsure

You may be asked to provide a copy of your insurance card or policy declaration page.

Driving Roles and Limits

Type of Driving You May Be Asked to Do:

- Transporting residents in my personal vehicle (with prior approval)
- Transporting supplies/donations only (no residents)
- Driving for appointments/errands during scheduled shifts
- Driving for group outings or activities

Driving Limits or Restrictions (if any):

(Examples: no night driving, no winter driving, medical limitations.)

Health and Safety Considerations

Medical Conditions

Do you have any medical conditions that may affect your ability to drive safely?

☐ No ☐ Yes (optional to describe; may be discussed privately with supervisor/HR)

If yes, please explain briefly or indicate that you will discuss privately:

Substance Use

SHHC maintains a drug- and alcohol-free workplace for staff and volunteers.

Please initial each statement:

_____ I will not operate a vehicle for SHHC while under the influence of alcohol, cannabis, illegal drugs, or misused prescription medications.

_____ I understand that SHHC follows a harm-reduction model with residents, but expects staff and volunteers to be fit to drive and substance-free when performing driving duties.

_____

Consent for Motor Vehicle Record (MVR) and Background Check

In order to be considered for approval as a driver, SHHC may request and review your Motor Vehicle Record (MVR) and may conduct a criminal background check.

Please initial each statement:

_____ I authorize Safe Haven Hope Center to request and review my Motor Vehicle Record from the appropriate state agency.

_____ I authorize Safe Haven Hope Center to conduct a criminal background check related to driving and safety.

_____ I understand that information from these checks will be used solely to determine my eligibility as an approved driver and will be kept confidential to the extent permitted by law.

Driver Responsibilities and Agreement

By signing below, I agree that if I am approved as a driver for SHHC, I will:

1. Follow all traffic laws and regulations while driving for SHHC.
2. Use seat belts and require all passengers to use seat belts or appropriate restraints.
3. Refrain from distracted driving, including texting, using handheld devices, or other unsafe activities.
4. Follow SHHC policies regarding resident transportation, including:
    - Not transporting residents without prior authorization.

- Following approved routes and destination guidelines.
- Respecting resident privacy and confidentiality during transport.

5. Promptly report to SHHC:
   - Any new tickets, accidents, license suspensions, or major changes to my driving status.
   - Any changes in my personal auto insurance coverage.

I understand that:

- Being an approved driver is a privilege, not a right.
- SHHC may suspend or revoke my driving privileges at any time if safety concerns arise or if policies are not followed.
- Providing false or incomplete information on this form may result in denial or termination of driving responsibilities and may affect my employment or volunteer status.

Applicant Certification and Signature

I certify that the information I have provided in this form is true, correct, and complete to the best of my knowledge. I understand that misrepresentation or omission may result in my being ineligible or removed as an approved driver.

Applicant Name (print):

_____

Applicant Signature:

_____

Date: _____

For SHHC Use Only

Date Form Received: _____
Received By (Name/Title): _____

MVR Requested On: _____ By: _____
MVR Reviewed On: _____ By: _____

Background Check Completed: ☐ Yes ☐ No Date: _____
Reviewed By: _____

Insurance Carrier Notified/Consulted (if required):
☐ Yes ☐ No Date: _____ Notes: _____

Driving Status Decision:
☐ Approved as SHHC driver
☐ Approved – supplies/errands only, no resident transport
☐ Not approved as driver
☐ Other/Conditional: _____

Restrictions/Conditions (if any):

Approval Period:
From: ____ / ____ / _____ To (review date): ____ / ____ / _____

Approving Supervisor/Director:
Name (print): _____
Title: _____

Signature: _____
Date: _____

Notes / Follow-Up Actions:

Addendum AE – Neighbor Grievance and Concern Form

Safe Haven Hope Center (SHHC) is committed to being a good neighbor and maintaining open communication with nearby residents and businesses. This form allows neighbors to share concerns, complaints, or suggestions so we can respond promptly and appropriately.

You may submit this form in person, by mail, or by email (photo or scanned copy) to the Executive Director.

Your Contact Information (Optional but Recommended)

Providing your contact information allows us to follow up with you about your concern. You may submit a concern anonymously; however, this may limit our ability to respond directly.

Name: _____A

ddress or Business Name (if applicable): _____

Phone: _____

Email: _____

Preferred method of contact:
☐ Phone ☐ Email ☐ No follow-up needed

Type of Concern (Check all that apply)

☐ Noise / disturbances
☐ Loitering or trespassing
☐ Trash, litter, or property upkeep
☐ Parking or traffic concerns
☐ Resident behavior (non-emergency)
☐ Safety or security (non-emergency)
☐ Animals (e.g., cats, service/support animals)
☐ Smoking / outdoor areas
☐ Staff or volunteer interaction

☐ Other (please describe):

_____

Important: For emergencies or immediate threats to safety, please call 911 first. This form is for non-emergency concerns and follow-up.

Incident or Concern Details

Date of Incident or When You Noticed the Concern:
On or around (date):

_____

Time (if known):

_____

Location:
(Where did this occur? For example: sidewalk, alley, front of property, adjacent yard, parking area, etc.)

Description of Concern
(Please describe what happened or what you observed. Include as much detail as possible, such as what you saw or heard, frequency of the issue, and any patterns you've noticed.)

People Involved (If Known or Relevant)
(You may describe individuals generally if you do not know names.)

Description/Name:

_____

Description/Name:

_____

Description/Name:

_____

Impact of the Concern

How has this issue affected you, your household, or your business? (Check all that apply.)

☐ Disturbed sleep or quiet enjoyment
☐ Customers or visitors impacted
☐ Feelings of reduced safety or comfort
☐ Property appearance or cleanliness affected
☐ Interference with access, parking, or deliveries
☐ Other (describe):
_____

Please share any additional details:

Previous Actions or Communication (If Any)

Have you addressed this concern before with anyone?

☐ No, this is my first time reporting this.
☐ Yes, I have spoken with:

Person/Agency: _____

Date: _____

What was discussed or done?

Person/Agency: _____
Date: _____
What was discussed or done?

Requested Follow-Up or Outcome

What would you like to see happen in response to this concern? (Check all that apply.)

☐ Explanation or clarification from SHHC
☐ Changes to practices, procedures, or house rules (if appropriate)
☐ Increased monitoring or staff presence
☐ Property or exterior clean-up
☐ Reminder to residents about good neighbor expectations
☐ Meeting or phone call to discuss the issue
☐ No follow-up needed; for your information only
☐ Other (please describe):
_____

Please add any other suggestions or comments:

Confidentiality and Permission to Contact You

Do you give SHHC permission to contact you to discuss this concern?
☐ Yes ☐ No

Do you prefer that SHHC keep your identity as confidential as possible when addressing this concern internally?
☐ Yes ☐ No ☐ Doesn’t matter to me

(Please note: In addressing concerns, SHHC may need to share limited information with staff to investigate and respond appropriately. We will not share your information publicly.)

Signature (Optional but Helpful)

Neighbor Name (print):
_____

Signature:
_____

Date: _____

How to Submit This Form

You may submit this form by:

- Mail or in person:
  Safe Haven Hope Center
  315 S Jefferson St
  Green Bay, WI 54301
- Email (photo or scanned copy):
  cathi@safehavenhopecenter.org (Executive Director)

For urgent safety concerns, please call 911 first, then notify SHHC if appropriate.

For non-emergency concerns that you would like to discuss directly, you may contact:

Executive Director & Director of Housing:
Cathi Oreto
Phone: 920-471-7880
Email: cathi@safehavenhopecenter.org

For SHHC Staff Use Only

Date Received: _____
Received By (Name/Role): _____

☐ Logged in Neighbor Concern/Grievance Log
☐ Copy provided to Executive Director
☐ Copy provided to Director of Mental Health (if applicable)

Initial Review Completed By: _____
Date of Initial Review: _____

Follow-Up Actions Taken:

Date Neighbor Contacted (if applicable): _____
Method: ☐ Phone ☐ Email ☐ In person ☐ Other _____

Staff Signature: _____
Date: _____

Addendum AF – Crisis, Incidents and Resident Removal Policy

Purpose and Scope

This policy establishes consistent procedures for identifying, responding to, documenting, and reviewing crises, incidents, injuries, and situations that may require temporary or permanent removal of a resident from Safe Haven Hope Center (SHHC). The goal is to protect the safety, dignity, and rights of residents, staff, volunteers, visitors, and neighbors while maintaining a trauma-informed, harm-reduction approach.

This policy applies to all SHHC staff, volunteers, and residents.

Guiding Principles

Responses to crisis and incidents at SHHC will:

- Prioritize immediate safety of all residents, staff, volunteers, visitors, and neighbors.
- Use least restrictive interventions possible while maintaining safety.
- Follow trauma-informed and harm-reduction practices.
- Respect resident dignity, autonomy, and rights to the greatest extent consistent with safety.
- Involve law enforcement and crisis services when clinically or legally necessary.
- Be documented, reviewed, and used to improve policies and practices.

Definitions

- **Crisis:** Any situation that poses, or could reasonably pose, a risk of harm to a resident, staff member, volunteer, visitor, or neighbor, or significantly disrupts the safety and functioning of the household.
- **Incident:** Any event involving injury, property damage, serious rule violation, or behavior that may require medical, mental health, or law enforcement response, whether or not it becomes a full crisis.
- **Removal:** A temporary or longer-term requirement that a resident leave SHHC property due to safety or serious policy concerns.

General Crisis Response Protocol

When a crisis or serious incident occurs, staff will:

Ensure Immediate Safety

- Quickly assess the situation and remove or separate individuals as needed.
- Create physical distance between individuals in conflict, when safe to do so.
- Move uninvolved residents to a safe area.

Assess the Situation

- Determine the nature of the crisis (e.g., mental health, medical, substance related, violence, threat).
- Gather basic background information from the resident(s) involved and any witnesses.

Engage Appropriate Supports

- Use de-escalation and crisis-response skills whenever possible.
- Involve peer support, clinical consultation, and supervisory staff as needed.
- Contact emergency services or crisis lines when required (see sections below).

Document and Report

- Complete an incident report as soon as practical and no later than 24 hours after the event.
- Notify the Executive Director and/or Director of Mental Health of serious or high-risk events.

Specific Crisis Situations

Severe Mental Illness or Suicidality

When a resident appears to be experiencing severe mental health symptoms or expressing suicidal thoughts or intent, staff will:

Ensure the resident is in as calm and comfortable a setting as possible.
Assess immediate risk and gather relevant background information.
Call Brown County Crisis at 920-436-8888 and follow the guidance of the mental health professional.
Follow any recommended steps regarding evaluation, transport, or safety planning.
Document the incident, recommendations received, and actions taken.

Under the Influence of Drugs and/or Alcohol

When a resident appears to be under the influence:

Assess for violence or imminent danger.

- If the situation is violent or immediately dangerous, call 911.

If the situation is non-violent but concerning, staff will:

- Determine whether the resident can safely remain on-site with enhanced monitoring and safety planning, or
- Arrange for alternative accommodations for up to 24 hours when safety cannot be maintained at SHHC.

Staff may:

- Call police to transport the resident to the emergency room, or
- Support the resident in identifying a safe alternative place for a 24-hour break.

Staff will use harm reduction and non-shaming approaches, while prioritizing community safety.

The incident will be documented and reviewed with leadership.

Threats to Harm Self or Others

If a resident makes credible threats to harm themselves or others, or behaves in a way that suggests imminent risk:

Immediately remove other residents from the area to a safe space.

Call 911 without delay.

Cooperate fully with responding law enforcement and/or emergency medical services.

Provide support to other residents and staff who may be impacted.

Complete an incident report and notify the Executive Director and Director of Mental Health.

Victims of Violence or Sexual Assault

When a resident reports or appears to be a victim of violence or sexual assault:

Call 911 and follow the instructions of responding authorities.

Encourage the resident to seek medical attention and evidence collection when appropriate.

Provide information and referrals to local domestic violence and sexual assault agencies upon the resident’s request.

Ensure privacy and trauma-informed support for the resident.
Document the report, actions taken, and referrals provided.

Weapons, Safety Threats, and Law Enforcement Involvement

Weapons Prohibited

- Firearms, ammunition, explosives, and all weapons (as defined by law) are strictly prohibited on SHHC property.
- All bags entering the building are subject to search.

Response to Weapons or Serious Safety Threats

- If a weapon is present or there is a credible threat involving a weapon, staff will call 911 immediately.
- Any resident or visitor found in possession of a weapon will be escorted off the property; if they refuse to leave or there is immediate risk, law enforcement will be involved.

Law Enforcement and Emergency Medical Services

- 911 is called immediately for:
  - Weapons or credible threats involving weapons.
  - Physical violence or imminent threats of violence.
  - Serious medical emergencies or life-threatening conditions.
- Brown County Crisis (920-436-8888) is called for:
  - Severe mental illness or suicidality.
  - Situations where clinical guidance is needed for mental health crises.

Internal Handling

- De-escalation, harm reduction, and safety planning are used when behavior is non-violent, manageable on site, and does not pose immediate danger.
- Residents may be offered a 24-hour off-site break when appropriate, with staff assistance in identifying alternatives.

Record-Keeping

- SHHC maintains records of individuals removed from the property due to possession of weapons or other serious safety violations.

Incident, Injury, and Exposure Procedures

General Incident and Injury Response

When an incident or injury occurs:

Assess Safety
- Ensure the scene is safe for staff and residents before intervening.

Evaluate Injury
- Determine the extent of injury and whether emergency medical services are required.

Seek Medical Assistance
- Call 911 for serious or life-threatening injuries.
- For non-emergent concerns, facilitate appropriate medical follow-up.

Incident Reporting
- When able, ask the injured person and any witnesses to complete incident statements.
- Staff complete an incident report and submit it to the Executive Director within 24 hours.

Exposure to Blood or Bodily Fluids

If staff or a resident is exposed to blood or bodily fluids:

Immediate Care
- Wash the exposed area with soap and water.
- Use disinfectant after thoroughly cleaning.
- Bandage as necessary.

Mucous Membranes / Open Sores
- Flush affected eyes, mouth, or open sores with water.
- Rinse mouth with peroxide when indicated.

Reporting
- Report exposure to a supervisor as soon as possible.
- Complete an incident report within 24 hours.

Follow-Up
- Follow recommended medical evaluation and monitoring.

Resident Removal and Re-Admission

Criteria for Removal

A resident may be asked or required to leave SHHC temporarily (typically 24 hours) or longer when:

- There is serious or repeated behavior that jeopardizes safety of self or others.
- There is possession of weapons, serious contraband, or repeated attempts to bring such items on site.
- There is continued violent, threatening, or severely disruptive behavior despite interventions.
- Emergency responders or law enforcement advise removal or alternate placement.

Procedure for Temporary Removal

Decision-Making

- The shift supervisor, in consultation with leadership when possible, may require a temporary removal for up to 24 hours.
- Resident safety and the safety of the household and neighborhood guide this decision.

Communication with Resident

- Staff explain the reason for removal in clear, respectful language.
- Staff review expectations for possible return and any required steps.

Support During Removal

- When possible, staff help identify alternate accommodations.
- If full shelter cannot be provided, staff may offer basic safety items (e.g., hand warmers, food, blankets, other needed supplies).

Documentation

- The removal is documented in an incident report, including:
  - Reason for removal.
  - Actions taken to support the resident.
  - Any involvement of police, EMS, or crisis services.

Longer-Term or Permanent Removal

In rare cases, longer-term or permanent removal may be required when:

- There is ongoing, serious risk to the safety of residents, staff, or neighbors.
- There are repeated severe incidents despite safety planning and interventions.

Decisions about longer-term or permanent removal are made by the Executive Director and other leadership as appropriate. Residents will be informed of:

- The reason for removal.
- Whether and under what conditions re-admission may be considered.

Re-Admission After Removal

Re-admission is considered on a case-by-case basis, balancing:

- The resident's needs and progress.
- The safety of the broader SHHC community and neighborhood.
- Input from crisis services, medical providers, and other relevant professionals when available.

Conditions for re-admission may include:

- Participation in safety planning.
- Agreements around specific behaviors.
- Coordination with mental health or substance use services.

Roles, Responsibilities, and Training

- **All Staff** are responsible for:
  - Following crisis and incident procedures.
  - Using de-escalation and trauma-informed approaches.
  - Completing timely documentation.
- **Supervisors and Shelter Managers** are responsible for:
  - Providing on-shift guidance during crises.
  - Reviewing incident reports.
  - Coordinating follow-up actions and communication.
- **Executive Director** is responsible for:
  - Oversight of crisis response and resident removal decisions.
  - Reviewing patterns of incidents and recommending policy or training updates.

SHHC provides ongoing training (at least three hours quarterly) in trauma-informed care, crisis response, de-escalation, harm reduction, and related safety procedures.

Review and Quality Improvement

- Incident reports, crisis events, removals, and neighborhood concerns are reviewed at least quarterly by the Executive Director and Board of Directors.
- Trends, patterns, and lessons learned are used to:
  - Improve staff training and support.
  - Adjust house rules and procedures when necessary.
  - Strengthen collaboration with law enforcement, crisis services, and community partners.

Addendum AG – Alternative Accommodations and Temporary Breaks Policy

Safe Haven Hope Center (SHHC) is a low-barrier, trauma-informed, harm-reduction transitional living shelter. We recognize that at times, a resident may temporarily be unable to remain safely on-site. This policy explains how SHHC uses temporary breaks and alternative accommodations to balance resident needs with the safety of other residents, staff, and the neighborhood.

Purpose

The purpose of this policy is to:

- Protect the health and safety of residents, staff, volunteers, and neighbors.
- Provide a clear, fair process when a resident cannot safely remain on-site.
- Reduce unnecessary long-term discharges by using short-term breaks and alternative arrangements whenever possible.
- Maintain SHHC's commitment to harm reduction, trauma-informed care, and community responsibility.

This policy should be read together with:

- Resident Rights, Responsibilities, and Expectations
- Safety, Security, and Emergency Response Policy
- Crisis, Incident, and Resident Removal Policy

Key Definitions

Temporary Break (24-Hour Break):
A short, time-limited period (typically around 24 hours, but may be adjusted) when a resident is asked to stay off-site due to safety, stability, or behavioral concerns. The goal is stabilization and planning, not punishment.

Alternative Accommodations:
Short-term arrangements or supports outside the SHHC building that may be used during a temporary break or when on-site stay is not currently safe or appropriate. This may include, when available and appropriate:

- Another shelter or program

- Crisis center or respite facility
- Hospital or detox facility (when clinically indicated)
- Safe stay with trusted friends/family (chosen by the resident)
- Community warming centers (seasonal)

Serious Incident:
An incident that significantly affects safety or functioning at SHHC, such as violence or threats, weapons, severe intoxication with safety risk, significant property damage, or repeated behavior that cannot be safely managed on-site.

Situations When Alternative Accommodations May Be Used

A temporary break and/or alternative accommodations may be considered when:

Safety Risks Are Present
- Violence or credible threats of violence
- Possession of weapons or dangerous items
- Behavior that puts the resident or others at immediate risk

Severe Intoxication or Substance Use Concerns
- Resident is under the influence in a way that:
  - Cannot be safely managed on-site
  - Creates serious risk of harm to self or others
- Resident may benefit from detox, medical evaluation, or a safer off-site environment

Mental Health Crisis
- Resident is in acute crisis and:
  - Requires a higher level of care than SHHC can safely provide
  - Is being evaluated by or referred to Brown County Crisis, hospital, or another clinical provider

Repeated Serious Disruptions
- Repeated serious rule violations or behaviors that:
  - Disrupt the safety and stability of the household
  - Have not improved despite safety planning and staff support

Environmental or External Safety Concerns
- Specific threats or unsafe situations related to visitors, relationships, or community factors that temporarily make the site unsafe for the resident or others.

Use of alternative accommodations is not automatic; each situation is evaluated individually, with the least restrictive, most supportive option chosen whenever possible.

Guiding Principles

When considering a temporary break or alternative accommodations, SHHC follows these principles:

- **Safety First:** Safety of the resident, other residents, staff, and neighbors is the top priority.
- **Harm Reduction:** We focus on reducing harm and risk, not punishing relapse or crisis.
- **Trauma-Informed Approach:** We aim to avoid shaming, blaming, or escalating trauma. Communication is clear, respectful, and supportive.
- **Least Restrictive Option:** We use the shortest, least disruptive break possible while still maintaining safety.
- **Collaboration:** Decisions are made with resident input whenever safely possible and in coordination with the SHHC team.
- **Clear Communication:** Residents receive clear information about why a break is needed, expected length, and conditions for return.

Decision-Making and Authorization

Temporary breaks and alternative accommodations may be authorized by:

- Executive Director & Director of Housing
- Director of Mental Health
- Shelter Manager or House Supervisor (in consultation with leadership whenever possible)

In emergencies where immediate action is needed to protect safety, on-duty staff may temporarily remove a resident from the property (e.g., by involving police, crisis services, or EMS) and must notify leadership as soon as possible.

Whenever feasible, staff will:

- Talk with the resident about what is happening and why.
- Involve the resident in identifying safe options and preferred supports.
- Document the decision, including the reason for the break and any plans made.

Process for Temporary Breaks and Alternative Accommodations

Step 1: Assess Safety and Immediate Needs

Staff will:

- Check for immediate danger (violence, weapons, medical emergency).
  - Call 911 if there is an immediate threat to life or safety.
  - Call Brown County Crisis (920-436-8888) for severe mental health crises or suicidality.
- Use de-escalation and harm-reduction strategies when possible.

Step 2: Consider On-Site Options First

Before a break is ordered, staff and leadership consider whether the situation can be safely managed on-site by:

- Increased staff support or supervision
- Conflict mediation or problem-solving
- Temporary separation within the building (if safe and consistent with fire/safety rules)
- Additional safety planning with the resident

If these options are insufficient to maintain safety, a temporary break may be used.

Step 3: Determine Length and Type of Break

- Typical break length: around 24 hours.
  - Length may be shorter or longer based on safety, clinical guidance, and available alternatives.
- Staff and leadership determine whether:
  - The resident can arrange their own safe place to stay, or
  - Staff can assist with referrals to other shelters, crisis or respite programs, hospitals, or other supports.

Step 4: Support Resident in Identifying Alternatives

When possible, staff will help the resident:

- Identify safe friends/family they may stay with temporarily
- Consider other community resources (other shelters, crisis centers, detox, hospitals)

- Arrange transportation as allowed under SHHC transportation policies (e.g., bus pass, taxi voucher, or help planning a route)

When safe, staff may also provide short-term support items such as:

- Food or snacks
- Hand warmers, blankets, or weather-appropriate clothing
- Information about community resources and contact numbers

Step 5: Communication With Resident

Whenever possible, staff will clearly explain to the resident:

- Why the break or alternative accommodation is being used
- How long the break is expected to last
- Any expectations or conditions for return (e.g., meeting with staff, updated safety plan)
- How to contact SHHC during the break, if appropriate

This information should be given verbally, and when possible, summarized in writing.

Step 6: Documentation

Staff must complete an Incident/Break Report, including:

- Date, time, and description of the incident
- Safety concerns leading to the decision
- Staff and leadership involved in the decision
- Type and length of break or alternative accommodation
- Supports and referrals offered
- Planned follow-up and re-admission considerations

Reports are reviewed by leadership and the Board (in aggregate) as part of ongoing program monitoring.

Re-Admission After a Temporary Break

Re-admission decisions are made case-by-case, balancing resident needs with safety. When considering return, SHHC will look at:

- Current level of risk to the resident and others
- Resident's willingness to engage in updated Support and Safety Planning
- Input from outside providers (e.g., hospital, crisis, probation/parole) when releases allow
- Impact of prior incidents and whether conditions for return can support safety

Whenever possible, re-admission will include:

Check-in Meeting

A conversation between the resident and staff/leadership to:

- Review what happened
- Hear the resident's perspective
- Discuss what has changed and what is needed to stay safely

Updated Support and Safety Plan

- Identify new or adjusted coping strategies
- Clarify expectations (e.g., substance use, visitors, conflicts)
- Plan for what to do if similar stressors happen again

Clear Communication

- Confirm re-admission date and any specific conditions (if any)

If re-admission is not possible at that time, staff will:

- Explain the reasons as clearly as they can
- Provide information about other resources or programs where the resident may seek help

Resident Rights and Grievances

Residents maintain their rights throughout this process, including the right to:

- Be treated with dignity and respect during discussions about breaks or alternative accommodations.
- Receive a clear explanation of why a break is being used and the expected length.
- Participate in planning for safety and alternative arrangements as much as possible.
- File a grievance if they believe the decision or process was unfair, discriminatory, or inconsistent with SHHC policy.

Grievances related to alternative accommodations will be reviewed according to the Resident Grievance Policy, with responses provided within 2 business days whenever possible.

Coordination With External Partners

SHHC may coordinate with:

- Brown County Crisis
- Hospitals and detox facilities
- Other shelters or transitional programs
- Law enforcement (for safety and legal issues)
- Probation/parole or case managers (with appropriate Releases of Information)

Any coordination will follow SHHC’s confidentiality and consent policies, with information shared only as needed and as allowed by law.

Staff Training and Oversight

All staff involved in decisions about temporary breaks and alternative accommodations will receive training in:

- Trauma-informed care
- Harm reduction
- De-escalation and crisis response
- SHHC’s safety, incident, and grievance policies

The Board of Directors and leadership will periodically review:

- The number and type of temporary breaks used
- Outcomes of alternative accommodations
- Related grievances or neighborhood concerns

This review helps SHHC improve practices, minimize disruption to residents, and maintain neighborhood safety.

Resident Acknowledgment

At intake or during orientation, residents may be asked to review and acknowledge this policy.

I have been informed of SHHC's Alternative Accommodations and Temporary Breaks Policy. I understand that:

- SHHC may use a temporary break or alternative accommodations when serious safety concerns arise.
- The goal is safety and stabilization, not punishment.
- I will be given information about why a break is needed and how re-admission is considered.
- I can participate in safety planning and can file a grievance if I have concerns.

Resident Name (print): _____
Resident Signature: _____
Date: _____

Staff Name (print): _____
Staff Signature (acknowledging explanation): _____
Date: _____

Addendum AH – Staff and Volunteer Code of Ethics

Safe Haven Hope Center (SHHC) is a peer-based, low-barrier, trauma-informed, harm-reduction transitional living shelter. Staff and volunteers play a vital role in advancing SHHC's mission and shaping its culture and reputation.

This Staff and Volunteer Code of Ethics sets out the standards of conduct expected of all employees, interns, and volunteers when acting in any capacity on behalf of SHHC.

Purpose and Scope

This Code of Ethics is intended to:

- Guide staff and volunteers in ethical decision-making and day-to-day conduct.
- Promote trust and accountability among residents, staff, volunteers, neighbors, community partners, and funders.
- Ensure that staff and volunteers act in the best interests of people experiencing homelessness, mental health challenges, substance use, trauma, and poverty.

This Code applies to all staff and volunteers when they are:

- On duty or on-call for SHHC
- Representing SHHC in public or private settings
- Interacting with residents, community members, or partners in connection with SHHC
- Accessing or handling SHHC information, property, or resources

Staff and volunteers are expected to review and sign this Code at the start of service and reaffirm it as requested.

Commitment to Mission and Community

Staff and volunteers affirm SHHC's mission to provide safe, stable, trauma-informed transitional housing with harm-reduction, peer support, and access to mental health care.

They will:

- Place the safety, dignity, and well-being of residents at the center of their work.
- Support policies and practices that reduce homelessness, improve public health, and enhance community safety.
- Promote SHHC's role as a good neighbor in the surrounding community.
- Weigh the needs of residents, coworkers, and neighbors with care, seeking solutions that respect all parties.

Respect, Dignity, and Anti-Discrimination

Staff and volunteers will:

- Treat all individuals with dignity, respect, and compassion, including residents, coworkers, volunteers, neighbors, and community partners.
- Support and uphold SHHC's Non-Discrimination Policy, which prohibits discrimination based on:
  - Race
  - Color
  - National origin
  - Age
  - Sex / gender
  - Sexual orientation
  - Gender identity or expression
  - Religion
  - Disability
  - Veteran status
  - Any other status protected by law or SHHC policy
- Promote an environment that is free of:
  - Harassment
  - Exploitation
  - Bullying or intimidation
  - Humiliation or abuse (verbal, emotional, physical, or sexual)
- Use language and behavior that are culturally humble, inclusive, and accessible to people of different backgrounds, languages, and abilities.

Staff and volunteers will not:

- Use slurs, degrading language, or jokes at the expense of any individual or group.
- Engage in discrimination, retaliation, or harassment of any kind.

Trauma-Informed, Harm-Reduction, and Peer-Based Values

SHHC operates from a trauma-informed, harm-reduction, and peer-based philosophy.

Staff and volunteers will:

- Recognize the impact of trauma, homelessness, mental illness, and substance use on behavior and health.
- Use de-escalation, empathy, and curiosity rather than judgment or punishment.
- Avoid stigmatizing language or attitudes toward residents or people experiencing homelessness, mental health challenges, or substance use.
- Uphold harm-reduction strategies that emphasize safety, engagement, and reduction of harm rather than abstinence-only or zero-tolerance approaches.
- Honor the value of peer support and, when applicable to their role, uplift the voices and leadership of people with lived experience.

Staff and volunteers will not:

- Shame or blame residents for their experiences, symptoms, or choices.
- Use threats, humiliation, or coercion to control resident behavior.

Professional Conduct, Integrity, and Accountability

Staff and volunteers will:

- Act with honesty, fairness, and integrity in all interactions and documentation related to SHHC.
- Follow SHHC policies, procedures, and protocols, and ask for clarification when unsure.
- Provide accurate and timely information to supervisors, coworkers, residents, and partners.
- Take responsibility for their actions and decisions, including acknowledging and reporting mistakes.
- Maintain appropriate professional boundaries and avoid conflicts between personal and professional roles.

Staff and volunteers will not:

- Misrepresent their role, credentials, or authority within SHHC.
- Use their position to obtain personal favors, special treatment, or services from residents or coworkers.
- Work while under the influence of substances in a way that impairs judgment, safety, or performance.

Conflict of Interest and Personal Gain

Staff and volunteers must avoid conflicts of interest, or the appearance of conflicts, between their personal interests and the interests of SHHC or its residents.

They will:

- Disclose any actual or potential conflict of interest (e.g., business relationships, dual roles, family or romantic relationships connected to SHHC) to their supervisor or leadership.
- Follow SHHC's Conflict of Interest Policy and any related procedures.

They will not:

- Use their position at SHHC to profit personally or direct contracts or benefits to themselves, family members, or close associates, except as explicitly reviewed and approved according to policy and law.
- Accept gifts, money, or personal favors from residents or vendors that could improperly influence—or appear to influence—their decisions or professional judgment. (Modest, culturally appropriate tokens may be handled according to SHHC policy.)

Confidentiality and Privacy

Staff and volunteers may have access to sensitive information about residents, staff, volunteers, finances, or operations.

They will:

- Respect and protect the confidentiality of all non-public information entrusted to them.
- Comply with all relevant privacy laws and SHHC policies regarding resident records, data security, and information sharing.

- Share resident information only with authorized individuals who have a legitimate need to know for SHHC business or resident care.

They will not:

- Disclose resident-identifying information outside of SHHC or with individuals who are not authorized.
- Discuss confidential matters in public places, on social media, or in any setting where privacy is not assured.
- Access records or information that they do not need for their role.

The duty of confidentiality continues even after employment or volunteer service ends.

Use of SHHC Property and Resources

Staff and volunteers are trusted stewards of SHHC's resources.

They will:

- Use SHHC property (including facilities, equipment, supplies, vehicles, and technology) responsibly, safely, and primarily for organizational purposes.
- Follow policies related to technology use, data security, and social media.
- Report theft, damage, misuse, or safety concerns promptly.

They will not:

- Use SHHC funds, property, or time for personal gain or activities unrelated to SHHC without authorization.
- Remove SHHC property from the premises without permission as defined by policy.

Relationships, Boundaries, and Power Dynamics

SHHC recognizes that staff and volunteers hold power and influence in their roles, especially in relation to residents.

Staff and volunteers will:

- Maintain clear, healthy boundaries with residents, grounded in respect, safety, and SHHC's trauma-informed and harm-reduction values.
- Use their authority and influence to support resident choice, autonomy, and self-determination.
- Seek supervision and support when they feel unsure about boundaries, conflicts, or ethical concerns.

They will not:

- Engage in romantic, sexual, or exploitative relationships with residents.
- Enter into financial arrangements with residents (such as loans, borrowing money, buying/selling goods) unless explicitly allowed and guided by policy.
- Use their role to pressure residents into personal, political, religious, or ideological activities or beliefs.
- Engage in favoritism that undermines fairness or safety.

Safety, Health, and Crisis Response

Staff and volunteers share responsibility for maintaining a safe environment.

They will:

- Follow SHHC safety, health, and emergency procedures, including incident reporting.
- Take reasonable steps to protect themselves and others from harm.
- Report concerns about resident safety, self-harm, abuse, or neglect according to mandated reporting and organizational policies.
- Participate in required trainings related to safety, de-escalation, trauma-informed care, and harm reduction.

They will not:

- Ignore or minimize safety concerns, threats, or serious policy violations.
- Retaliate against anyone who raises a good-faith safety or ethical concern.

Community Relations and Good Neighbor Practices

Staff and volunteers represent SHHC to the broader community.

They will:

- Interact with neighbors, nearby businesses, and community members in a calm, respectful, and professional manner.
- Support SHHC's efforts to keep the property and surrounding area clean, orderly, and safe.
- Communicate honestly about SHHC's mission, harm-reduction approach, and positive impact on reducing street homelessness and emergency service use, within the limits of their role and training.
- Direct community concerns or complaints to the appropriate SHHC processes or designated staff (e.g., Neighbor Grievance and Concern process).

They will not:

- Speak negatively about residents, coworkers, or SHHC in ways that are disrespectful, stigmatizing, or that compromise confidentiality.
- Dismiss or mock concerns raised by neighbors or community partners.

Ethical Decision-Making and Seeking Guidance

When facing difficult or ambiguous situations, staff and volunteers will:

- Consider how options align with SHHC's mission, values, and policies.
- Ask themselves:
  - Does this action promote safety, dignity, and harm reduction?
  - Is it fair and consistent with SHHC policies and commitments?
  - How will it affect residents, coworkers, and the community?
- Seek guidance from supervisors, leadership, or designated ethics/governance contacts when needed.

If unsure whether an action is ethical, they will:

- Pause before acting.
- Ask questions and consult with a supervisor rather than acting alone.

Reporting Concerns and Accountability

Staff and volunteers share responsibility for upholding this Code.

They will:

- Raise concerns when they observe possible violations of this Code, SHHC policies, or applicable laws.
- Use established reporting channels, including anonymous or protected options if available.
- Cooperate with good-faith internal reviews or investigations of ethical or safety concerns.

SHHC will seek to:

- Respond to concerns promptly, fairly, and with respect for all parties.
- Protect individuals from retaliation for making good-faith reports.

Confirmed violations of this Code or related policies may result in:

- Coaching, supervision, or additional training
- Written warning or performance improvement requirements
- Change of assignment or role
- Suspension or termination of employment
- Reassignment or dismissal from volunteer service
- Other actions as appropriate under SHHC policy and law

Review, Training, and Continuous Improvement

This Staff and Volunteer Code of Ethics will be:

- Reviewed periodically and updated as needed to reflect new laws, best practices, and feedback from staff, volunteers, residents, and community partners.

Staff and volunteers will:

- Review and reaffirm their commitment to this Code as requested.
- Participate in orientation and ongoing training related to ethical conduct, trauma-informed care, harm reduction, confidentiality, and non-discrimination.

Staff and Volunteer Acknowledgment

I acknowledge that I have received, read, and understand the Safe Haven Hope Center Staff and Volunteer Code of Ethics. I agree to:

- Uphold the mission, values, and ethical standards described in this document.
- Protect resident confidentiality and dignity.
- Maintain professional boundaries and avoid conflicts of interest.
- Act with integrity, fairness, and respect toward residents, staff, volunteers, neighbors, and community partners.
- Support Safe Haven Hope Center in being a responsible, compassionate, and accountable member of the Green Bay community.

Name (print):

_____

Role (staff/volunteer/other): _____

Signature:

_____

Date: _____

Supervisor/Witness (print): _____

Signature:

_____

Date: _____

Addendum AI – Board of Directors Community Code of Ethics

Safe Haven Hope Center (SHHC) is a peer-based, low-barrier, trauma-informed, harm-reduction transitional living shelter. The Board of Directors holds ultimate responsibility for the mission, integrity, and long-term health of the organization and its relationship with the community.

This Community Code of Ethics sets out the standards of conduct expected of all Board members when acting in their official capacity or representing SHHC.

Purpose and Scope

This Code of Ethics is intended to:

- Guide Board members in ethical decision-making and conduct.
- Promote trust and accountability between SHHC, residents, staff, volunteers, funders, and the broader community.
- Ensure that Board members act in the best interests of people experiencing homelessness, mental health challenges, substance use, trauma, and poverty.

This Code applies to all Board members at all times when they are:

- Conducting SHHC business
- Representing SHHC in public or private settings
- Accessing or handling SHHC information, resources, or relationships

Board members are expected to review and sign this Code annually.

Commitment to Mission and Community

Board members affirm SHHC’s mission to provide safe, stable, trauma-informed transitional housing with harm-reduction, peer support, and access to mental health care.

Board members will:

- Place the mission and well-being of residents at the center of decisions.
- Support policies and practices that reduce homelessness, improve public health, and enhance community safety.
- Promote SHHC’s role as a good neighbor in the surrounding community.
- Weigh the needs of residents, staff, and neighbors with care, seeking solutions that respect all parties.

Respect, Dignity, and Anti-Discrimination

Board members will:

- Treat all individuals with dignity, respect, and compassion, including residents, staff, volunteers, neighbors, and community partners.
- Support and uphold SHHC's Non-Discrimination Policy, which prohibits discrimination based on:
  - Race
  - Color
  - National origin
  - Age
  - Sex
  - Religion
  - Disability
- Promote an environment that is free of:
  - Harassment
  - Exploitation
  - Humiliation or abuse (verbal, emotional, physical, or sexual)
- Encourage practices that are culturally humble, inclusive, and accessible to people of different backgrounds, languages, and abilities.

Trauma-Informed, Harm-Reduction, and Peer-Based Values

SHHC operates from a trauma-informed and harm-reduction philosophy.

Board members will:

- Support policies that recognize the impact of trauma, homelessness, mental illness, and substance use on behavior and health.
- Avoid stigmatizing language or attitudes toward residents or people experiencing homelessness, mental health challenges, or substance use.
- Uphold harm-reduction strategies that emphasize safety, engagement, and reduction of harm rather than punishment.
- Recognize the value of peer support and incorporate the voices of people with lived experience into planning and decisions whenever possible.

Integrity, Honesty, and Accountability

Board members will:

- Act with honesty, fairness, and integrity in all dealings related to SHHC.
- Provide accurate information to other Board members, staff, funders, and the public.
- Take responsibility for their decisions and actions, individually and collectively.
- Support transparent communication about SHHC's operations, outcomes, and challenges, while protecting privacy and confidentiality.

Board members will not:

- Misrepresent their role or authority within SHHC.
- Use their position to secure special privileges, benefits, or personal favors.

Conflict of Interest and Personal Gain

Board members must avoid conflicts of interest, or the appearance of conflicts, between their personal interests and the interests of SHHC.

Board members will:

- Disclose any actual or potential conflict of interest promptly and fully (e.g., financial interests, family relationships, business dealings related to SHHC).
- Recuse themselves from discussions and votes where they have a conflict of interest, as required by policy.
- Follow SHHC's Conflict of Interest Policy, including annual written disclosures.

Board members will not:

- Use their Board position to profit personally or direct contracts or benefits to themselves, family members, or close associates, except as explicitly reviewed and approved in accordance with policy and law.
- Accept gifts or favors that could improperly influence their decision-making for SHHC.

Confidentiality and Privacy

Board members may have access to confidential information about residents, staff, finances, or operations.

Board members will:

- Respect and protect the confidentiality of all non-public information entrusted to them.
- Comply with all relevant privacy laws and SHHC policies regarding resident records and data security.
- Share information only with individuals who have a legitimate need to know for SHHC business.

Board members will not:

- Disclose resident-identifying information outside Board and authorized staff settings.
- Discuss confidential matters in public areas, on social media, or with individuals not involved in SHHC business.

The duty of confidentiality continues even after a Board member's service ends.

Governance, Oversight, and Use of Resources

Board members have a duty of care, loyalty, and obedience to SHHC.

Board members will:

- Prepare for and regularly attend Board and committee meetings.
- Review materials, ask questions, and make informed decisions.
- Ensure that SHHC resources (financial, property, staff time) are used responsibly, efficiently, and in alignment with the mission.
- Oversee compliance with legal, regulatory, and grant requirements, including CUP conditions and municipal codes.
- Monitor key metrics, such as:
    - Resident housing stability and exits
    - Emergency service utilization
    - Incident trends and neighborhood concerns
    - Health and safety compliance

Board members will not:

- Direct staff to act outside established policies or chain of command.
- Approve or allow use of SHHC funds or assets for personal or unrelated purposes.

Relationship With Staff, Residents, and Volunteers

Board members recognize the importance of healthy boundaries and appropriate roles.

Board members will:

- Respect staff roles, expertise, and professional judgment.
- Direct operational questions or concerns through the Executive Director or appropriate leadership, not directly manage staff or volunteers.
- Interact with residents and volunteers in ways that are supportive, respectful, and aligned with trauma-informed and harm-reduction principles.

Board members will not:

- Provide direct supervision, discipline, or performance evaluation of staff (except the Executive Director, as defined by policy).
- Enter into personal, romantic, or exploitative relationships with residents, staff they directly oversee, or volunteers, where a power imbalance exists.

Community Relations and Good Neighbor Responsibilities

Board members represent SHHC to the broader community.

Board members will:

- Support open, respectful communication with neighbors, businesses, and community partners.
- Encourage the use of Neighbor Grievance and Concern processes and commit to timely follow-up.
- Help ensure SHHC maintains:
  - A clean, residential appearance
  - Clear expectations for resident behavior in the neighborhood
  - Strong safety and emergency procedures

- Communicate honestly about SHHC's harm-reduction, mental health, and housing goals, and its positive impact on reducing street homelessness and emergency services use.

Board members will not:

- Dismiss or ignore neighbor concerns.
- Speak negatively about residents or staff to neighbors or the public.

Ethical Decision-Making and Difficult Situations

When facing difficult decisions, Board members will:

- Consider how options align with SHHC's mission, values, and legal obligations.
- Ask:
  - Does this decision promote safety, dignity, and harm reduction?
  - Is it fair and consistent with our policies and commitments?
  - How will it impact residents, staff, and the community?
- Seek guidance from legal counsel, ethics resources, or external experts when needed.

If a Board member is unsure whether an action is ethical, they will:

- Pause before acting.
- Consult with the Board Chair, Executive Director, or governance committee.

Reporting Concerns and Accountability

Board members share responsibility for upholding this Code.

Board members will:

- Raise concerns when they observe possible violations of this Code, laws, or SHHC policies.
- Address issues promptly, respectfully, and through appropriate channels.
- Cooperate with any internal review or investigation of ethical concerns.

The Board may respond to confirmed violations by:

- Coaching or additional training
- Formal warning
- Removal from officer roles or committees
- Recommendation for removal from the Board in accordance with bylaws

Annual Review and Continuous Improvement

This Community Code of Ethics will be:

- Reviewed at least annually by the Board Governance or Executive Committee.
- Updated as needed to reflect new laws, best practices, and community feedback.

Board members will:

- Reaffirm their commitment to this Code annually in writing.
- Participate in periodic training on ethical governance, trauma-informed care, harm reduction, and non-discrimination.

Board Member Acknowledgment

I acknowledge that I have received, read, and understand the Safe Haven Hope Center Board of Directors – Community Code of Ethics. I agree to:

- Uphold the mission, values, and ethical standards described in this document.
- Disclose conflicts of interest and protect confidentiality.
- Act with integrity, fairness, and respect toward residents, staff, volunteers, neighbors, and community partners.
- Support SHHC in being a responsible, compassionate, and accountable member of the Green Bay community.

Board Member Name (print):

_____

Signature:

_____

Date: _____

Board Officer/Witness (print): _____

Signature:

_____

Date: _____

Addendum AJ – Resident Exit and Transition Plan

This plan outlines how Safe Haven Hope Center (SHHC) supports residents when they leave the program, whether the exit is planned, unplanned, or due to a crisis or safety concern. The goal is to promote long-term stability for residents while protecting the safety and well-being of the SHHC community and neighborhood.

Purpose and Guiding Principles

When residents leave SHHC, staff will:

- Prioritize resident safety and dignity during and after exit.
- Support transitions to permanent or more stable housing whenever possible.
- Use trauma-informed and harm-reduction approaches, even when exits occur due to conflict or crisis.
- Maintain clear communication with residents, staff, and (when appropriate) service partners.
- Monitor exits as part of SHHC's program metrics and continuous quality improvement.

Types of Resident Exits

Planned / Successful Exit

- Resident leaves for permanent or more stable housing (e.g., apartment, supportive housing, family reunification, appropriate residential program).

Program-Requested Exit (Non-Crisis)

- Resident is asked to leave due to repeated or serious policy violations that do not involve an immediate safety crisis, after efforts at support and safety planning.

Crisis-Related or Safety Removal

- Resident leaves as part of a 24-hour break, emergency removal, or longer-term removal following major incidents (e.g., violence, weapons, severe safety threats).

Resident-Initiated / Voluntary Exit

- Resident decides independently to leave SHHC, with or without a clear alternative plan.

Administrative Exit

- Resident is exited due to Temporary Use Permit or Conditional Use Permit changes, program closure, or other administrative reasons outside their control.

Planned / Successful Exits

When residents are preparing to move to permanent or more stable housing, staff will:

Advance Planning

- Begin transition planning well before the move date when possible.
- Review the resident's goals, strengths, and ongoing support needs.

Housing Coordination

- Confirm housing details (address, move-in date, lease or program requirements).
- Coordinate with landlords, housing programs, or family as needed and with resident consent (using ROIs).

Stability and Support Plan

- Develop a written Transition Plan that may include:
  - Follow-up appointments (mental health, substance use, medical care).
  - Peer support, recovery coaching, or case management contacts.
  - Employment, income, and benefits supports.
  - Transportation and community resources.

Practical Support

- Assist with:
  - Basic household items (as available: linens, kitchenware, cleaning supplies).
  - Food for the first days after move-out (as resources allow).
  - Transportation on move-out day when staffing and resources permit.

Documentation and Closure

- Complete exit documentation, including housing outcome and services linked.
- Provide the resident with copies of key documents (ROIs, safety plans, resource lists) as appropriate.

- Encourage residents to stay connected with peer support or community resources if desired.

Resident-Initiated / Voluntary Exits

When a resident decides to leave on their own:

Immediate Conversation (When Possible)

- Staff meet with the resident to understand reasons for leaving.
- Explore whether concerns can be addressed without exit, if the resident is open to discussion.

Safety and Alternatives

- If the resident still chooses to leave, staff:
  - Check if the resident has a safe place to go (friend, family, shelter, program).
  - Offer information about alternate shelters and community resources.
  - Provide basic safety items when available (e.g., weather-appropriate gear, food, hygiene items).

Harm Reduction and Crisis Awareness

- Review warning signs for mental health or substance use crises.
- Offer crisis line numbers (e.g., Brown County Crisis, national hotlines) and emergency contact information.

Documentation

- Document date and reason for voluntary exit.
- Note any safety concerns, resources offered, and referrals made.
- Update the resident's record in internal systems (e.g., HMIS/Clarity, as applicable).

Program-Requested Exits (Non-Crisis)

When a resident is asked to leave due to repeated or serious rule violations that do not involve an active emergency:

Review and Communication

- Staff and leadership review the pattern of behavior and prior interventions.
- The Executive Director or designee communicates the decision to the resident in a respectful, trauma-informed manner.

Notice and Timeframe

- When safety allows, provide reasonable notice (e.g., several days) to allow the resident to identify other options.
- Clarify expectations, including the date and time by which the resident must vacate.

Safety Planning and Referrals

- Offer support in connecting to other shelters, programs, or resources.
- Provide information about crisis lines and community supports.

Belongings

- Ensure the resident collects their belongings.
- If items are left behind, follow SHHC's belongings/property policy (e.g., short-term storage, attempts to contact, disposal after a defined period).

Documentation

- Record the reason for program-requested exit, efforts at support and safety planning, and any referrals provided.
- Note whether the exit was cooperative or if there were conflicts or incidents.

Consideration of Future Re-Admission

- Document whether, and under what conditions, the resident may be considered for future re-admission (e.g., participation in treatment, time frame, safety plan).

Crisis-Related or Safety Removal Exits

When a resident leaves SHHC as part of a 24-hour break, emergency removal, or longer-term removal due to serious incidents (e.g., violence, weapons, severe threats):

Immediate Safety First

- Follow SHHC Crisis, Incidents, and Resident Removal Policy.
- Call 911 or Brown County Crisis when indicated.
- Remove or separate individuals to protect all residents, staff, and neighbors.

24-Hour Break

- When appropriate and safe, a resident may be asked to leave for 24 hours.
- Staff:
  - Clearly explain the reason for the 24-hour break and expectations for possible return.

- Assist residents in finding a safe alternative location when possible.
- Provide basic safety supplies (e.g., food, warm clothing, blankets) as resources allow.

Longer-Term / Permanent Safety Removal

- In cases of ongoing or extreme safety risk, the Executive Director, in consultation with the leadership, decides whether longer-term or permanent removal is necessary.
- Factors include:
  - Severity and frequency of incidents.
  - Risk to residents, staff, and neighbors.
  - Input from crisis services, law enforcement, or medical providers.

Post-Crisis Follow-Up

- Document all incidents, contacts with emergency services, and removal decisions.
- Review the case at the next leadership or Board review to identify any policy or practice changes needed.

Future Re-Admission

- Re-admission after crisis-related exits is case-by-case, balancing:
  - Resident needs and progress.
  - Ongoing safety of residents, staff, and neighborhood.
- Conditions for re-admission may include:
  - Participation in safety planning.
  - Agreements about specific behaviors.
  - Ongoing coordination with mental health or substance use providers.

Administrative Exits (e.g., Permit or Program Changes)

If residents must leave SHHC due to circumstances beyond their control (e.g., changes in Temporary Use Permit / Conditional Use Permit, program relocation, or closure):

Resident Notification

Provide written and verbal notice as early as possible, including:

- Reason for administrative exit.
- Expected timeline and key dates.

Systematic Transition Planning

Work with each resident to:

- Identify housing options or alternate programs.

- Coordinate with partner agencies and City staff when appropriate.

Collaboration with Community Partners

- Engage community providers, housing programs, and crisis systems to minimize gaps in care.
- Communicate with City staff, as required, about transition progress and any needs that may affect neighborhood safety or public resources.

Documentation and Reporting

- Track outcomes of administrative exits (e.g., number moving to other shelter or housing).
- Include in program metrics and Board/City updates to demonstrate responsible transition and impact management.

Handling Personal Belongings After Exit

At the Time of Exit

- Encourage and assist residents to take all personal belongings.
- Offer bags/boxes for packing when available.

Left-Behind Property

- Store clearly labeled belongings for a limited period (e.g., 14-30 days) when feasible and safe.
- Make reasonable attempts to contact the former resident using last known phone/email.
- After the storage period and reasonable attempts at contact, belongings may be discarded or donated in accordance with SHHC policy.

Documentation

- Note what belongings were stored, attempts at contact, and final disposition.

Communication, Confidentiality, and Neighborhood Relations

- SHHC maintains confidentiality of resident information during and after exit, in line with its confidentiality and Release of Information policies.
- Neighbors and the community are not informed of individual resident exits, except when required for safety or by law enforcement/public health.
- SHHC continues to:
  - Respond to neighbor concerns through the Neighborhood Contact process.
  - Review any exit-related incidents (e.g., police calls) in Board and leadership meetings.

Monitoring, Metrics, and Quality Improvement

To align with SHHC's CUP commitments and program goals, SHHC will:

- Track the number of residents successfully exiting to permanent or more stable housing.
- Track calls to police/EMS related to resident exits or incidents, with a goal of minimizing emergency responses through early intervention and support.
- Track neighborhood complaints, including any related to resident exits, and how they are resolved.
- Review exit data at least quarterly with the Board of Directors to:
    - Identify trends.
    - Adjust operations, training, and policies to improve safety and outcomes.
    - Maintain compliance with Conditional Use Permit conditions and City expectations.

SHHC understands that responsible management of resident exits is part of protecting residents, staff, neighbors, and the broader community, and is committed to ongoing evaluation and improvement of these practices.

Addendum AK – Resident Transition Plan Form

This plan supports residents as they transition from Safe Haven Hope Center (SHHC) to permanent or more stable housing, another program, or other living arrangements. It is trauma-informed, harm-reduction based, and aligned with SHHC's CUP, crisis/incident policies, health screening practices, and Release of Information (ROI) procedures.

Resident and Transition Overview

Resident Name: _____
Date of Birth: _____ / _____ / _____
Current Room/Bed: _____
Primary Staff/Peer Support Contact: _____
Date Transition Planning Began: _____ / _____ / _____
Anticipated Exit Date: _____ / _____ / _____

Type of Transition (check one):

☐ Planned / Successful (to permanent or more stable housing)
☐ Resident-Initiated / Voluntary
☐ Program-Requested (non-crisis)
☐ Crisis-Related / Safety Removal
☐ Administrative (program/permit changes, closure, etc.)

Brief Reason for Transition:

Housing Destination and Stability

Planned Destination:

☐ Own apartment / rental housing
☐ Supportive housing / group home
☐ Living with family / friends
☐ Another shelter / program
☐ Hotel/motel
☐ Unsheltered (street, encampment, vehicle)
☐ Other: _____

Address (if known):

Contact at New Housing / Program (if applicable):

Name: _____
Agency/Role: _____
Phone/Email: _____
ROI on file for this contact? ☐ Yes ☐ No ☐ Not needed

Stability Considerations:

What makes this destination safer/more stable (or less stable) than current situation?

Is this destination time-limited (e.g., temporary stay with family, short-term program)?
☐ No ☐ Yes – explain and note end date if known:

Health, Medications, and Mobility

(Use information from the Basic Health Screening, updated as needed.)

Physical and Mental Health

Current health concerns that may impact the transition:

Mental health diagnoses/concerns (only as resident consents to share in this plan):

Substance use concerns or recovery goals relevant to this transition:

Medications

Does the resident currently take medications? ☐ Yes ☐ No ☐ Unsure

If yes:

Have all medications been returned to/confirmed with the resident on exit?
☐ Yes ☐ No (explain): _____

Does the resident have enough medication to last at least 30 days?
☐ Yes ☐ No – plan for refill/bridge:

Allergies and Safety Needs

- Medication, food, or environmental allergies to plan around at destination:

- Any infection-control or biohazard concerns staff should discuss with the resident (e.g., sharps disposal, wound care)?

Assistive and Mobility Devices

- Devices used (check all that apply): ☐ None ☐ Cane ☐ Walker ☐ Wheelchair (manual/power) ☐ Scooter
  ☐ Hearing aids ☐ Glasses/contacts ☐ Communication device ☐ Other:

- Are all devices going with the resident? ☐ Yes ☐ No – explain:

- Any fall risk or accessibility issues at the new destination (stairs, bathroom access, etc.)?

- Plan to address these (grab bars, first-floor room, family education, etc.):

Services, Supports, and ROIs

Current Providers and Supports

List current providers/supports involved (clinical, peer, case management, etc.).

Type of Support	Name / Agency	Contact Info	ROI On File?	Plan After Exit
Mental Health			☐ Y ☐ N	
Substance Use			☐ Y ☐ N	
Medical / PCP			☐ Y ☐ N	
Case Management			☐ Y ☐ N	
Peer/Recovery			☐ Y ☐ N	
Other			☐ Y ☐ N	

Are new ROIs needed to coordinate this transition?
☐ No ☐ Yes – with whom?

Post-Exit Appointments and Follow-Up

List known appointments and follow-ups:

Mental Health / Therapy:
Provider: _____ Date/Time:_____
Substance Use / Recovery Support:
Provider/Group: _____ Date/Time: _____
Medical / PCP / Specialty:
Provider: _____ Date/Time:_____
Benefits / Income / Employment Services:
Agency/Contact: _____ Date/Time:_____
Other Critical Appointments:

How will the resident get to these appointments (transportation plan)?

Safety, Crisis, and Harm Reduction Plan

This section connects directly to SHHC's Crisis, Incidents, and Resident Removal Policy and harm-reduction model.

Crisis Warning Signs

Resident's own early warning signs of crisis (mental health, substance use, or safety):

Thoughts, feelings, or body signals that mean things are getting worse:

Situations or triggers that often lead to crisis:

Coping and Support Strategies

Things the resident can do on their own to stay safe or calm:

People or places the resident can go to for support (friends, family, peer groups, safe spaces):

When to Seek Help – Contacts

Provide numbers and resources relevant to the resident's destination:

- Brown County Crisis (if still applicable): 920-436-8888
- 911 (Emergency) – for weapons, serious threats, physical violence, or life-threatening medical emergencies.
- Local Crisis Line / Warm Line: _____
- Mental Health Provider: _____
- Substance Use / Recovery Contact: _____
- Trusted Person (friend, family, peer): _____
- Domestic Violence / Sexual Assault Hotline (if relevant):

Harm Reduction and Substance Use

Resident's current harm-reduction goals (e.g., safer use, reduced use, continued abstinence):

Concrete harm-reduction steps after exit (e.g., Narcan access, using with others present, safe storage of medications, avoiding certain locations/people):

Plan if the resident feels at risk of overdose, relapse, or unsafe use:

Practical Needs and Logistics

Income, Benefits, and Employment

Current income source(s):
☐ Employment ☐ SSI/SSDI ☐ Other benefits ☐ None
Details:

Employment/education plans or needs after exit:

Benefits or applications in progress (e.g., FoodShare, Medicaid):

Transportation

Primary transportation after exit:
☐ Bus ☐ Rides from friends/family ☐ Walking ☐ Bike ☐ Own car ☐ Other:

Support needed to navigate transportation (passes, routes, licensing, insurance):

Basic Needs on Exit

Check items provided at or before exit (as available):

- ☐ Food/groceries for initial days
- ☐ Hygiene supplies
- ☐ Weather-appropriate clothing
- ☐ Basic household supplies (linens, dishes, cleaning items)
- ☐ Written list of community resources and crisis contacts
- ☐ Assistance with moving/transportation

Notes:

Belongings and Property

Has the resident taken all personal belongings?

☐ Yes ☐ No – items stored: _____

If belongings are stored by SHHC:

Storage start date: _____ / _____ / _____

Planned disposal date (per policy): _____ / _____ / _____

Contact attempts (dates & methods):

Follow-Up and Re-Admission Considerations

Follow-Up Contact (If Resident Agrees)

Does the resident want SHHC to follow up after exit?
☐ No ☐ Yes – by: ☐ Phone ☐ Text ☐ Email ☐ Other: _____
Preferred follow-up schedule (e.g., 1 week, 1 month):
Contact information confirmed:
Phone: _____ Email: _____

Re-Admission Criteria (If Applicable)

For program-requested or crisis-related exits, outline any conditions for possible re-admission:

Conditions (e.g., safety plan, treatment engagement, time frame):

Who will review potential re-admission?
☐ Executive Director ☐ Director of Mental Health ☐ Leadership team

Resident Voice and Feedback

What does the resident feel most hopeful about in this transition?

What is the resident most worried about?

What additional support would the resident have liked from SHHC before leaving?

Signatures

By signing below, we confirm that this Transition Plan has been reviewed with the resident. The resident has had an opportunity to ask questions, request changes, and identify priorities.

Resident Name (print): _____
Resident Signature: _____
Date: _____ / _____ / _____

Primary Staff / Peer Support (print): _____
Signature: _____
Date: _____ / _____ / _____

Executive Director / Designee (if required): _____
Signature: _____
Date: _____ / _____ / _____

For Internal Use:

- Transition entered into HMIS/Clarity (if applicable): ☐ Yes ☐ No
- Exit type and destination recorded for program metrics: ☐ Yes ☐ No
- Any incident or neighborhood concern related to this transition documented and flagged for Board review: ☐ Yes ☐ No

Addendum AL – Belongings and Property: Storage, Disposal, and Retrieval Policy

Purpose and Guiding Principles

This policy establishes clear, consistent procedures for handling resident belongings and property, including items left behind at exit. It is designed to:

- Protect residents' personal property rights.
- Maintain a safe, clean, and orderly environment for all residents and neighbors.
- Support trauma-informed and harm-reduction practices.
- Ensure compliance with SHHC's crisis/incident procedures, and health and safety policies.

SHHC recognizes that exits may be planned or unplanned, and that residents may leave belongings behind during periods of crisis, hospitalization, incarceration, or other instability. Staff will handle belongings respectfully, avoid unnecessary disposal, and make reasonable efforts to contact residents before items are discarded.

Scope

This policy applies to:

- All resident personal belongings stored in bedrooms, common areas, storage spaces, and exterior areas of 315 S Jefferson St.
- Belongings and property left behind at any type of exit, including:
  - Planned/successful transitions
  - Resident-initiated/voluntary exits
  - Program-requested exits (non-crisis)
  - Crisis-related exits/safety removals
  - Administrative exits (e.g., permit changes, program closure)

It does not apply to:

- Staff property, program-owned equipment, or building fixtures.
- Illegal items, weapons, or contraband (covered under weapons and safety policies).

Resident Responsibilities

Residents are expected to:

- Keep their belongings in their assigned rooms/storage areas as directed by staff.
- Take all personal property with them at the time of planned exit whenever reasonably possible.
- Inform staff if they anticipate needing temporary storage (e.g., during a short hospital stay, brief incarceration, or other planned absence).
- Provide up-to-date contact information and a preferred method of contact for follow-up about stored belongings.

Residents are informed of this policy during intake and again during transition planning whenever feasible.

Staff Responsibilities

Staff are responsible for:

- Reviewing this policy with residents at intake and during the Transition Plan process.
- Documenting the status of belongings at exit in the Resident Transition Plan – see below (Belongings and Property) and in HMIS/Clarity (if applicable).
- Handling resident property with respect and care; avoiding unnecessary damage or loss.
- Following safety, infection-control, and weapons/contraband procedures when handling belongings.
- Making reasonable attempts to contact residents before disposing of stored property.

Procedures at Time of Exit

Planned or Successful Transitions

When an exit is planned:

Review belongings with resident

- Staff and resident walk through the room and any storage area together when possible.
- Staff ask the resident to confirm they have taken all items they wish to keep.

Update Transition Plan

- In the Transition Plan, staff document:
  - Whether the resident has taken all belongings:
    - "Has the resident taken all personal belongings? ☐ Yes ☐ No – items stored: _____"
  - Any items placed in SHHC storage and the initial storage date.

Same-day removal encouraged

- Residents are encouraged to remove all belongings on or before their Anticipated Exit Date.

Unplanned, Crisis-Related, or Program-Requested Exits

When an exit occurs quickly (e.g., safety removal, hospitalization, arrest):

Immediate Safety First

- Staff follow SHHC's Crisis, Incidents, and Resident Removal Policy.
- Focus is on safety, de-escalation, and appropriate emergency response.

Securing Property

- Once the situation is safe, staff:
  - Secure the resident's room.
  - Gather loose items from common areas clearly belonging to the resident.
  - Place belongings in clearly labeled containers (e.g., bins, bags) noting:
    - Resident name
    - Date of storage start
    - Staff initials

Documentation

Staff document belongings status in:

- The Transition Plan (if completed later)
- Internal notes and/or HMIS/Clarity (if applicable)
- Incident report (if incident involved removal or safety concerns)

Medication Handling

- Medications are managed per Medications policy.
- Medications are not stored long-term beyond safe/legal guidance. Staff will:
  - Secure medications temporarily.
  - Attempt to return medications directly to the resident or their authorized representative when feasible.

Storage of Belongings

Storage Location and Conditions

- SHHC will maintain one or more designated storage areas for resident belongings.
- Storage areas will be:
  - Dry and reasonably secure.
  - Accessible only to authorized staff.
- Items will be stored in labeled containers to keep belongings grouped by resident.

Standard Storage Period

- Unless otherwise required by law or funding regulations, SHHC will store belongings for at least 30 days from the Storage Start Date.
- Programs may extend the storage period up to 60 days when:
  - The resident is engaged in active transition planning with SHHC, or
  - There is known hospitalization, incarceration, or treatment stay and retrieval is reasonably anticipated.

Exceptions (Immediate or Limited Storage)

SHHC may not store the following items or may dispose of them sooner due to health, safety, or legal concerns:

- Perishable food items.
- Items infested with bedbugs, lice, roaches, or other pests.

- Items contaminated with bodily fluids, mold, or hazardous substances.
- Illegal drugs, drug paraphernalia, weapons, ammunition, or explosive materials (per Weapons and Contraband policy).
- Large or excessive items that exceed reasonable storage capacity (e.g., bulky furniture) unless prior arrangements were made.

When items must be discarded immediately for health or safety reasons, staff will:

- Document what was discarded and why.
- Note this in the resident's file and/or incident report as appropriate.

Resident Notification and Contact Attempts

At Time of Exit (When Possible)

When possible, staff will:

- Inform the resident of:
  - The storage location and time limits for belongings.
  - How and when they may retrieve belongings.
- Provide this information verbally and, when feasible, in writing.

After Exit

If belongings remain after exit:

- Staff will make at least two (2) contact attempts within the storage period using the most recent contact information on file (phone, text, email, mailing address).
- Each attempt will be documented, including:
  - Date and time
  - Method (call, text, email, mail)
  - Outcome (e.g., message left, number disconnected, email bounced, no response)

If the resident has identified a trusted contact, case manager, or peer/support provider in the Transition Plan and an ROI permits communication, staff may also contact that person solely to:

- Inform them that belongings are available, and
- Provide instructions for retrieval.

Retrieval of Belongings

Resident Retrieval

Residents may retrieve belongings by:

- Coming to SHHC during designated hours, or
- Arranging a specific pickup time with staff.

At retrieval:

- Staff verify the person's identity using reasonable methods (e.g., ID, known staff recognition, verification with case manager).
- Staff document:
  - Date of retrieval
  - Items released (general description)
  - Name of person retrieving the items

Authorized Third-Party Retrieval

If the resident cannot retrieve belongings in person, they may authorize another person to pick up items, subject to safety and confidentiality considerations.

- Authorization may be:
  - Written (preferred) or
  - Verbal, documented by staff in progress notes.
- Staff will:
  - Verify the identity of the authorized person.
  - Release property only consistent with resident instructions.
  - Document the release.

SHHC may refuse to release belongings to a third party if doing so would create an immediate safety risk, conflict with a court order, or violate confidentiality laws.

Disposal of Unclaimed Belongings

If belongings are not claimed by the end of the applicable storage period (30–60 days) and reasonable contact attempts have been made:

Final Review

Staff review the file to confirm:

- Storage start date
- Contact attempts
- Any new contact information or circumstances (e.g., recent communication from resident)

Decision and Documentation

The decision to dispose of unclaimed belongings is made by designated leadership (e.g., Executive Director, Director of Housing, or designee), and documented.

Disposal Process

- Items in good condition may be donated to local nonprofits or thrift programs, with no identifying documents included.
- Items not suitable for donation are discarded.
- All personal identifiers (IDs, mail with addresses, sensitive documents) are shredded or otherwise destroyed to protect confidentiality.

Medications and Hazardous Items

- Medications are disposed of according to pharmacy, DEA, and local guidance (e.g., medication take-back programs).
- Sharps and biohazardous items are disposed of per SHHC infection control and biohazard procedures.

Once belongings are disposed of per this policy, SHHC is no longer responsible for them.

Special Circumstances

Program Closure or Relocation

If SHHC closes or relocates from 315 S Jefferson St:

- Residents will receive as much advance notice as possible.
- Staff will:
  - Make concerted efforts to ensure residents take belongings with them.
  - Provide clear written instructions for any temporary storage or alternate retrieval locations.

Legal Holds or Law Enforcement Requests

If law enforcement or a court order requires SHHC to hold or release specific property:

- Staff will cooperate as required by law and document all actions.
- Residents will be informed of these actions whenever permitted by law.

Training and Quality Improvement

- Staff will receive training on this policy during onboarding and at least annually thereafter.
- Incident reports, grievances, or neighborhood complaints related to belongings (e.g., items left outside, trash accumulation) will be:
  - Reviewed by leadership and the Board of Directors as part of regular incident and metrics review.
  - Used to improve procedures and reduce future issues.

Resident Rights and Grievances

Residents retain the right to:

- Request clarification of this policy at any time.
- Express concerns about how their belongings were handled.
- File a grievance if they believe this policy was not followed.

Grievances will be addressed by the Executive Director within 2 business days, following SHHC’s established Grievance Policy.

Addendum AM – Therapeutic Engagement with Cats Policy

Purpose and Overview

Safe Haven Hope Center (SHHC) integrates therapeutic engagement with cats as a voluntary, trauma-informed support option for residents. The purpose of this policy is to:

- Promote emotional regulation, connection, and comfort through safe, structured interaction with animals.
- Ensure the health, safety, and well-being of residents, staff, visitors, and animals.
- Maintain compliance with public health standards, City requirements, and SHHC's harm-reduction and trauma-informed philosophy.

This policy applies to all SHHC staff, volunteers, residents, and visitors who may interact with cats on site.

Program Description

- SHHC may house up to three (3) resident cats as part of its therapeutic programming.
- Any increase above three cats requires:
  - Prior approval from the City under the Conditional Use Permit (CUP), and
  - Updated documentation regarding space, sanitation, and veterinary oversight.
- Participation in cat-related activities is voluntary and is offered as a supportive option in alignment with residents' individualized plans, preferences, and safety considerations.
- Cats are not service animals under ADA; they are program/therapy animals. Service and support animals belonging to residents are governed separately under SHHC's Service and Support Animals policy.

Roles and Responsibilities

Executive Director / Director of Mental Health

- Ensure the program complies with CUP conditions and this written policy.
- Approve adoption/placement of each program cat, including source and suitability.
- Review any serious incident involving a cat (bite, scratch requiring medical care, significant allergy, or behavioral concern).
- Oversee daily care, health monitoring, and documentation for each cat.
- Maintain veterinary records, vaccination documentation, and parasite-prevention logs.
- Train staff and volunteers on safe handling, infection control, and resident engagement guidelines.

Staff and Volunteers

- Model and reinforce safe, respectful interaction with cats.
- Monitor resident-animal interactions for safety and signs of stress (animal or human).
- Report concerns or incidents immediately and complete incident reports when required.

Residents

- Follow all rules for interaction, hygiene, and cat-free zones.
- Report any scratches, bites, or allergy symptoms to staff promptly.
- Engage only in staff-approved care tasks and never force interaction with cats.

Animal Health, Veterinary Oversight, and Documentation

All cats on site must:

- Be examined by a licensed veterinarian prior to or upon intake into the program.
- Be current on age-appropriate core vaccinations (e.g., rabies, FVRCP) as recommended by the veterinarian.
- Receive routine parasite prevention (fleas, ticks, intestinal parasites) in accordance with veterinary guidance.

Veterinary Care and Records

- SHHC will maintain an animal health file for each cat, including:
  - Vaccination records and due dates.
  - Spay/neuter documentation.
  - Parasite control treatments and dates.
  - Veterinary exam notes and treatment plans.
- Cats must be spayed or neutered unless a veterinarian documents a medical reason otherwise.
- Scheduled wellness visits will occur at least annually, or more frequently if recommended.
- Any signs of illness (e.g., lethargy, respiratory symptoms, vomiting/diarrhea, skin lesions) must be reported to the Executive Director and/or the Mental Health Coordinator; if indicated, cats are isolated from residents until cleared by a veterinarian.
- Zoonotic Disease Prevention
  - Litter and waste will be handled as indicated below (Sanitation and Hygiene) to minimize exposure.
  - Residents handling litter or cleaning areas used by cats will be instructed in proper glove use and hand hygiene.

Resident Participation and Therapeutic Use

Voluntary Participation

- Residents may choose whether and how often they interact with the cats; there is no requirement to participate.
  - Staff will respect residents' preferences and boundaries regarding animals, consistent with trauma-informed care.
- Integration into Individual Plans

  When appropriate, staff may incorporate cat-related activities into individualized support plans (e.g., grounding skills, routine-building, socialization, responsibility practice).
- Examples of approved, supervised therapeutic activities include:
  - Gentle petting or quiet time in a common room with a cat.
  - Reading, journaling, or mindfulness exercises while a cat is present.
  - Limited, staff-approved participation in care tasks (feeding, brushing, toy-based play).
- Safety Screening and Contraindications

  During intake or ongoing planning, staff will:
  - Ask about animal allergies, fears, past trauma involving animals, and preference for cat-free spaces.

    - Document any contraindications or restrictions in the resident's plan.
- Residents with significant allergies, asthma, or phobias will be supported with:
    - Access to designated cat-free areas and sleeping spaces to the greatest extent feasible.
    - Education on how to avoid contact with cats and cat-related items.

Sanitation, Hygiene, and Environmental Standards

Litter Boxes and Waste Management

Litter boxes will be:

- Located in designated, ventilated, non-food-preparation areas.
- Cleaned at least once daily, with spot-cleaning as needed.

Used litter and animal waste must be:

- Placed in sturdy, sealed bags.
- Disposed of in covered trash containers, consistent with local sanitation requirements.

Cleaning and Disinfection

- Surfaces and areas frequently used by cats (floors, furniture covers, bedding designated for cats) will be cleaned regularly using products safe for animals and humans.
- Soft items (e.g., blankets used for cats) will be washed as needed to minimize odors, dander, and hair.

Infection Control and Personal Hygiene

Residents and staff must wash hands with soap and water or use hand sanitizer after:

- Handling cats or their food, toys, or litter.
- Cleaning litter boxes or cat-accessible surfaces.

Staff and residents will follow SHHC's infection control protocols when handling any animal-related bodily fluids (e.g., vomit, feces) including glove use and safe disposal, consistent with the general biohazard policy.

Odor and Noise Management

- Litter boxes and feeding areas will be monitored for odor; additional cleaning or litter replacement will occur as needed.
- If a cat's vocalizations become disruptive, staff will evaluate underlying causes (stress, illness) and adjust environment or veterinary care as needed.

Behavior, Handling, and Safety Rules

Resident and Visitor Expectations

All residents and visitors must:

- Treat cats gently and respectfully at all times.
- Avoid rough play, chasing, grabbing, or restraining cats.
- Not feed cats human food or unauthorized treats.
- Not pick up cats unless explicitly permitted by staff.

Children (visitors under age 18) may only interact with cats under close adult supervision and staff awareness.

Supervision

Staff will supervise or monitor resident-animal interactions, especially with new residents or known behavioral concerns.

Residents are not permitted to punish or discipline cats; only positive, humane handling methods are allowed.

Cat-Free Zones

Cats are not permitted in the following areas:

- Food preparation surfaces and primary kitchen counters where meals are prepared.
- Medication storage areas.
- Any designated cat-free resident rooms or areas.

Reasonable efforts will be made to prevent cats from entering these areas (e.g., closed doors, baby gates, staff redirection).

Outdoor Access and Containment

Cats will not be allowed to roam outdoors unsupervised. Any outdoor access must meet all of the following:

- Occur only under staff supervision.
- Utilize secure containment methods (e.g., enclosed catio, harness and leash for cats that tolerate this) to prevent escape.
- Comply with local ordinances and public health guidance.

If a cat escapes outdoors:

- Staff will follow a pre-established recovery protocol, including search, notification of leadership, and use of humane traps if needed.
- A brief incident report will be completed, noting circumstances and any corrective actions.

Incidents, Allergies, and Grievances

Bites, Scratches, and Injuries

Any bite or scratch that breaks the skin must be:

- Immediately washed with soap and water.
- Evaluated for need for medical care, consistent with SHHC's first aid and incident policies.
- Documented on an incident report and shared with the Executive Director/Director of Mental Health.

If clinically indicated, public health authorities will be consulted per local guidelines (e.g., rabies concern).

Allergic Reactions and Sensitivities

Residents or staff who experience allergic symptoms (e.g., wheezing, hives, eye irritation) should notify staff promptly.

When feasible, reasonable accommodations may include:

- Assignment to a cat-reduced or cat-free sleeping space.
- Enhanced cleaning in shared spaces.
- Limiting that person's exposure to areas where cats spend the most time.

Resident and Neighborhood Complaints

Resident concerns about cats (fear, discomfort, allergy, noise, cleanliness) will be addressed via the existing grievance policy, with responses within 2 business days.

Neighborhood complaints related to animals (odor, noise, outdoor sightings) will follow the Neighborhood Grievance and Concern process, with prompt review and action.

Staff and Volunteer Training

In addition to SHHC's general training (trauma-informed care, harm reduction, crisis response), staff and volunteers involved with the cat program will receive orientation on:

- Basic feline body language and stress signals.
- Safe handling, appropriate play, and redirection.
- Hygiene and infection control specific to animals.
- Procedures for incidents, bites, scratches, and escapes.

Refresher or corrective training will be provided if patterns of concern are identified (e.g., repeated sanitation issues, unsafe interactions).

Program Review and Compliance

The Board of Directors and leadership will periodically review the cat therapy program as part of overall program metrics and risk monitoring, considering:

- Resident feedback about therapeutic benefit.
- Incidents or injuries involving animals.
- Neighborhood complaints related to animals.

Adjustments will be made as needed to uphold:

- Resident and community safety.
- Public health standards.
- CUP conditions and City expectations.

SHHC acknowledges that continuation or expansion of the cat therapy program is contingent on ongoing compliance with:

- This policy,
- Municipal Code and health regulations, and
- Any specific CUP conditions relating to animals.

Addendum AN – Letters of Support

(See following pages)

April 14, 2026

To Whom It May Concern,

On behalf of the Mandolin Foundation, I am proud to offer this letter of support for Safe Haven Hope Center in Green Bay.

At Mandolin Foundation, through our program, Amanda's House, we work closely with women and families navigating recovery, housing instability, and the long-term impacts of substance use and mental health challenges. In this work, we see firsthand how critically safe, stable housing is—not only for immediate safety but also for long-term healing and personal preservation.

Safe Haven Hope Center plays a vital role in our community by providing a safe and supportive environment for individuals who cannot access resources at other homeless shelters in Green Bay. Their commitment to safety, dignity, and empowerment aligns deeply with our own values. Many of the people we serve have intersecting needs, and organizations like Safe Haven Hope Center are essential partners in creating a continuum of care that truly supports individuals on their path to stability.

Green Bay continues to face a significant need for safe housing options. Programs like Safe Haven Hope Center ensure that vulnerable individuals have access to immediate protection and the resources necessary to rebuild their lives. Their work not only addresses urgent needs but also contributes to stronger, healthier residents and a more resilient community.

We strongly support Safe Haven Shelter's ongoing efforts and any initiatives that expand their capacity to serve those in need. Their impact is meaningful, measurable, and deeply needed in our community.

Please feel free to contact me if you have any questions or would like additional information.

Sincerely,

Paula Jolly, Executive Director, Mandolin Foundation

Elizabeth Feldhausen
3046 Inverness Circle
New Franken WI 54229
Phone: 920-680-9368
Email: Elizabeth@safehavenpet.org

Education:

Lakeland University - Green Bay, WI. Masters of Arts in Clinical Mental Health Counseling (Community Clinical Counseling Track)

August 2017 - May 2022 (4.0 GPA)

University of Wisconsin – Green Bay, WI. Bachelor of Science in Psychology

Minor in Human Development - Focusing on Early Childhood through Adolescence

August 2013 - December 2015 (3.6 GPA)

Northeast Wisconsin Technical College, Green Bay, WI. General Studies Transfer

January 2011- January 2013 (4.0 GPA)

Inner Sun Yoga, Oshkosh, WI.

Aerial Yoga Certification Program - 2018

World Instructor Training Schools, Green Bay, WI.

Personal Trainer Certification Program - 2012

Relevant Courses: Theories of Personality, The Psychology of Emotion, Social Science Statistics, Race Ethnicity and Diversity, Psychology of Women, Psychology of Cognitive Processes, Overview of Mental Disorders, Middle Childhood and Adolescence, Infancy and Early Childhood, Health Psychology, Exploring Madness, Experimental Psychology, Environmental Psychology, Developmental Psychology, Developmental Psychobiology, Cross Cultural Human Development, Creating Sacred Spaces, Counseling and Psychotherapy, CPR Heartsaver AED, Anatomy, Adulthood and Aging, Abnormal Psychology, Group Therapy, Couples and Family Therapy, Research Methods, Counseling Children, Counseling and Treatment, Psychometrics, Intro to Psychopathology, Counseling Methods, Lifespan Development, Multiculturalism, Counseling Theories, Career Counseling, Crisis and Trauma, and Advanced Clinical Skills.

Certifications/Continuing Education

- Skills for Psychological Recovery Certification
    - National Center for Child Trauma 2021
- Stress and Dual Track Crisis/Comprehensive Community Services Certification
    - University of Wisconsin Green Bay 2022
- Naloxone Training
    - Baeten Counseling 2023
    - Jackie Nischke Center 2020
- Reducing Chronic Pain
    - The National Institute for the Clinical Application of Behavioral Medicine 2024
- Neurodiversity and the Nervous System: A bottom up approach for working with Autism.
    - Wisconsin Association of Family and Children's Agencies

Work Experience:

Behavioral Health Consultant, LPC October 2025 - Present

Children's Hospital of Wisconsin - Milwaukee, WI.

Primary Responsibilities: Providing outpatient mental health counseling and safety planning for children in crisis.

Owner/Licensed Clinical Mental Health Therapist February 2023 - Present

Haven Mental Health, Green Bay WI

Primary Responsibilities: Providing outpatient mental health counseling for children, families, and individuals with a diverse scope at an affordable cost.

Licensed Clinical Mental Health Therapist December 2022- January 2024

Baeten Counseling and Consultation Team, Green Bay WI

Primary Responsibilities: Providing outpatient mental health counseling to a diverse group of clientele.

Counseling Internship January 2022-August 2022

Oconto County Health and Human Services, Oconto WI

Primary Responsibilities: Co-counseling clients under supervision, performing intake paperwork and initial assessments, creating graphics for, and auditing the Oconto County Website, and editing and reformatting county policy documents.

Advocate and Counseling Internship October 2021- December 2021

Wise Women Gathering Place, Green Bay WI

Primary Responsibilities: Co-leading groups for youth prevention, education, and healthy relationships.

Advocate and Counseling Internship August 2021 - October 2021

We All Rise African American Resource Center, Green Bay WI

Primary Responsibilities: Assisting individuals who have been affected by trauma or crisis by finding community resources such as housing, government assistance, counseling services, health services, and employment.

Residential Treatment Staff April 2019 - Present

Jackie Nitschke Center, Green Bay WI

Resident Assistant (2019-2020)- Primary Responsibilities: Medication monitoring, health monitoring, record keeping, answering incoming calls, charting, ensuring safety of clients in the residential program, meal preparation, and cleaning.

Community Outreach Assistant (2020-2022) - Primary Responsibilities: Posting to Facebook, Instagram, and Linked In. Writing company newsletters.

Admissions Coordinator (2021-2022) Providing information and services to those seeking substance abuse treatment at the Jackie Nitschke Center.

Chief Executive Officer/Founder April 2016 - Present

Safe Haven Pet Sanctuary Inc. Green Bay, WI and Pawffee Shop Cat Cafe, Appleton WI

Primary Responsibilities: Deepen relationships with all media/community to ensure the most effective messaging and positioning of the organization. Develop strategies to increase donations. Supervision of the management team. Build relationships with potential donors/customers. Monitor budget. Hiring and training. Content generation for social media. Press releases. Observe and condition animal behavior. Community education.

Regional Brand Manager and Social Media Strategist March 2014 – October 2016

Apricot Lane Green Bay, Wausau, and Eau Claire Green Bay, Wisconsin

Primary Responsibilities: Responsible for online marketing, advertising and branding activities at Apricot Lane Green Bay, Wausau, and Eau Claire, as well as taking steps to measure, enhance,

and enrich the position and image of the company through various goals and objectives.

Human Development Internship December 2014 – May 2015

Fort Howard Elementary School After School Program Monitor

Green Bay, Wisconsin

Primary Responsibilities: Create lesson plans. Supervise homework time. Supervise free time. Administer fun and educational activities

Life Enrichment Assistant October 2011 – February 2013 Birch Creek Assisted Living De Pere, Wisconsin

Primary Responsibilities: Plan daily activities that promote the health and well-being of residents with dementia. Lead daily exercise and prayer group. Reminisce with residents, and do sensory activities to promote memory recall

Independent Study UWGB - Managing Social Media Spring semester 2015

Volunteer Work

Hidden Paws Network - December 2019 - Dec 2021

Golden House May 2012 - May 2014

Green Bay Strikers May 2011 - January 2015

Alzheimer's Association December 2015 - October 2016

House of Hope August 2015 - October 2016

Professional References

Tina Baeten CSAC, LCSW, ICS - Tinamarie.infocus@gmail.com (920)217-3313

Peg Kubiak LPC, CSAC, SAP - Peg.infocus@gmail.com (920) 471-9680

David Schreiter, LPC, CSAC - dschreiter13@gmail.com (920) 834-2030

Michelle Pierquet-Hohner - mpierquethohner@jackienitschkecenter.com, (920) 412-8141

Comment Form for Committees and Council

The City of Green Bay welcomes input regarding actions of the Common Council or a Committee/Commission/Board. There are many opportunities for interested parties to speak at a public meeting. Signing this form does not obligate you to speak. If you decide to speak, please keep your comments relevant to the topic being deliberated, and also please compose your comments to no more than three minutes. Thank you!

First name	Carrie
Last Name	Hill
Address	517 Dove Lane Oconto Falls WI 54154
Email Address	carriehill001@gmail.com
Which Committee/Commission/Board do you have comments for?	Green Bay Plan Commission
What is the date of the meeting?	05/11/2026
For which item do you wish to provide comments?	ZP-2620 CUP Safe Haven Hope Center/ Newcap Inc.
What is your opinion of the item?	I OPPOSE the item.
Please Note:	• I understand this form does not register me to speak at the meeting.
Comments	My concern is regarding the ownership of the property at 315 S. Jefferson St. in Green Bay. Currently, the property is owned by Newcap Inc., who has filed Chapter 11 Bankruptcy as of April 15, 2026. Newcap Inc. owes approximately $2.5 million to creditors. The current bankruptcy plan is to liquidate all assets to satisfy the debts owed to hundreds of creditors. The property at 315 S. Jefferson St. is included in the asset pool to be liquidated per the bankruptcy plan. This property holds significant value and the asset should be sold at market value to ensure past due debts are satisfied. I do NOT believe an approval should be given for the CUP as the property is protected by the bankruptcy court. This process is not solely between SHHC and the City if Green Bay and I believe legally requires court approval. Providing a CUP on a property that is not solely owned by either applicant due to the bankruptcy filing could be in violation of the bankruptcy plan.

Illegal Substances Discovery and Disposal Policy

Purpose
To maintain a safe, drug-free environment while honoring Safe Haven Hope Center's trauma-informed, harm-reduction model. This policy outlines procedures when illegal substances are found on SHHC property, without routine involvement of law enforcement.

Scope
This policy applies to all residents, staff, volunteers, and visitors on SHHC property, including the building, yard, and surrounding areas under SHHC control.

Policy Statement

No possession or use on site
Illegal substances may not be possessed, used, stored, sold, or exchanged anywhere on SHHC property.

Non-punitive, harm-reduction response
Consistent with SHHC's mission and harm-reduction philosophy, discovery of illegal substances on site will be managed through immediate, safe disposal or temporary removal from the property, rather than automatic police contact, whenever it is safe and lawful to do so.

Resident choice
When illegal substances are found in the possession or under the control of a resident, visitor, or staff member, and there is no immediate safety threat requiring emergency services, the individual will be given a clear choice:

- Option A: Immediately dispose of the substances using Deterra System (or a similar approved deactivation/disposal system) under staff supervision; or
- Option B: Leave the property immediately with all belongings and substances.

Failure to choose or comply with one of these options will result in removal from the property in accordance with SHHC's safety and crisis policies.

Procedures When Illegal Substances Are Found

Ensure immediate safety

- Staff assess the situation for safety (level of agitation, presence of weapons, medical risk).
- If there is violence, a credible threat of violence, or a medical emergency, staff will follow the existing Crisis, Incidents, and Resident Removal policy, including calling 911 as needed.

Notify on-duty lead staff

- The staff member who discovers the substances immediately notifies the Executive Director.

Explain the policy and options

- In a calm, non-shaming, trauma-informed manner, staff explain:
  - That possession of illegal substances on SHHC property is not allowed.
  - That police will not be contacted solely for possession in this situation, unless required for safety or by law.
  - That the individual must choose:
    1. Supervised disposal using Deterra System or a comparable deactivation system; or
    2. Immediate departure from SHHC property.

Supervised disposal on site

- Staff obtain a Deterra pouch or similar deactivation system from the designated storage area.
- The individual is asked to place all identified substances into the disposal system in view of staff.
- Staff activate the system according to manufacturer instructions and secure it in the designated disposal container.
- Staff do not handle substances directly whenever avoidable; gloves and universal precautions are used if contact is necessary.
- Staff complete an Incident Report documenting:
  - Date, time, and location of discovery
  - Individual(s) involved
  - Actions taken (including use of Deterra or similar)
  - Any follow-up support or safety planning
- Staff offer:
  - Safety planning and harm-reduction conversation
  - Referrals/connection to substance use and mental health services

- Continued residence is allowed unless there are other safety concerns that trigger the Crisis or Alternative Accommodations policies.

Leaving the property

- If the individual chooses not to dispose of the substances, they must leave SHHC property immediately.
- Staff:
  - Remain calm and non-confrontational.
  - Encourage the individual to return at a later time to discuss possible re-admission, consistent with SHHC's Alternative Accommodations and Temporary Breaks policy, when they are able to comply with the no-substances-on-site rule.
  - Offer basic safety support items if appropriate (e.g., weather-appropriate supplies) consistent with existing policy.
- Staff complete an Incident Report, including whether and how alternate accommodations or supports were offered.

Refusal to choose or escalating behavior

- If the individual refuses both options, becomes threatening, or will not leave the property after being directed to do so:
  - Staff follow the Crisis Policy and Staff Authority for Safety procedures.
  - If there is a credible safety risk to residents, staff, or neighbors, 911 may be called in accordance with the existing emergency response policy.

Visitors, Staff, and Volunteers

Visitors

- Visitors found with illegal substances are not permitted to remain on site. They must either:
  - Dispose of substances immediately via Deterra or similar deactivation system under staff supervision; or
  - Leave the property immediately.
- Visitor privileges may be suspended or revoked per the Visitor Procedures and Staff Authority for Safety policies.

Staff or volunteers

- Staff or volunteers found in possession of illegal substances on SHHC property are subject to immediate removal from duty and disciplinary action, up to and including termination, consistent with the Drug-Free Workplace policy.

- They may be required to participate in supervised disposal using Deterra or a similar system, but disciplinary steps proceed regardless of disposal.

Documentation, Review, and Training

Incident reporting

- All incidents involving discovery of illegal substances are documented using the Incident Report process (Addendum R).
- Documentation includes any impact on the neighborhood (e.g., if a person leaves while intoxicated or disruptive) and any communication with neighbors or external partners.

Board and leadership review

- The Executive Director and Board of Directors review substance-related incidents at least quarterly, along with other incident reports, crisis contacts, and neighborhood grievances, to identify patterns and strengthen harm-reduction and safety practices.

Training

- Staff receive training at orientation and at least annually on:
  - This policy and its relationship to SHHC's harm-reduction model.
  - Use of Deterra or other approved deactivation systems.
  - Trauma-informed communication and de-escalation when substances are discovered.
  - Documentation requirements and when emergency services must still be called.

Coordination With Existing Policies

This policy is intended to be read and applied in conjunction with:

- House Rules and Community Expectations (no substances used on site)
- Weapons and Contraband policy
- Crisis, Incidents, and Resident Removal policy
- Alternative Accommodations and Temporary Breaks policy
- Drug-Free Workplace policy

Where there is any conflict, resident and community safety, trauma-informed care, and harm-reduction principles should guide decision-making, in consultation with the Executive Director.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Thomas Walenski, Rick Jurkanis

AGENDA ITEM # O.1

To approve the purchase of thirteen (13) 2026 Ford Police Interceptor Utility Hybrid AWD vehicles for the Police Department for a total of $688,584.

BACKGROUND

Annual Life Cycle Replacement for police squads. This is an annual purchase for replacement squads on the State of Wisconsin Contract # 505ENT-M25-VEHICLES-04 from Napleton Columbus Inc.

RECOMMENDATION

Approval of the request for purchase.

FISCAL IMPACT

Vehicles are $52,968.00 each, complete with options. The total cost is $688,584.00 for thirteen (13). This vehicle expense will be out of 2026 bonding Account # 423300-55502-27347.

ATTACHMENTS

1. City of Green Bay F37AH Police Interceptor with Extended Service
2. 64172_1637b-FP-PremiumCARE-2024

Napleton 151 Auto Group
Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay

Prepared For: James Spychalski

920-448-3183

James.Spychalski@greenbaywi.gov

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid



Erin Damico
Napleton Columbus, Inc
330 Transit Rd
Columbus, WI 53925
920-623-5831
edamico@napleton.autos

State Contract 505ENT-M25-VEHICLES-04

Napleton 151 Auto Group

Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Quote Worksheet

		MSRP
Base Price		$48,550.00
Dest Charge		$1,795.00
Total Options		$6,300.00
	Subtotal	**$56,645.00**
Title & Registration (New *Official Plates)		$219.50
Delivery to Green Bay		$137.50
5 Year/175K Mile PremiumCare Extended Service ($100 Deductible)		$3,300.00
	Subtotal Pre-Tax Adjustments	**$3,657.00**
Less Customer Discount		($7,334.00)
	Subtotal Discount	**($7,334.00)**
Trade-In		$0.00
Excluded from Sales Tax	**Subtotal Trade-In**	**$0.00**
	Taxable Price	**$52,968.00**
Sales Tax		$0.00
	Subtotal Taxes	**$0.00**
	Subtotal Post-Tax Adjustments	**$0.00**
	Total Sales Price	**$52,968.00**

Comments:

The 2026 Police Interceptor order window is scheduled to close on 5/14/26, subject to change without notice.

Dealer Signature / Date

Customer Signature / Date

Selected Model and Options

MODEL

CODE	MODEL	MSRP
K8A	2026 Ford Police Interceptor Utility AWD	$48,550.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

Napleton 151 Auto Group

Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

COLORS

CODE	DESCRIPTION
UM	Agate Black

ENGINE

CODE	DESCRIPTION	MSRP
99W	Engine: 3.3L V6 Direct-Injection Hybrid System -inc: 136-MPH top speed, Police-calibrated (STD)	$0.00

TRANSMISSION

CODE	DESCRIPTION	MSRP
44B	Transmission: 10-Speed Automatic -inc: manual police pursuit mode (steering wheel execution) (STD)	$0.00

OPTION PACKAGE

CODE	DESCRIPTION	MSRP
500A	Order Code 500A	$0.00

AXLE RATIO

CODE	DESCRIPTION	MSRP
___	3.73 Axle Ratio (STD)	$0.00

PRIMARY PAINT

CODE	DESCRIPTION	MSRP
UM	Agate Black	$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
9W	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6 -way power track (fore/aft, up/down, tilt w/manual recline, 2-way power lumbar), passenger 8-way power track w/2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks	$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

Napleton 151 Auto Group

Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
52P	Hidden Door-Lock Plunger -inc: Rear-Door Controls Inoperable, Locks, handles and windows, Can manually remove window or door disable plate w/special tool, Locks/windows operable from driver's door switches	$160.00
67U	Ultimate Wiring Package -inc: wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine compartment and rear hatch/cargo area wiring - supports up to (6) rear LED lights, Does not include LED lights, side connectors or controller, Rear Console Plate, Contours through 2nd row; channel for wiring, Grille LED Lights, Siren & Speaker Pre-Wiring	$640.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
153	Front License Plate Bracket	$0.00
51T	Driver Only LED Bulb Spot Lamp (Whelen)	$420.00
59F	Keyed Alike - 0576x	$50.00
90G	Ballistic Door-Panels (Level IV+) -inc: Driver and passenger front-doors, Tested and meets the requirements of NIJ standard 0108.01 Level IV: .30-06 M2 AP 166gr (7.62 x 63 APM2 10.8g), Also designed to withstand special threat rounds: 7.62 x 54R LPS 9.65g and 7.62 x 51 mm M61 9.75g (.308 Winchester 150.5gr), In addition, Level IV+ includes all of the NIJ Level III and LAPD rounds listed in footnote 1	$4,830.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
18D	Global Lock/Unlock Feature -inc: Door-panel switches will lock/unlock all doors and rear liftgate, Eliminates the 45-second liftgate lock release + paitro timer, Overhead liftgate button and blue liftgate release button on key fob will not have any function when pressed w/this option	$0.00
67V	Front & Rear Police Wire Harness Connector Kit -inc: For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector	$200.00
68G	Rear-Door Controls Inoperable -inc: Locks, handles and windows, Can manually remove window or door disable plate w/special tool, Locks/windows operable from driver's door switches	Inc.
85R	Rear Console Plate -inc: Contours through 2nd row; channel for wiring	Inc.
	Options Total	**$6,300.00**

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Standard Equipment

Mechanical	
	Engine: 3.3L V6 Direct-Injection Hybrid System -inc: 136-MPH top speed, Police-calibrated (STD)
	Transmission: 10-Speed Automatic -inc: manual police pursuit mode (steering wheel execution) (STD)
	3.73 Axle Ratio (STD)
	50-State Emissions System
	Transmission w/Driver Selectable Mode and Oil Cooler
	Automatic Full-Time All-Wheel
	Engine Oil Cooler
	92-Amp/Hr 850CCA Maintenance-Free Battery
	Hybrid Electric Motor 220 Amp Alternator
	Class III Towing Equipment -inc: Hitch
	Trailer Wiring Harness
	Police/Fire
	6840# Gvwr 1500# Maximum Payload
	Gas-Pressurized Shock Absorbers
	Front And Rear Anti-Roll Bars
	Electric Power-Assist Steering
	19 Gal. Fuel Tank
	Dual Stainless Steel Exhaust
	Permanent Locking Hubs
	Strut Front Suspension w/Coil Springs
	Multi-Link Rear Suspension w/Coil Springs
	Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
	Lithium Ion (li-Ion) Traction Battery 1.5 kWh Capacity
Exterior	
	Wheels w/Hub Covers
	Wheels: 18" x 8" 5-Spoke Painted Black Steel -inc: black wheel-lip molding, polished stainless steel hub cover and center caps
	Tires: 255/60R18 AS BSW

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Exterior	
	Steel Spare Wheel
	Full-Size Spare Tire Mounted Inside Under Cargo
	Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent and 1 Tow Hook
	Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
	Body-Colored Bodyside Cladding and Black Wheel Well Trim
	Black Side Windows Trim and Black Front Windshield Trim
	Black Door Handles
	Black Power Side Mirrors w/Convex Spotter and Manual Folding
	Fixed Rear Window w/Wiper, Heated Wiper Park and Defroster
	Deep Tinted Glass
	Speed Sensitive Variable Intermittent Wipers
	Galvanized Steel/Aluminum Panels
	Lip Spoiler
	Black Grille
	Liftgate Rear Cargo Access
	Tailgate/Rear Door Lock Included w/Power Door Locks
	Auto On/Off Projector Beam Led Low/High Beam Headlamps
	LED Brakelights
Entertainment	
	Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and External Memory Control
	Radio: AM/FM/MP3 Capable -inc: 100 watt siren/speaker prep kit, clock, 4 speakers, 1 USB port, 8" color LCD screen center-stack smart display, supports Android Auto and Apple CarPlay and fleet telematics modem, Allows data to be provided to support Ford Pro telematics and data services via optional subscription, including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts, Device enables optional telematics services through Ford or authorized providers via paid subscription, Subscribe at https://fordpro.com/en-us/telematics/ or call 1-833-811-FORD (3673)
	SYNC Phoenix Communication & Entertainment System -inc: hands-free voice command support compatible w/most Bluetooth connected mobile devices, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack
	4 Speakers
	Integrated Roof Antenna
	Wireless Phone Connectivity

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Entertainment	
	1 LCD Monitor In The Front
Interior	
	Driver Seat
	Passenger Seat
	35-30-35 Folding Split-Bench Front Facing Fold Forward Seatback Rear Seat
	Manual Tilt/Telescoping Steering Column
	Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Engine Hour Meter, Traction Battery Level, Trip Odometer and Trip Computer
	Power Rear Windows and Fixed 3rd Row Windows
	Selective Service Internet Access
	Compass
	Remote Keyless Entry
	Remote Releases -Inc: Power Cargo Access
	Cruise Control w/Steering Wheel Controls
	Dual Zone Front Automatic Air Conditioning
	Rear HVAC
	HVAC -inc: Underseat Ducts
	Locking Glove Box
	Driver Foot Rest
	Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt w/manual recline, 2-way power lumbar), passenger 8-way power track w/2-way power recline and 2 -way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks
	Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert and Metal-Look Interior Accents
	Full Cloth Headliner
	Urethane Gear Shifter Material
	Day-Night Rearview Mirror
	Driver And Passenger Visor Vanity Mirrors
	Mini Overhead Console w/Storage and 2 12V DC Power Outlets
	Front And Rear Map Lights
	Fade-To-Off Interior Lighting

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

Napleton 151 Auto Group

Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Interior	
	Full Vinyl/Rubber Floor Covering
	Carpet Floor Trim
	Cargo Features -inc: Cargo Tray/Organizer
	Cargo Space Lights
	Smart Device Remote Engine Start
	Fleet Telematics Modem Tracker System
	Smart Device Integration
	Dashboard Storage, Driver And Passenger Door Bins
	Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
	Delayed Accessory Power
	Power Door Locks
	Driver Information Center
	Redundant Digital Speedometer
	Trip Computer
	Digital/Analog Appearance
	Seats w/Vinyl Back Material
	Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
	Perimeter Alarm
	2 12V DC Power Outlets
	Air Filtration
Safety-Mechanical	
	Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Emergency Sos Capability
	Reverse Sensing System Rear Parking Sensors

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

Napleton 151 Auto Group

Erin Damico | 920-623-5831 | edamico@napleton.autos

City of Green Bay F37AH [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD Hybrid (✓ Complete)

Quote: City of Green Bay F37AH Police Interceptor with Extended Service

Safety-Interior	
	BLIS (Blind Spot Information System) Blind Spot
	Pre-Collision Assist with Pedestrian Detection
	Rear Cross-Traffic Braking
	Collision Mitigation-Front
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags
	Curtain 1st And 2nd Row Airbags
	Airbag Occupancy Sensor
	Passenger Knee Airbag
	Rear Child Safety Locks
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
	Back-Up Camera w/Washer

WARRANTY	
	Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 100,000 Corrosion Years: 5 Corrosion Miles/km: Unlimited Hybrid/Electric Components Years: 8 Hybrid/Electric Components Miles/km: 100,000 Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 28396. Data Updated: May 4, 2026 1:47:00 AM UTC.

Drive On with First-Class Service.

Ford Protect PremiumCARE coverage is 100% backed by Ford Motor Company.

- Service provided at Ford and Lincoln dealerships in the U.S., Canada and Mexico
- Ford-authorized parts used for covered repairs
- Factory-trained and certified technicians

Drive On with Valuable Benefits.

Ford Protect PremiumCARE coverage is there when you need it with 24-hour Roadside Assistance.

- Includes tire change, lockout, out-of-fuel and battery jump-start assistance
- Towing Assistance (up to $100 per occurrence)
- Emergency Travel Expense (up to $1,000 within the first 5 days per occurrence)
- Destination Assistance (up to $75)
- **Call 1-800-241-3673**

Rental vehicle benefits.

- Standard coverage includes $60 a day for up to 10 days for covered repairs

Drive On with Key Services.

Key Services is an optional benefit within your Ford Protect PremiumCARE coverage.† The technology in today's keys/key fobs makes it expensive to replace.

- Your optional Ford Protect Key Services benefit will replace your key(s) and/or fob(s) if they are:
  - Misplaced
  - Damaged and will not work

†Not available for Cab/Chassis and Incomplete plans.

Drive On with Personal Service.

Ford Protect Pickup and Delivery Option.

This option provides convenient personalized service, which allows you more free time rather than spending your valuable time in a dealership. Service includes:

- Pickup & delivery
- For loaner benefits, First-Day Rental Option must be included
- Mobile service option

For New Ford Protect Plans:

- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and zero miles or hours. Your selected coverage expires upon reaching the earliest of time or mileage

For Used Ford Protect Plans:

Vehicles within the New Vehicle Limited Warranty

- Eligible Ford and Lincoln vehicles that have New Vehicle Limited Warranty remaining at the time of purchase – coverage begins at the signature date and current mileage. Coverage ends at the earlier of the number of months purchased or the number of miles purchased from the expiration of the New Vehicle Limited Warranty

Vehicles outside the New Vehicle Limited Warranty

- Coverage for Ford and Lincoln vehicles beyond the New Vehicle Limited Warranty and all competitive-make vehicles begins at the signature date and current mileage. Your selected coverage expires upon reaching the earliest of time or mileage

For Cab and Chassis/Incomplete Vehicles:

- A variety of time/mileage/hour options and deductibles are available:
  - For Incomplete: within 5 years, 100,000 miles or 4,000 hours of the original in-service date
  - For F-650/750: within the New Vehicle Limited Warranty
- Coverage begins with the original in-service date (New Vehicle Limited Warranty start date) and zero miles or hours. Your selected coverage expires upon reaching the earliest of time, mileage or hours

0% APR interest-free Installment Payment Plan:

Flexible payment options are available when the extended service plan is not included in the vehicle financing; everyone qualifies, making it the smart choice.

0% APR

IPP Installment Payment Plan
ADMINISTERED BY BUDCO FINANCIAL

Ford Protect®

This brochure is intended to provide general information about a PremiumCARE extended service plan offered by Ford Protect. Prices and plan details may have changed after the brochure was printed. Plan availability, benefits, coverage and provider may vary by state. Please refer to your plan's service contract for the actual terms and conditions, including a list of covered repairs.

In Florida, Ford Protect is a Service Contract from Ford Motor Service Company, P.O. Box 6045, Dearborn, Michigan 48121 (License #42722).

In Texas, Ford Protect is a Service Contract from Ford Motor Service Company, P.O. Box 6045, Dearborn, Michigan 48121 (License #SCP-165).

https://redirect.ford.com/fppremiumcare

26FLP-PCBRCH-F
64172_1839b

January 2026
Printed in the U.S.A.

Ford Protect®

PremiumCARE

EXTENDED SERVICE PLAN



1000+ COVERED COMPONENTS

Ford

Drive On with Confidence.

With a Ford Protect PremiumCARE extended service plan, you are protected from unforeseen covered repairs on your vehicle for up to the earlier of 10 years or 175,000 miles.

10 years 175,000 miles

That's well beyond the New Vehicle Limited Warranty that comes with your vehicle. Now is the time to protect your investment with a Ford Protect PremiumCARE extended service plan.

Why Ford Protect PremiumCARE coverage is such a great value.

The price for parts and labor to repair many major components can be significant. One repair bill can easily exceed the price of your Ford Protect PremiumCARE coverage. It's clear that this coverage can quickly pay for itself!

Engine* $5,749

Steering Gear* $3,764

Transmission* $3,432



Lane-Keeping System $410

Headlamp & Taillamp Assembly* $3,340

AC Evaporator Core* $1,295

DEDUCTIBLE OPTIONS		
	STANDARD	OPTIONAL
New Ford and Competitive-make Vehicle Plans	$100	$0, $50, $200, Disappearing
Used Ford and Competitive-make Vehicle Plans	$100	$50, $200, Disappearing

**These examples are based on an average estimated U.S. retail repair cost for a Ford Explorer. Actual repair costs will vary by vehicle and dealer location.*

Relax and Drive On.

Based on your driving needs, you can customize a Ford Protect PremiumCARE extended service plan that's right for you.

NEW PLAN TIME AND MILEAGE OPTIONS Available within New Vehicle Limited Warranty								
Plan Length or Miles Covered (Coverage ends at the earlier of years or mileage)	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years
36,000 Miles	■	✓	✓	✓	✓	✓	✓	✓
48,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
60,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
75,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
85,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
100,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
125,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
150,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓
175,000 Miles	✓	✓	✓	✓	✓	✓	✓	✓

■ *Not offered.*

USED PLAN TIME AND MILEAGE OPTIONS
Available Beyond the New Vehicle Limited Warranty

Coverage lengths range from 1 year/10,000 miles to 6 years/75,000 miles for Model Year 2011 and newer vehicles.

PremiumCARE 1000+ Covered Components

(Partial List)

ENGINE

- All Internally Lubricated Parts
- Cylinder Block
- Cylinder Heads
- Diesel Fuel Injectors
- Diesel Injector Lines
- Diesel Injector Pump
- Diesel Lift Pump
- Engine Mounts
- Flywheel
- Exhaust (Manifold and Bolts)
- Flywheel Ring Gear
- Fuel Tank and Metal Lines
- Gas Fuel Injectors
- Gas Injector Lines
- Harmonic Balancer and Bolt
- Intake (Manifold and Bolts)
- Oil Pan
- Oil Pump
- PCM Module
- Radiator
- Radiator Fan (Clutch or Motor)
- Seals and Gaskets
- Thermostat
- Thermostat Housing
- Timing Chain Cover
- Timing Chain (Gears or Belt)
- Turbocharger/ Supercharger Unit (Factory-Installed)
- Valve Covers
- Water Pump

TRANSMISSION

- All Internally Lubricated Parts
- Release Hubs and Bearings
- Seals and Gaskets
- Torque Converter
- Transfer Case (Including All Internal Parts)
- Transmission Case
- Transmission Linkage
- Transmission Module
- Transmission Mounts

ELECTRICAL

- **LED Lighting or Lamp Assemblies – Interior and Exterior (Factory-Installed)****
- Alternator
- Audiophile Sound System
- Charge and Volt Gauges
- Clock (Electric)
- Control Trac® 4WD System
- Driver's Seat Position Sensor
- Dual-Zone Electronic Auto Temp Control
- Electronic Ignition Module
- Fuel Pump
- Heated Backglass (Electrical Only – Not Glass Damage or Breakage)
- High-Intensity Discharge (HID) Headlamps Igniter/ Ballast**
- Ignition Coil and Lock
- Ignition Module (Electric)
- Ignition Switch
- Incandescent/Halogen Bulbs – Interior and Exterior**
- Intelligent 4WD Systems
- Power Mirrors (Electrical Only – Not Mirror or Glass Damage or Bulbs)
- Power Running Boards
- Radiator Fan Relay
- Rear Window Power Sunshade
- Speedometer/Odometer (Electrical and Mechanical)
- Starter Motor
- Starter Motor Solenoid
- Switches (Manually Operated, Electrical)
- Temperature Gauge
- Voltage Regulator
- Wiper-Activated Headlamps
- Wiper Motors
- Wiring Harnesses (Excluding Spark Plug Wires)

***Interior/Exterior Lighting – coverage included only if Lighting Option is purchased.*

BRAKES

- Anti-Lock Brake Module and Sensor
- Brake Booster (Power)
- Calipers
- Combination Valve
- ETA Pump Hose Assembly
- Metal Lines and Fittings
- Master Cylinder
- Parking Brake Linkage and Cables
- Retainers and Clips
- Self-Adjusters
- Shaft (Brake Pedal)
- Springs
- Wheel Cylinders

FRONT AND REAR SUSPENSION

- Ball Joints (Upper and Lower)
- Control Arms (Upper and Lower)
- Control Arm Shafts and Bushings
- Linkage and Bushings
- Load Leveler Suspension System
- MacPherson Struts
- Roll Stability Control
- Spindle and Spindle Support Springs
- Stabilizer Bar
- Tie Rods

REAR/FRONT-WHEEL-DRIVE AXLE

- Axle Shafts
- Bearings (Front and Rear)
- Rear: Drive Axle Housing and Front Axle Housing for 4x4 (Including All Internal Parts)
- Front: Final Drive Housing and Rear Axle Housing for AWD (Including All Internal Parts)
- Driveshaft
- Locking Rings (Four-Wheel Drive)
- Seals and Gaskets
- Universal and Constant Velocity Joints
- Viscous Coupler/Flexible Coupler

EMISSIONS

- Air Check Valve Assembly
- Air Control Valve
- Air Idle Vacuum Valve
- Air Supply Valve (Hose and Tube)
- Barometric Pressure Sensor
- DEF System (Excludes Catalyst)
- ECC Relay Assembly
- EGR Control Valve
- EGR Pressure Sensor
- EGR Regulator Asy
- EGR Valve Adapter
- Electronic Throttle Control
- EVAP Vapor Storage Canister
- Idler Air Control Valve
- Knock Sensor
- Mass Air Flow/Intake Air Temp Sensor
- Oxygen Sensor
- PCV Hose Assembly
- PCV Valve
- PCV Vapor Filter
- Reductant Urea System
- Temperature Sensor (Engine Coolant)
- Vacuum Restrictor
- VAF Sensor
- Variable Camshaft Timing (VCT) Phasers

AIR CONDITIONING & HEATING

- A/C Accumulator
- A/C Clutch
- A/C Clutch Bearings
- A/C Compressor
- A/C Compressor Clutch Switch
- A/C Compressor Head
- A/C Compressor Seals
- A/C Condenser
- Auto Temp Control
- Evaporator
- Field Coil
- Heater Blower Motor
- Heater Control Assembly
- Heater Core Assembly
- Instrument Panel Registers and Air Ducts
- Pulley

SAFETY

- Airbag Module Assembly
- Collision Avoidance Sys
- Diagnostic Module Assembly (Airbag)
- Door Ajar Warning Switch Assembly
- Guides, Bezels, Brackets and Supports (Safety Belts/Shoulder Straps)
- Head Restraint Retainers and Sleeves (Safety Belt)
- Key, SecuriLock® (Microchip-Encoded Key)
- Lock Cylinder (Door)
- Lock Lever Asy (Door)
- Lock Lever Assembly (Tailgate)
- Lock Lever Retainers, Clips and Brackets
- Module (Passive Restraint)
- Safety Belt Buckle (Front and Rear)
- Safety Belt Motor Drive Assembly
- Safety Belt Restraint Carrier
- Safety Belt Retractors
- Safety Belt Track Asy
- Safety Belt Warning Chime Assembly
- Safety Canopy
- Sensors (Airbag)
- Shoulder Strap Track Assembly
- Wiring Asy (Airbag)

STEERING

- Column Lock (Tilt Wheel)
- Control Valve
- Cooler and Metal Lines
- Electronic Power-Assisted Steering
- Idler Arm
- Power Steering Pump/ Electric Power Steering Actuator
- Pulley Assembly
- Seals and Gaskets
- Steering Column
- Steering Gear Housing, Manual and Power (Including All Internal Parts)
- Steering Shaft
- Underbody Linkages and Couplings

The Ford Protect PremiumCARE extended service plan is so comprehensive, it's easier to refer you to what isn't covered – here are some examples:

Generally Covered by Your Auto Insurance – Examples include: fixed (non-moving) body parts, bumpers, glass, moldings, ornamentation, paint, rust, sheet metal, structural underbody framework, side and rearview mirrors (glass and housing), water leaks, wind noise, weather strips, wheels, wheel studs, wheel covers, convertible top and bow.

Repairs Related to Your Maintenance Requirements – Items listed in your vehicle's owner guide. Examples include: batteries of all types and cables, belts, hoses, hose clamps, brakes (front hub, drums, shoes, linings, disc rotors, pads), manual transmission clutch disc, exhaust system (includes catalytic converter), spark plugs, squeaks, rattles, tires, wheel balancing, wheel alignment, all lamps and lights (LED and HID lights, bulbs, sealed beam and lenses) except when purchased with New or Incomplete PremiumCARE Interior/Exterior Lighting Option, fogging of lamp assemblies, shock absorbers, service adjustments and cleaning, and scheduled maintenance services.

Other Components and Repairs – Fabric, liners, fasteners, carpets, dash pad, wiper blades, knobs, trim, upholstery, physical damage or cosmetic issues, repairs covered by manufacturer recalls, any insurance or if the vehicle is within the time and mileage limits of any warranty, repairs caused by improper unreasonable use, unauthorized alterations or modifications of the vehicle, and repairs caused by lack of required or recommended maintenance. Costs or expenses for the teardown, rental expense, inspection or diagnosis of failures not covered by this Agreement. Refer to contract for details.

High-Tech Components Covered by Ford Protect

High-Tech components in today's vehicles can make the repair process much more complicated. Below is just a partial list of the **High-Tech components covered by Ford Protect PremiumCARE**:

HIGH-TECH

- Adaptive Cruise Control
- Adaptive Headlamp System (Excluding Lamp Housing, Bulbs)
- Air Suspension (Selected Electronic Components)
- Anti-Theft Alarm (Factory-Installed)
- Auto Lock and Auto Unlock System
- Automatic Park Assistant
- Blind Spot Info System (Electrical Only – Not Mirror or Glass Damage or Bulbs)
- Cross-Traffic System
- Enhanced Active Park Assist System
- FordLink™ System
- Ford Work Solutions Asset Security (if equipped)
- Forward Sensing System
- Fuel Mixer (Alternative)
- In-Dash Garmin® Voice-Activated Navigation System (Factory-Installed)
- Instrument Cluster (Excluding Dash Pad)
- Intelligent Oil Life Monitor® System
- Keyless Entry System (Excluding Door Handles)
- Lane Depart Warning
- Message Center
- Power Antenna
- Power Door Locks and Retainer Clips (Excludes Door Handles)
- Power Seat Motors
- Power Window Motors/ Regulators
- Rain-Sensing Wipers
- Rear Console Refrigeration
- Reverse Camera System
- Reverse Sensing System
- SecuriCode™ Keyless Entry
- SecuriLock® Passive Anti-Theft Ignition System
- Sensor (Alcohol)
- SOS Post-Crash Alert System
- Speed Control
- Stationary Elevated Ride Control
- SYNC® MyFord Touch® (Excludes Software Upgrades)
- Trailer Brake Module
- Unique Hybrid/Electric Vehicle Components (Excluding High-Voltage Battery and Cables)

AUDIO

- Antenna, Radio (Base Assembly)
- Brackets
- Cables and Wiring
- Cellular Phone, Receiver, Handset, Speaker Assembly and Antenna (Factory-Installed)
- Compass and Therm Readout Displays
- Controls (Rear Seat)
- Radio (AM, AM/FM), Speakers, Digital CD Player, Graphic Equalizer, Premium Sound Amplifier (Factory-Installed)
- Rear Entertainment System (Factory-Installed)

Insist on Ford Protect

100% Backed by Ford

24-Hour Roadside Assistance
1-800-241-3673

1000+ Covered Components

Rental Benefits

Ford-Authorized Parts

Ford Certified Technicians

Service in the U.S., Canada and Mexico

Transferable

Key Services



Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Thomas Walenski, Rick Jurkanis

AGENDA ITEM # O.2

To refer to staff to see if there are other, more effective vehicles that can also be service in Green Bay for the two (2) 2026 Tesla Model for the Police Department for a total of $89,390.00.

BACKGROUND

The City of Green Bay's Police Department piloted two Tesla's in 2023. The vehicle expense was determined to be low enough to justify adding two additional to our fleet. No additional chargers as the two current charges can handle the four vehicles.

RECOMMENDATION

Approval of the purchase request.

FISCAL IMPACT

Vehicles are $44,695.00 each, complete with options. The total cost is $89,390.00 for two (2). This vehicle expense will be out of 2026 bonding Account # 423300-55502-27347. Vehicles are to be purchased on the Sourcewell Purchasing Cooperative Contract # 081325-TES.

ATTACHMENTS

1. REQ #155 (2) 2026 Tesla Model Y AWD 5-6-26

Green Bay Police Department

2026 Approved Bonded Funds

Requisition #155

Department Contact for this Requisition: Rick Jurkanis @ 3237

Specs for 2026 Tesla Model Y AWD (Black in color) (2 Each)

Cost per vehicle: $44,695.00 ($89,390.00 total)

Account Number: Approved 2026 Bond Funds (See below for funding breakdown)

Created and Approved by Rick Jurkanis 5/6/26

Note: Direct purchase from Tesla

Please review specs with GBPD Mechanic Foreperson James Spychalski before issuing Purchase Order

$89,390.00: 2026 Bond 423300-55502-27347

TESLA

45500 Fremont Blvd
Fremont, CA 94538
Attn: Mac Dunmire
202-909-8728

Sourcewell
Awarded Contract
Contract # 081325-TES

Disclaimer: Tesla prices are dynamic and subject to change. Please confirm final price with your account manager before placing your order. The latest price can always be found at www.tesla.com

Item #	Description	Quantity	Units of Measure	Unit Price	Total Value
1	Car - Tesla Model Y	2	EACH	$41,990.00	$83,980.00
	294 mile range All-Wheel Drive				
	Standard Equipment Features				
	Color: Diamond Black	2	EACH	$1,500.00	$3,000.00
	Power Doors	2	EACH	$0.00	$0.00
	Open center console, USB-C ports, and wireless charging for smartphones	2	EACH	$0.00	$0.00
	Power Windows	2	EACH	$0.00	$0.00
	Carpeted Flooring Front and Rear	2	EACH	$0.00	$0.00
	18" Aperture Wheels	2	EACH	$0.00	$0.00
	All Black Interior	2	EACH	$0.00	$0.00
	Vegan Leather Seats with Textile Inserts	2	EACH	$0.00	$0.00
	Closed glass roof	2	EACH	$0.00	$0.00
	Rear View Camera	2	EACH	$0.00	$0.00
	Tilt Steering Wheel	2	EACH	$0.00	$0.00
	Keys (2 Keys Standard)	2	EACH	$0.00	$0.00
	10-way power adjustable front and rear heated seats	2	EACH	$0.00	$0.00
	Front License Plate Holder	2	EACH	$0.00	$0.00
	Mirrors, Power folding, auto-dimming, heated	2	EACH	$0.00	$0.00
	Glass, Privacy	2	EACH	$0.00	$0.00
	Interior floor mats	2	EACH	$0.00	$0.00
	Traffic Aware Cruise Control	2	EACH	$0.00	$0.00
	LED Headlights with Auto Adaptive High Beams; One-Piece Taillights on Liftgate	2	EACH	$0.00	$0.00
	8 surround cameras	2	EACH	$0.00	$0.00
	7 speakers	2	EACH	$0.00	$0.00
	Back Up Alarm	2	EACH	$0.00	$0.00
	A/C, High Capacity Front/Rear	2	EACH	$0.00	$0.00
	Price Adjustment	2	EACH	$0.00	$0.00
	Destination Fee	2	EACH	$435.00	$870.00
	Order Fee	2	EACH	$1,390.00	$2,780.00
				$250.00	$500.00
			Total excluding tax	**$44,695.00**	**$89,390.00**

Order-to-delivery: 4 - 8 weeks

Rick Jurkanis

From: James Spychalski
Sent: Wednesday, May 6, 2026 5:33 AM
To: Rick Jurkanis
Subject: Tesla
Attachments: 2026 tesla.xlsx

Please order 2 tesla 2026 model Y specify in black and AWD please

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Thomas Walenski

AGENDA ITEM # O.3

To refer to staff to go out to BID for the City of Green Bay's cell phone contract instead of the 24-month extension on the current cell phone contract with Cellcom.

BACKGROUND

Report out: Exercise 24-month extension on the current Cell Phone Contract with Cellcom.

The City of Green Bay is approaching the end of the initial 36-month agreement with Cellcom. This was approved by Council in 2023 as a potential 5-year contract. The purchasing department would like to exercise the 24-month extension to complete the full-term contract. The reason for the report is that the base pricing going into this extension has not changed, but we have added tablets and mobile broadband, which is going to increase our monthly spend on data from $3,857,96 to $5,737.94. This increase will be approximately an additional $1,879.98 per month for 24-months for a total extra cost of $45,119.52. A portion of the new units are utilized by the department of Public Works Sanitary Sewer - for Mapping and GIS Services to create efficiencies

RECOMMENDATION

Report out for spending transparency.

FISCAL IMPACT

Department expenses will remain static for most departments except for departments that have added the use of tables in the field to be more efficient and included in the operating budget.

ATTACHMENTS

1. City of Green Bay Proposal 4.27.2026
2. Cellcom Restructured Contract 5-2023 v3

Wireless Solutions for City of Green Bay

Pamela Mallien

(920) 655-4500

pamela.mallien@cellcom.com

April 28, 2026

Cellcom's Differentiating Factors

- **Dedicated wireless account representative based out of Green Bay**
  Cellcom assigns a local dedicated Business Account Representative to all business accounts, no matter what the size. This representative can address any issue that may arise with the customer's account, from equipment issues to billing questions.

- **Responsive onsite service for business accounts**
  Your dedicated Cellcom representative will provide you with fast, responsive (usually same day) onsite service for all your cellular needs. This eliminates any need to travel to a retail store, saving you time and money**.**

- **Authorized wireless provider for the Brown County Homebuilders Association**
  As a local company, Cellcom knows the importance of supporting the local economy. For this reason, Cellcom has partnered with many local associations as their preferred wireless provider and passes on additional savings to their members**.**

- **Pricing solutions that maximize your communication dollars.**
  Cellcom offers *a variety of* structured rate plans that can be built for your needs. We offer shared data plans with unlimited minutes, equipment installment plans, and traditional minute plans. Cellcom will work with you to find the most cost-effective solution for your communication dollars.

- **Feature-rich selection of wireless handsets from leading manufacturers.**
  Cellcom offers a large variety of devices from the leading manufacturers in the cell phone industry.

- **Optimize wireless calling plans as your business grows.**

  With Cellcom, you are never locked in a plan. We will change your plan as the wireless needs of your business change, and we will do it without any penalties or fees**.**

Cellcom®

Vendor Service Support

Account Representative – Pamela Mallien

pamela.mallien@cellcom.com
(920) 655-4500

To make the interface with Cellcom as simple and straightforward as possible for our customers, the account is assigned an Account Representative responsible for the overall management of the business relationship. This representative is accountable for the resolution of any issue or need presented to the customer's satisfaction. Additionally, this representative will keep the customer informed of the status of the account, as well as any new programs, products and services developed by Cellcom that could be of value to the customer.

Business Customer Experience Specialists – Shannon Smith, Hannah Mabry and Marie Williquette

bus-sales-support-brown@cellcom.com
(920) 617-7590

The Sales Support Specialist can assist the customer on a day-to-day basis, facilitating changes including, but not limited to: equipment changes, management reports, billing questions and more.

Cellcom Customer Care

(800) 236-0055 or *611 on the Cellcom Network

Cellcom's Customer Care Division is a local call center available Monday-Friday 8am to 8pm, and Saturday-Sunday 8am to 5pm. A single toll-free number (800-236-0055) will connect the customer with a Cellcom Customer Care Representative.

Website - **www.cellcom.com**

Other Contacts

Laura Hoppe – Business Sales Manager
(715) 851-3665

Negotiated Plans

24 Month Agreement

Proposed Rate Plans:

- Business Premium Unlimited
  - Unlimited Minutes
  - Unlimited Messages
  - Unlimited Data
- First Responder Plans
  - Unlimited Data
- Regional Government
  - $0.00 Access
  - $0.05 per minute

Rate Plan/ Feature	Quantity	Access Rate	Total
Business Premium Unlimited Plan			
Standard Phones	3	$10.00	$30.00
Smartphones Medium 25GB	139	$25.00	$3,475.00
Smartphones Large 50GB	6	$30.00	$180.00
Tablets 10GB	42	$10.00	$420.00
Tablets 20GB	33	$20.00	$660.00
Mobile Broadband 10GB	59	$10.00	$590.00
Mobile Broadband 20GB	7	$20.00	$140.00
Regional Government			
Standard Phones	10	$0.00	$0.00
Data Only Government Unlimited			
Mobile Broadband Unlimited	2	$39.00	$78.00
Features			
Call Fwd Immediate	4	$0.99	$3.96
Call Details	2	$2.99	$5.98
Static IP	31	$5.00	$155.00
Total			**$5,737.94**

- Pricing does not include taxes and fees.

Monthly Total: $5,737.94

Cellcom®

Equipment Options

More Options Available at: www.cellcom.com

Exclusive Pricing for City of Green Bay Accounts

iPhone 16 128GB (Retail Value $729.99)	$0.99
Samsung Galaxy S25 (Retail Value $749.99)	$20.99

Basic Phone Option

TCL Flip 2 (Retail Value $99.99)	$0.99

Smartphone Option

iPhone 17e 256GB (Retail Value $599.99)	$0.99

Tablet Option

Apple iPad A16 128GB (Retail Value $499.99)	$399.99
Apple iPad Pro 11” M5 256GB (Retail Value $1,199.99)	$1,099.99
Apple iPad Pro 13” M5 256GB (Retail Value $1,499.99)	$1,399.99

Mobile Broadband Option

Inseego MiFi 8000 (Retail Value $229.99)	$0.99
Inseego MiFi X Pro 5G (Retail Value $349.99)	$99.99

Cellcom®

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

Phone 920.448.3047
Fax 920.448.3050

Date: May 23,2023

To: **Cellcom**

New-Cell, LLC
d/b/a Cellcom
1580 Mid-Valley Drive
De Pere, WI 54115

Pam Mallien – Major Account Representative - Cellcom

Jeff Arps – Business Sales Channel Manager - Cellcom

Re: Current Contract Restructured including New Pricing

The City of Green Bay would like to restructure the current contract that will expire on May 31, 2023. The City wishes to acknowledge the Existing Parent Contract the new commitment going forward along with the restructured pricing that will be implemented. The documents related to this are in this order:

1. Restructured Contract Letter
2. New Business Select Share Plus - Plan Agreement June 1, 2023, through May 31, 2026 / 36 Month
3. Parent Wireless Agreement July 21, 2021

This document is acknowledged and enforceable as the official document for the term June 1,2023 through May 31, 2026.

Sincerely,

Thomas J. Walenski

Thomas J. Walenski

City of Green Bay Procurement Manager

Date: 5/23/2023

Signature:_____

Diana Ellenbecker

City of Green Bay Finance Director

Date: _____

Signature:_____

Jeff Arps

Cellcom Business Sales Channel Manager

Date: _____

IN WITNESS WHEREOF, Cellcom and Customer, by their duly-authorized and empowered representatives, have executed this Agreement as of the date and year first written above. This authorization is the official agreement as of June 1, 2023. This agreement will be in affect for thirty six (36) months.

NEW-CELL, LLC
By: _____
Jeff Arps - Cellcom Business Sales Channel Manager

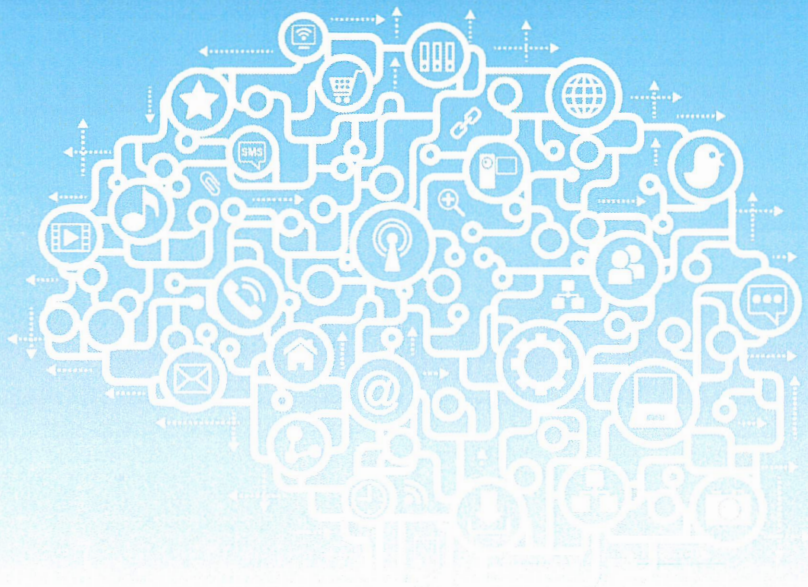
CITY OF GREEN BAY

By: _____
Eric Genrich - Mayor

By: _____
Celestine Jeffreys - Clerk

WIRELESS SOLUTIONS FOR

City of Green Bay



Pamela Mallien

(920)655-4500

pamela.mallien@cellcom.com

April 27, 2023

Cellcom®

Cellcom's Differentianting Factors

- **Dedicated wireless account representative based out of De Pere**
  Cellcom assigns a local dedicated Business Account Representative to all business accounts, no matter what the size. This representative can address any issue that may arise with the customer's account, from equipment issues to billing questions.

- **Responsive onsite service for business accounts**
  Your dedicated Cellcom representative will provide you with fast, responsive (usually same day) onsite service for all your cellular needs. This eliminates any need to travel to a retail store, saving you time and money.

- **Authorized wireless provider for the Brown County Homebuilders Association**
  (As) a local company, Cellcom knows the importance of supporting the local economy. For this reason, Cellcom has partnered with many local associations as their preferred wireless provider and passes on additional savings to their members.

- **Pricing solutions that maximize your communication dollars.**
  Cellcom offers a (number of different) (or you could say *a variety of*) structured rate plans that can be built for your needs. We offer shared data plans with unlimited minutes, equipment installment plans, and traditional minute plans. Cellcom will work with you to find the most cost-effective solution for your communication dollars.

- **Feature-rich selection of wireless handsets from leading manufacturers.**
  Cellcom offers a large variety of devices from the leading manufacturers in the cell phone industry, from the latest smartphones to rugged phones that are guaranteed for three years not to break.

- **Optimize wireless calling plans as your business grows.**

  With Cellcom, you are never locked into a plan. We will change your plan as the wireless needs of your business change, and we will do it without any penalties or fees.

Cellcom®

Vendor Service Support

Account Representative – Pamela Mallien

(920)655-4500

To make the interface with Cellcom as simple and straightforward as possible for our customers, the account is assigned an Account Representative responsible for the overall management of the business relationship. This representative is accountable for the resolution of any issue or need presented, to the customer's satisfaction. Additionally, this representative will keep the customer informed of the status of the account, as well as any new programs, products and services developed by Cellcom that could be of value to the customer.

Sales Support Specialist – Shannon Smith, Emily Roovers & Kelli VanLannen

dep-cell-sales-depere-outside-support@cellcom.com
(920) 617-7590

The Sales Support Specialist can assist the customer on a day-to-day basis, facilitating changes including, but not limited to: equipment changes, management reports, billing questions and more.

Cellcom Customer Care

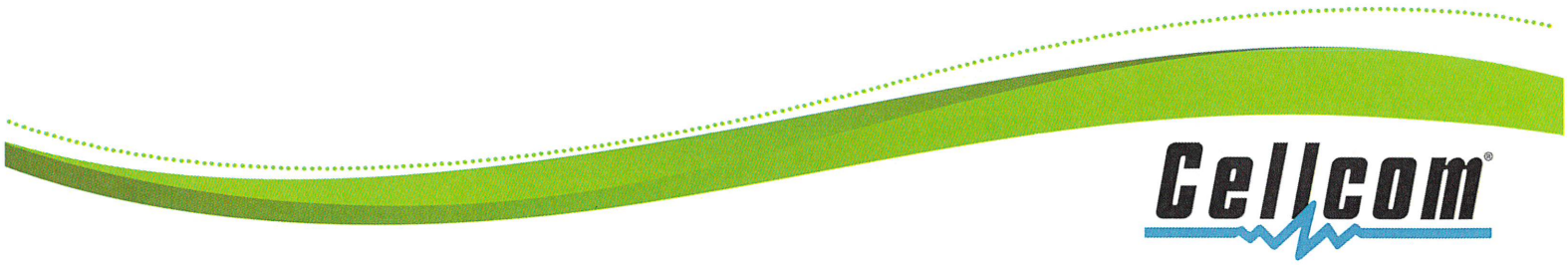
(800) 236-0055 or *611 on the Cellcom Network

Cellcom's Customer Care Division is a local call center available 24 hours a day, 7 days a week. A single toll free number (800-236-0055) will connect the customer with a Cellcom Customer Care Representative.

Website - **www.cellcom.com**

Other Contacts

Adam Geiser – Business Sales Manager
(920) 609-1233



New Proposed Plans

24 Month Agreement

New Proposed Rate Plans:

- Business Premium Unlimited
  - Unlimited Minutes
  - Unlimited Messages
  - Unlimited Data
- First Responder Plans
  - Unlimtied Data
- Regional Government
  - $.00 Access
  - $.05 per minute

Rate Plan/ Feature	Quantity	Access Rate	Total
Business Premium Unlimited Plan			
Smart Phones	113	$25.00	$2,825.00
Mobile Broadbands (10GB)	62	$10.00	$620.00
Mobile Broadbands (20GB)	1	$20.00	$20.00
Basic Phones	20	$10.00	$200.00
Call Forward Immediate	4	$0.99	$3.96
Static Public IP 4G	30	$5.00	$150.00
First Responder Plan			
Mobile Broadband (Unlimited)	1	$39.00	$39.00
Regional Government Basic Phones	20	$0.00	$0.00

Monthly Total: $3,857.96

Monthly Savings: $1,685.58

Cellcom®

Equipment Options

More Options Available at: **www.cellcom.com**

Exclusive Pricing for City of Green Bay Accounts

iPhone 13 128GB (Savings of $279.00)	$0.99

Basic Phone Option

TCL Flip 2 Volcano (Savings of $19.00)	$0.99

Smart Phone Option

iPhone SE 3rd Gen 64GB	$0.99
Samsung Galaxy S23 (Savings of $100.00)	$249.99

iPad Option

iPad 10th Gen 64GB (Savings of $100.00)	$499.99
iPad Pro 11-inch 4th Gen 128GB (Savings of $100.00)	$899.99
iPad Pro 12.9-inch 6th Gen 128GB (Savings of $100.00)	$1,199.99

HotSpot Option

Inseego Mifi 8000 (Savings of $49.00)	$0.99

36 Month Renewal Incentive

If the City of Green Bay chooses to renew for 36 months, Cellcom agrees to retain all the same discounts as the 24 month proposal plus the addition of a $10,000 sign-on-bonus.

Cellcom®

Business Premium Unlimited Plan

Additional Included Features:

- Choose the Unlimited Plan that fits your business needs.
- No data overages... ever!
- Mobile Hotspot is included.
- Unlimited international messaging.**

*** See cellcom.com for international messaging details.*

Create Your Business Premium Unlimited Plan

Enjoy unlimited talk, messaging, and data.

Accounts with Phones

Unlimited Options	Small	Medium	Large
Number of Smartphones on the account	Monthly charge per device*		
1 Smartphone	$65	$67	$75
2 Smartphones	$55	$60	$65
3 Smartphones	$42	$47	$55
4 Smartphones	$35	$40	$45
5+ Smartphones	$32	$35	$40
High-Speed Data Allotment**	6GB	25GB	50GB
Video Quality	480p	480p	720p

*Pricing does not include $5/line/month autopay (checking and savings accounts only) and paperless bill discount for smartphones only. Pricing is available with Flex, upon completion of a 2-year service agreement, paying full price for device, or bringing own device on the Business Premium Unlimited Plan. Paying full price for device or bringing own device requires a new line activation or completion of existing 2-year service agreement. Customers with a smartphone in a 2-year service agreement will pay an additional $20 monthly charge until the 2-year service agreement has been satisfied. Montly charges do not include Flex monthly device installments. Price varies by device. See cellcom.com/flex for details.

Unlimited Options for Additional Devices

High-Speed Data Allotment**	3GB	10GB	20GB
Device	Monthly Charge Per Line		
Tablets	Not Available	$20	$30
Mobile Broadband	Not Available	$20	$30
Connected Devices	$10	$20	$30
Smartwatch	$10	$20	$30
Basic Phones	$20	Not Available	Not Available

Plan Add-Ons

Add the following services to your Unlimited Plan.

Optional Services

Spartan Camera Premium^	$4.00/month
MiFleet Drive with Roadside Assistance^	$10.00/month
MiFleet Business^	$15.00/month
MiFleet Business+^	$20.00/month
Nquire/411 Directory Assistance	$1.99/per use
Call Forwarding	$0.99/month
Detail Billing	$2.99/month
Roadside Assistance	$3.95/month

^Requires connected device monthly charge.

Accounts with No Phones

Unlimited Options for First Device

High-Speed Data Allotment**	3GB	10GB	20GB
Device	Monthly Charge for First Device Line*		
Tablets	Not Available	$60	$70
Mobile Broadband	Not Available	$60	$70
Connected Devices	$25	$60	$70

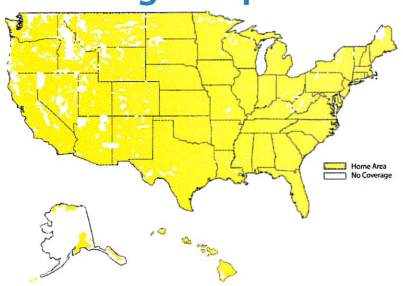
Unlimited Options for Additional Devices

High-Speed Data Allotment **	3GB	10GB	20GB
Device	Monthly Charge for Additional Devices*		
Tablets	Not Available	$20	$30
Mobile Broadband	Not Available	$20	$30
Connected Devices	$10	$20	$30

*If there are no smartphones or basic phones on the Business Premium Unlimited Plan, one device will be charged the first device line pricing. If a tablet or mobile broadband device is on the plan, it will always receive the first device line charge vs. connected devices.

** Data speeds will automatically slow to a maximum of 512 Kbps for the remainder of the bill cycle when each line reaches its high-speed data allotment.

Coverage Map



International Long Distance & Text

International Dialing	pay per minute*
International Discount Calling Unlimited calls to Canada and Mexico and a discount per minute long distance rate to other countries.	$5/month/line

*Refer to cellcom.com for current long distance rates by country and international roaming options.

Important Information

A device compatible with Cellcom's network is required. Customer must maintain a billing address within Cellcom's licensed market to be eligible for service. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. Calls originating outside of the home area are subject to roaming and long distance charges. Cellcom reserves the right to deactivate any voicemail box that has not been initialized within 60 days of activation or any voicemail box that has not had any messages deposited for over 60 days. Minute usage applies while calling into voicemail box. Call Forwarding includes 60 minutes of forwarding to a non-Cellcom exchange per month. Voice services, including 911, are not available on mobile broadband or tablet devices. See sales representative for details. To place an international call, you must dial 011, the country code and the number for the international call. International long distance rates apply in addition to plan minutes or airtime charges when calling from your home calling plan area. While roaming, international long distance rates apply in addition to standard long distance and roaming charges. Rates are subject to change without notice. The International Discount Calling Package has a monthly feature charge in addition to reduced international long distance rates. Unlimited Voice services are for live dialog between two individuals, voicemail, and automated services without additional charges. Unlimited voice service may not be used for conference calling, call forwarding, monitoring services, data transmission, transmission of broadcasts, or transmission of recorded material. Additional situations may apply. If you are using unlimited voice service for anything other than stated as appropriate, Cellcom reserves the right to terminate your service.Messaging and Data Services: Use of text messaging, picture messaging, video messaging and other data services is subject to the Data Acceptable Use Policy located at www.cellcom.com/AUP. Sending and receiving picture messages may deduct from your data allowance. Data Plan: Cellcom reserves the right to switch customer to another data plan if less than seventy-five percent (75%) of the customers overall data usage are used in Cellcom's licensed market during any three month period during the term of this agreement. Data speeds will automatically slow to a maximum of 512 Kbps for the remainder of the bill cycle when each line reaches its high-speed data allotment. Autopay (checking and savings accounts only, no credit or debit cards) and paperless bill (email confirmation required to be signed up for paperless bill) required for the discounted rate of $5 per month per smartphone line on the Business Premium Unlimited Plan. Video Quality: For content we can identify as video, the maximum video quality will be 480p for smartphones on the Small and Medium Unlimited plans and all other devices, and 720p for smartphones on the Large Unlimited plan. Video is capped at this amount regardless of network device is accessing (for example 4G LTE). Ability to stream, video resolution, speed, and other data usage are not guaranteed, may vary, and be impacted by a variety of other factors. Usage Controls: It may take up to 60 minutes for changes to usage control settings to take effect. Due to delays in system reporting, actual data usage may take up to 24 hours to register and you may exceed the usage limit set before data usage is blocked or a warning received. Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Rate maps indicate where rates apply and may not depict actual service availability or wireless coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographical area, contact Cellcom's Customer Service at (800) 236-0055. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability. 15-Day Guarantee: If for any reason you're not completely satisfied with Cellcom's service, simply return the equipment within 15 days of purchase for a full refund of equipment. The line set up fee and any unused airtime are non-refundable. You may be subject to a restocking fee. For additional details, see 15 day return policy brochure. Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A line set up fee and early termination fee may apply. If applicable, the early termination fees may be reduced proportionately to the remaining months of the term of the agreement. Universal Service Fund (USF) and regulatory and other recovery fees charged on all service lines. An E911 fee or Police & Fire Protection fee charged on all service lines. The amount or range of taxes, fees and surcharges, collected and not retained by the carrier, may vary and are subject to change without notice. See retail location or www.cellcom.com/fees for details.

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

WIRELESS TELECOMMUNICATIONS EQUIPMENT AND SERVICE AGREEMENT

THIS WIRELESS TELECOMMUNICATIONS EQUIPMENT AND SERVICE AGREEMENT ("Agreement") is made, entered into, and effective this 21st day of July, 2021, by and between **NEW-CELL, LLC.,** a Wisconsin limited liability company, doing business as Cellcom, ("Cellcom"), and **CITY OF GREEN BAY**, a Wisconsin Municipal Corporation ("Customer"), collectively referred to as the parties.

Section 1 – Provision of Telecommunications Services and Related Equipment

A. Services. Cellcom shall make available to Customer, its employees, representatives and other designees, an unlimited number of service lines ("Line" or "Lines") through which Cellcom shall provide wireless telecommunications services. As a condition to Cellcom's offer to provide services and equipment identified herein at the rates and charges identified below, Customer shall maintain a minimum of 187 Lines ("Line Minimum") on rate plans identified in Exhibit A at all times during the Term of this Agreement. In addition, Customer shall execute a Cellular Telephone Equipment and Service Agreement in the form attached as Exhibit B which shall also govern the availability of the services on each Line.

B. Flex Plan Lines Not Eligible. Customer acknowledges and understands that any lines purchased through Cellcom under Cellcom's Flex plan are not covered by this Agreement and are not eligible for the rates, terms and conditions contained in this Agreement. Lines purchased under the Flex plan must comply with the terms and conditions contained in the Flex agreement.

C. Employee Discount Plan. Cellcom will make available to employees of Customer wireless telecommunications services upon the terms and conditions of Cellcom's then-current Employee Discount Plan. All employees are eligible to apply for the benefits provided pursuant to this paragraph upon the execution of Cellcom's Service Agreement, provided that such employee is a new Cellcom subscriber and that the home address of the employee is within the Cellcom Service Area. The employee must agree to be, and remain, financially responsible for all charges incurred pursuant to such Service Agreement. Cellcom reserves the sole and exclusive right to limit, deny, or terminate service to any applicant or employee hereunder. Cellcom may terminate these benefits for any employee who, during the term of this Agreement, ceases to be an employee of Customer. In addition, Cellcom may terminate these benefits upon the expiration or termination of this Agreement.

Section 2 – Rates and Charges

A. Monthly Service Charges. Each Line maintained by Customer pursuant to this Agreement shall incur a monthly service charge as identified in Exhibit A. Customer will receive a $10.00 monthly discount on all Smartphones and a $5.00 monthly discount on all Basic handset service charges on the Business Select Share Plus rate plan.

B. Additional Air Time, Text, Data and Roaming Charges. Each Line maintained by Customer pursuant to this Agreement shall include the allotment of included air time, text messages and data packages, if applicable, for use in the "home" area as set forth in Exhibit A. Customer shall incur an additional charge for services used in excess of such allotment for each Line, with each Line considered individually for these purposes. Additionally, Customer shall incur additional roaming charges for services utilized outside the "home" area identified in Exhibit A.

C. Payment. Cellcom shall invoice Customer for the aggregated total of the monthly service and associated charges for using Cellcom service, including, but not limited to, additional air time, text messages, data usage, roaming charges and additional equipment expenses incurred by all Lines maintained by Customer pursuant to this Agreement. Customer shall pay each such invoice within 30 days of receipt of each invoice. Unpaid invoices shall accrue interest at the monthly rate of 1.5 %, or the highest amount allowed by law, whichever is lower.

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

Section 3 – Term, Renewal and Termination

A. Initial Term. The Initial Term of this Agreement shall be two years, commencing on the date first written above and ending on the second anniversary thereof.

B. Renewal Term. Upon the expiration of the Initial Term, Customer may renew this Agreement for one consecutive two-year Renewal Term(s) by providing to Cellcom written notice of its intent to renew this Agreement no later than sixty (60) days prior to the end of the Initial Term.

C. Termination. This agreement may be terminated prior to the end of the Initial Term, or Renewal Term if applicable, as follows:

i. Automatic Termination. This Agreement will automatically terminate if either party: (a) makes an assignment for the benefit of creditors; or, (b) becomes a party to any receivership, bankruptcy, or similar proceeding, and such proceedings are not dismissed within 90 days of commencement.

ii. Default. A material breach shall be defined as a breach that strikes so deeply at heart of the contract that it renders the Agreement "irreparably broken" and defeats the purpose of the making the contract in the first place. In the event of a material breach of this Agreement, the non-breaching party may provide written notice of the breach and may terminate this Agreement at any time after a reasonable opportunity to cure the breach. For purposes of this Agreement, a reasonable opportunity to cure is deemed to be 10 days for a monetary default and 30 days for a non-monetary default. If the breaching party, prior to the expiration of the cure period, has cured the breach, this Agreement will remain in effect, provided the breaching party promptly reimburses the non-breaching party for any reasonable damages the non-breaching party may have incurred.

iii. Mutual Agreement. This Agreement may be terminated at any time by mutual, written agreement of Cellcom and Customer.

D. Early Termination of Lines and Effect of Non-Renewal of Agreement.

i. Termination of Lines. Customer may, at any time during the Initial Term, or Renewal Term if applicable, terminate one or more Lines maintained pursuant to this Agreement, while not terminating this Agreement generally, by delivering to Cellcom advance written notice of such termination. In the event any such termination causes Customer to thereafter maintain fewer active Lines than the Line Minimum, Customer must also pay to Cellcom a "Termination Fee," as detailed below in this subsection, for each terminated Line below the Line Minimum. The Termination Fee shall be payable at the time Customer delivers its notice of termination, and shall be determined by reference to the devices activated on the terminated Line(s) falling below the Line Minimum.

a. For each Standard Device activated on the terminated Line(s), the Termination Fee is $175.00, which amount shall be reduced by $5.00 for each completed month of the term of this Agreement; and

b. For each "Smart Device" activated on the terminated Line(s), the Termination Fee is $350.00, which amount shall be reduced by $10.00 for each completed month of the term of this Agreement.

Notwithstanding any such termination of one or more Lines, this Agreement shall remain in effect as to all other Lines maintained by Customer; provided, however, Cellcom reserves the right to revise the amount of the line allowance provided to Customer based on the number of remaining Lines and the remaining time left in the then-current Term.

ii. Effect of Non-Renewal of Agreement. In the event Customer does not renew this Agreement at the end of the Initial Term, Customer shall pay to Cellcom $175.00 for each Standard Device

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

and $350.00 for each "Smart Device" activated within the final 90 days of the Initial Term. Upon the expiration of the Initial Term, or Renewal Term if applicable, Customer may maintain Lines established pursuant to this Agreement on a month-to-month basis thereafter; provided, however, the terms and conditions (including rates and charges) applicable to all such Lines shall be determined by reference to Cellcom's then-current rate plans generally made available to the public (without regard to the terms and conditions of this Agreement).

Section 4 – Miscellaneous

A. Entire Agreement. This Agreement, together with all exhibits and other attachments and other documents referenced herein, shall constitute the entire agreement between the parties and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom.

B. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment is due.

C. Notices. All notices permitted or required to be given under the terms of this Agreement shall be deemed to have been given when delivered personally or deposited in the United States mail, certified, postage pre-paid, and addressed as follows:

If to Cellcom:
New-Cell, LLC
d/b/a Cellcom
1580 Mid-Valley Drive
De Pere, WI 54115

If to Customer:
City of Green Bay
Attn: Purchasing Manager
100 N. Jefferson St.
Purchasing Dept. Room 101
Green Bay, WI 54301-5006

D. Conflict of Terms and Conditions. In the event that there is a conflict between the terms and conditions of this Agreement and those as set forth in the Cellular Telephone Equipment and Service Agreement found in Exhibit B, the terms and conditions of this Agreement shall prevail.

E. Public Records Law. Both parties understand that the Customer is bound by the Wisconsin Public Records Law, and as such, responses, contracts and other documents and information, communications etc. are subject to and conditioned on the provisions of the law. Cellcom acknowledges and agrees to assist the Customer in producing records that are subject to Wisconsin Public Records Law that may be in the possession of Cellcom in its capacity as a vendor and or contractor of the Customer.

F. Controlling Law. This Agreement will be construed and interpreted in accordance with the law of the state of Wisconsin, notwithstanding and conflicts of law provisions.

G. Severability. If any provision of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

IN WITNESS WHEREOF, Cellcom and Customer, by their duly-authorized and empowered representatives, have executed this Agreement as of the date and year first written above.

NEW-CELL, LLC

By: DocuSigned by: _____
8808E00806534B6...

Dan Fabry
_____ Its C.O.O.

CITY OF GREEN BAY

By: DocuSigned by: _____
2194876097D3445...

Eric Genrich - Mayor

By: DocuSigned by: _____
55DAB3CA84D342E...

Celestine Jeffreys - Clerk

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

Business Select Share Plus Plan

Cellcom

A simple, easy to understand plan.

Enjoy unlimited nationwide talk, unlimited messaging and share a pool of data with all lines on your account.

Included Benefits:

- Mobile Hotspot, FREE Basic or Visual Voicemail*, FREE Caller ID, FREE Call Waiting, FREE 3-Way Calling, and Unlimited Domestic and International Messaging.**
- Shareable Data for all devices on your account on the same plan.
- Keep Your Data automatically carries over your unused shared data plan allowance until the end of the following month's bill cycle.

*Visual Voicemail available on select devices.
**See cellcom.com for international messaging details.

Coverage Map



STEP 1: Choose your Data Packages

Plan Options for up to 10 devices per package

Shared Data	500MB	1GB	3GB	6GB	10GB	15GB
Monthly Data Charge	$19	$23.75	$38	$52.25	$66.50	$76

Plan Options for up to 25 devices per package

Shared Data	25GB	35GB	45GB	55GB
Monthly Data Charge	$99.75	$152	$194.75	$237.50

Plan Options for up to 50 devices per package

Shared Data	75GB	100GB
Monthly Data Charge	$323	$427.50

Cellcom recommends 1-2GB per Smartphone on your account. Each primary line must subscribe to a shared data package. Data is shared among all lines on the same calling plan on the same account.

Data overage is charged at $20/500MB on the 500MB plan, and $15/GB on 1GB+ plans.

STEP 2: Add Phones or Devices to Your Business Select Share Plus Plan

Line Access Fees/month	2 year Agreement	No Contract*
Smartphone	$35/mo.	$20/mo.
Basic Phone	$20/mo.	
Mobile Broadband	$10/mo.	
Tablets	$10/mo.	
Connected Devices	$5/mo.	
Mobile Broadband Lite**	$5/mo.	

*No contract pricing is available with Flex, upon completion of a 2-year service agreement, paying full price for device, or bringing own device on Business Share Plus Plan. Paying full price for device or bringing own device requires a new line activation or completion of existing 2-year service agreement. Flex line access does not include monthly device installments. Price varies by device. See cellcom.com/flex for details.
**Available only on mobile broadband devices. Data will stream at a max speed of 512 kbps.



Manage and monitor your data usage:

- To help you decide how much data you need, use the data usage calculator at http://www.cellcom.com/calculator.html
- Change your data allowance at any time without extending your contract.

Add Ons for Share Plans (per line)

Spartan Camera Premium^	$4.00/month	Nquire/411 Directory Assistance	$1.99/per use
Fleet for Vehicles/Assets	$15.00/month	Call Forwarding	$0.99/month
Fleet for Smartphone	$10.00/month	Detail Billing	$0.99/month
Fleet Mobile Worker	$20.00/month	Handset Protection	refer to brochure
Usage Controls* - each line	$0.99/month	Hours of Service	$20/month
MultiRing	$6.95/month	Hours of Service w/ Fuel Tax	$30/month

^Requires connected device line access.
*Due to delays in system reporting, actual data usage may take up to 24 hours to register and may exceed the usage limit set before data usage is blocked or a warning received.

International Long Distance & Text

International Dialing	pay per minute
International Discount Calling	$5/month/line

Unlimited calls to Canada and Mexico and a discount per minute long distance rate to other countries.

Refer to cellcom.com for current long distance rates by country and international roaming options.

Important Information: An E911 compliant CDMA phone, compatible with Cellcom's network, is required. Customer must maintain a billing address within Cellcom's licensed market to be eligible for service. Cellcom reserves the right to terminate service if less than fifty percent (50%) of the customer's overall minutes of airtime are used in Cellcom's licensed market during any three month period during the term of this Agreement. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. Calls originating outside of the home area are subject to roaming and long distance charges. Cellcom reserves the right to eliminate any mailbox that has not had any messages deposited for over 60 days. Minutes used checking voicemail are deducted from Nationwide Minutes while within the Cellcom designated area. Call Forwarding includes 60 minutes of forwarding to a non-Cellcom exchange per month. Voice services, including 911, are not available on mobile broadband nor tablet devices. See sales representative for details. To place an international call, you must dial 011, the country code and the number for the international call. International long distance rates apply in addition to plan minutes or airtime charges when calling from your home calling plan area. While roaming, international long distance rates apply in addition to standard long distance and roaming charges. Rates are subject to change without notice. The International Discount Calling Package has a monthly feature charge in addition to reduced international long distance rates. Cellcom reserves the right to terminate this feature if less than eighty percent (80%) of the customer's international overall minutes of airtime are used in Cellcom's licensed market during any three month period during the term of this Agreement. Unlimited voice service may not be used for conference calling, call forwarding, monitoring services, data transmission, transmission of broadcasts, or transmission of recorded material. Additional situations may apply. If you are using unlimited voice service for anything other than stated as appropriate, Cellcom reserves the right to terminate your service. Messaging and Data Services: Shared data monthly charge and overages will be charged to the primary line on a Share Plan. Use of text messaging, picture messaging, video messaging and other data services is subject to the Data Acceptable Use Policy located at www.cellcom.com/AUP. Sending and receiving picture messages may deduct from your data allowance. Keep Your Data: Unused data from your monthly shared data plan allowance carries to the next consecutive bill cycle. Unused data that carried over to the next consecutive bill cycle automatically expires after one bill cycle and with any plan/account changes (such as changing shared data plan amount and switching primary lines on account). During a bill cycle, Keep Your Data is used after your monthly shared data plan allowance for that cycle. Not all data received can be carried over. Usage Controls: It may take up to 60 minutes for changes to usage control settings to take effect. Due to delays in system reporting, actual data usage may take up to 24 hours to register and you may exceed the usage limit set before data usage is blocked or a warning received. Overage charges will apply to any usage over your shared data plan allotment regardless if you have Usage Controls on your account. Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Rate maps indicate where rates apply and may not depict actual service availability or wireless coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographical area, contact Cellcom's Customer Service at (800) 236-0055. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and network availability. Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A line set up fee and early termination fee may apply. If applicable, the early termination fees may be reduced proportionately to the remaining months of the term of the agreement. Universal Service Fund (USF) and regulatory and other recovery fees charged on all service lines. An E911 fee or Police & Fire Protection fee charged on all service lines. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See retail location or www.cellcom.com/fees for details.

CELLULAR TELEPHONE EQUIPMENT AND SERVICE AGREEMENT

THIS AGREEMENT for Cellular Telephone Service ("Services") and/or Cellular Telephone Equipment ("Equipment") is between New-Cell, Inc., a Wisconsin corporation with its principal place of business at 1580 Mid Valley Drive, PO BOX 5370, De Pere, Wisconsin 54115 (d/b/a and hereinafter referred to as "Cellcom"), and the party whose name(s) appear on the reverse side hereof (the "Customer").

1. EFFECTIVE DATES.

This Agreement shall become effective ten (10) days after Cellcom receives a copy of this Agreement signed by Customer, unless Cellcom, in its sole discretion and prior to the expiration of this ten (10)-day period, delivers written notice to Customer of Cellcom's rejection of this Agreement. Upon such rejection, this Agreement shall be of no force and/or effect; and Customer shall be required to return to Cellcom all Equipment and/or goods supplied hereunder and to pay Cellcom for any Service provided to Customer prior to the rejection.

2. EQUIPMENT AND SERVICES.

A. Equipment. Delivery of the Equipment ordered hereunder shall be made in a reasonable length of time. Cellcom is not responsible for loss or expense arising from delays in delivery thereof attributable to matters outside its direct control. If Customer is dissatisfied with the quality or quantity of the goods received, Customer shall make Customer's objections thereto in writing and mail by certified or registered, return receipt requested mail, addressed to Cellcom at its address as set forth above, within thirty (30) days of delivery of such Equipment. Absent provision of such notice of dissatisfaction by Customer, Customer hereby agrees and acknowledges that the quantity and quality of the goods provided by Cellcom conform to terms of this Agreement and are satisfactory.

B. Services. Services hereunder shall only be available to cellular telephone units properly equipped and installed to accept such Services. Such Services will only be available to such units when those units are within the range of the cell sites located in Cellcom's service area. Such Services are also subject to transmission limitations caused by atmospheric or geographic conditions. The Services may be temporarily refused or limited because of the cellular system's capacity limitations. Services to any or all customers may be temporarily interrupted or curtailed, without notice, due to Equipment modifications, upgrades, relocations, repairs or similar activities necessary for the proper or improved operations of the system.

C. Common Provisions. Each financially responsible individual, business, or entity identified on the front side hereof shall be jointly and severally responsible for payment of all Equipment purchase charges, all service charges and all toll charges recorded to Customer's access number. A service charge is made for each use of the cellular system, whether the call is incoming or outgoing and whether made in or out of Cellcom's service area. Neither the Equipment nor the Services shall be used by Customer for any purpose that is in violation of federal, state or local law, nor shall the same be used in such manner as to unreasonably interfere with the use of the Services by one or more other customers.

3. LIABILITY DISCLAIMER AND INDEMNIFICATION.

A. EQUIPMENT. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS NEITHER THE MANUFACTURER NOR THE AGENT OF THE MANUFACTURER OF THE EQUIPMENT PROVIDED HEREUNDER. CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM MAKES NO WARRANTY OR REPRESENTATION OF ANY KIND REGARDING THE EQUIPMENT AND THAT CELLCOM DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES CAUSED IN WHOLE OR IN PART BY AN EQUIPMENT MALFUNCTION OR FAILURE, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OR REVENUE, COST OF RENTING REPLACEMENTS, AND OTHER ADDITIONAL EXPENSES, EVEN IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

B. EQUIPMENT REPAIRS. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS UNDER NO DUTY OR OBLIGATION TO PERFORM ANY SERVICE, MAINTENANCE, OR REPAIR (COLLECTIVELY, "REPAIRS") OF THE EQUIPMENT PROVIDED HEREUNDER, NOR DOES THIS AGREEMENT CREATE SUCH A DUTY OR OBLIGATION. NOTWITHSTANDING, CELLCOM MAY PERFORM SUCH REPAIRS AT CUSTOMER'S REQUEST AND PURSUANT TO THE TERMS AND CONDITIONS OF AN AGREEMENT FOR SUCH REPAIRS. IN THE EVENT CELLCOM PERFORMS SUCH REPAIRS, AND NOTWITHSTANDING THE TERMS OR CONDITIONS OF SUCH SUBSEQUENT AGREEMENT, CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM'S LIABILITY, AND CUSTOMER'S SOLE REMEDY FOR ANY DEFECTS IN REPAIRS PERFORMED BY CELLCOM SHALL BE LIMITED TO THE COST OF SUCH REPAIRS; AND, UNDER NO CIRCUMSTANCES, SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OR REVENUE, COST OF RENTING REPLACEMENTS, AND OTHER ADDITIONAL EXPENSES, EVEN IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. MOREOVER, CELLCOM WILL NOT BE LIABLE FOR ANY DAMAGES, LOSSES, OR EXPENSES RESULTING, IN WHOLE OR IN PART, FROM CUSTOMER'S NEGLIGENCE, WHETHER DEEMED ACTIVE OR PASSIVE. IN ADDITION, THE WARRANTIES SPECIFIED HEREIN SHALL NOT APPLY TO ANY EQUIPMENT THAT HAS BEEN REPAIRED OR ALTERED BY ANYONE OTHER THAN CELLCOM OR THE MANUFACTURER OF SUCH EQUIPMENT, OR TO ANY EQUIPMENT NOT OPERATED IN ACCORDANCE WITH THE MANUFACTURER'S OR CELLCOM'S DIRECTIONS REGARDING SUCH USE.

C. ADDITIONAL LIMITATIONS. It is further specifically agreed as to the Equipment and Services provided hereunder that Cellcom shall NOT be liable to Customer or any other party for:
1) Any injury to person or damage to property resulting from any negligent or unintentional acts or omissions of Cellcom, its employees, agents or others.
2) Any damage or loss by Customer as a result of any partial or complete interruption in the operation of its business or for any failure of any of its goods, products or Services.
3) Any direct, indirect, special, incidental or consequential damages of any kind sustained by Customer or any other person or entity for any failure of Customer's Equipment, for the inability of Cellcom to promptly or properly repair Customer's Equipment, for any interruption of any Service now or hereafter provided by Cellcom or for the loss of any transmission or the information contained therein.

D. INDEMNIFICATION. Customer agrees to indemnify and hold Cellcom harmless from all claims, actions, suits, demands and judgments, including actual attorney's fees and costs, which Cellcom may incur in defending itself against any of the aforesaid arising from Customer's use or possession or other relationship to the Equipment, goods or Services supplied, worked on, or provided by Cellcom or its employees, agents or designees, including, but not limited to, any expenses arising from actions brought under the Occupational Safety and Health Act or other governmental regulations or laws.

4. TERMINATION OF SERVICE.

4.A. Customer may terminate this Agreement prior to the expiration of the Agreement term specified on the reverse side hereof by delivering written notice to Cellcom of Customer's intention to terminate this Agreement and the effective date of such termination (which shall be no less than ten (10) business days after Cellcom's receipt of Customer's notice). Notwithstanding any such termination, Customer shall be responsible for payment of all outstanding charges on Customer's account at the time of such termination and shall pay to Cellcom a "Service Cancellation Charge" prior to the effective date of Customer's termination. If Customer obtained a "Smart Phone" for use on Customer's account, the Service Cancellation Charge shall be Three Hundred and Fifty Dollars ($350.00), reduced by Ten Dollars ($10.00) per month for each completed month of the term of this Agreement. If Customer obtained a standard device for use on Customer's account, the Service Cancellation Charge shall be One Hundred Seventy-Five Dollars ($175.00), reduced by Five Dollars ($5.00) for each completed month of the term of this Agreement. Customer acknowledges and agrees that Cellcom will suffer damages as a result of Customer's early termination of this Agreement and that the Service Cancellation Charge is a reasonable estimation of these damages and shall be construed as liquidated damages, and not a penalty.

B. Cellcom may, after giving prior written notice to Customer, terminate or temporarily discontinue or restrict Customer's Service if: (1) Customer fails to pay any charge due or otherwise violates any term of this Agreement, (2) Customer fails to maintain a billing address within Cellcom's licensed market, or (3) Customer utilizes less than fifty percent (50%) of Customer's overall minutes of airtime within Cellcom's licensed market during any three (3)-month period during the term of this Agreement. In addition, Cellcom may discontinue Customer's Service without prior notice if: (4) Customer's Service is reasonably suspected of being used in an illegal or other manner that causes or is likely to cause any form of harm to Cellcom or any other person, or (5) Customer commits or assists a third party in committing cellular or subscriber fraud. "Cellular fraud" is defined as the unauthorized use, tampering, or manipulation of a wireless phone or service and specifically includes acts of cloning (i.e., the manipulation of wireless phones to reprogram the phone to transmit the electronic serial number and telephone number belonging to another phone). "Subscriber fraud" is defined as the initialization or use of wireless services using fraudulently obtained customer information or false identification.

C. In the event Cellcom, in its sole discretion, undertakes litigation or collection efforts against Customer to enforce the terms of this Agreement, and Cellcom prevails in such efforts, Customer shall be responsible to reimburse Cellcom for all costs and expenses, including actual attorneys' fees, incurred by Cellcom relative to such efforts, unless otherwise precluded by law. Further, in the event such litigation or collection effort arises from, or results in, the termination of this Agreement prior to the expiration of its term, Customer shall be liable to Cellcom for the Service Cancellation Charge (in addition to all outstanding charges on Customer's account at the time of such termination).

D. The term of this Agreement shall be tolled, and its expiration date extended, for any periods during which Customer's Service is suspended due to nonpayment or other violations of the terms of this Agreement by Customer. Upon Customer's cure of such violation, Cellcom may, acting in its sole discretion, reactivate Customer's Service and shall be entitled to charge Customer a reasonable reactivation fee.

5. ACCESS NUMBER.

A. Cellcom reserves the right, in its sole discretion, to change Customer's access number upon notice to the Customer. Customer acknowledges th Customer has no proprietary or ownership rights or interest in or to Customer's number(s), except as allowed for by law, and cannot acquire such rig or interest through usage, publication or otherwise.

B. Customer may request that Customer's access number(s) be transferred to or from another service provider within the same local geographic a

C. If Customer transfers the access number(s) to Cellcom, all activation requirements and charges, including credit approval, apply. Customer rem liable for charges (including cancellation fees) incurred with a former service provider. If a transfer is unsuccessful and the request is cancelled, Customer does not ask Cellcom to assign a new number, Customer shall be required to return to Cellcom all Equipment and/or goods supp hereunder.

D. If Customer requests to transfer the access number(s) to another service provider, this request will be considered a notice of Customer's intentio terminate Service; and the terms of the Agreement set forth in the Termination of Service paragraphs will apply. Upon request, all amounts then ov to Cellcom (including the Service Cancellation Charge and any amounts that appear on the final invoice) shall become immediately due. If a transfe unsuccessful for any reason, Customer's Service will not terminate, and Customer will continue to be responsible for all Service or other charges the Service Cancellation Charge).

E. When transferring access numbers to another service provider, voice mail, phone book or other Services will be lost.

F. Cellcom does not guarantee, in any way, that such access number transfers to or from Cellcom will be successful.

6. RATES AND CHARGES.

A. Customer acknowledges that it is responsible to pay to Cellcom all toll charges resulting from the use of the Service for calls, incoming or outgoi either within or outside Cellcom's service area. Customer must also pay for all charges on calls billed to Customer's access number. Such charges ar addition to the charges for Service usage. Each partial minute of airtime shall be billed as a full minute unless otherwise noted for Customer's bill plan. Payment of the Service bill is due on the date when indicated on said bill. A balance which remains unpaid as of the next billing date shall acc interest at the monthly rate of 1 1/2%, or the highest amount allowable by law, whichever is lower, from the original due date until such balanc paid in full.

B. Except as may be prohibited by law, Cellcom reserves the right to amend the terms and conditions of this Agreement, including, but not limi to, Customer's rate plan and rates charged to Customer under applicable rate plans, upon notice to Customer and the expiration of a thirty (30)-d objection period afforded to Customer. If, after receiving any such notice from Cellcom, Customer desires to terminate this Agreement due to proposed amendment(s), Customer shall, within thirty (30) days of receipt of Cellcom's notice, deliver written notice of termination to Cellcom; this Agreement and Customer's ability to utilize the Services shall terminate on the fifth (5th) day following Cellcom's receipt of Customer's notic termination. Notwithstanding, if Customer utilizes the Services or makes payment to Cellcom therefor after Customer's receipt of Cellcom's not Customer shall be deemed to have agreed to Cellcom's proposed amendment(s) and shall not thereafter have any right to terminate this Agreem due to such amendment(s).

C. There may be added to any charges incurred by Customer amounts equal to any industry-wide surcharges and/or fees and any surcharge, de levy, tax, or withholding, including, but not limited to, sales, property, ad valorem, excise and use taxes, or any tax in lieu thereof or in addition ther imposed by any local, state, or federal government or governmental agency with respect to the Services, or with respect to services provided customers, excepting only taxes on the income of Cellcom. In addition, there may be added to any charges, additional charges to reimburse Cellc for its reasonable and necessary costs and expenses incurred in maintaining compliance with regulatory requirements imposed by any local, state federal government or governmental agency having jurisdiction over Cellcom.

D. In the event Customer accesses or uses Cellcom's text or data services, Customer shall be responsible for all charges and the prompt payment of these services regardless of who initiates the activity or whether the Customer's Equipment actually received the data. This includes, but is not limited to, the amount of data associated with a particular service (games, ringtones, screen savers, picture messaging etc.), additional data usage in accessing, transporting and routing this service on Cellcom's network, data from partial or interrupted downloads, re-sent data, and data associated with unsuccessful attempts to reach websites or use applications. The charges for Customer's access to or use of the text or data services shall be in addition to any charges specified in Customer's rate plan. Text and data usage may be charged against a feature package or on a fixed price per unit. Customer may not utilize airtime or any other benefit specified in Customer's rate plan as payment or credit towards Customer's access to or utilization of Cellcom's text or data services. Downloads cannot be transferred if phone is returned, upgraded or exchanged or lost. Estimates of data usage may not be an accurate predicator of actual usage. Data usage is measured and billed in kilobyte increments. Partial kilobyte increments of use will be rounded to the next full kilobyte. Unused kilobytes may not be carried over to subsequent monthly billing cycles. Customer may not receive voice calls while using data services. Customer may have access to "Premium Services" that are available for an additional charge (e.g., games, ringtones, screen savers and other items). Customer will be billed for Premium Service purchases based on the charges as specified at purchase. Subject to the terms of the content purchased, Cellcom may delete premium and non-premium items downloaded to any storage areas Cellcom may provide, including any pictures, games and other content. We may limit the amount of Premium Services you may purchase in a specific timeframe (month, week, day or other period). We may terminate services without notice for any misuse. Customer's access to, and use of, Cellcom's text and data services is further governed by Cellcom's "Data Acceptable Use Policy" which can be found at www.cellcom.com/AUP. Among other things, the Data Acceptable Use Policy provides that Cellcom may terminate Customer's access or use of Cellcom's text or data services at any time and without notice to Customer in the event Customer violates any term or condition of the Data Acceptable Use Policy.

E. When Customer provides a check as payment, Customer authorizes Cellcom to make a one-time electronic funds transfer from Customer's account. Therefore, funds may be withdrawn from Customer's account on the same day Customer's payment is received. Customer will not receive Customer's check back from Customer's financial institution.

7. MISCELLANEOUS PROVISIONS.

A. Entire Agreement. This instrument, together with all attachments and any other documents referenced herein, shall constitute the entire agreement between the parties; and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom. The acceptance by Cellcom of any payment after it shall become due shall not constitute or be construed as a waiver of any or all of Cellcom's rights hereunder.

B. Assignment and Interpretation. This instrument shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto; provided, however, that Customer may not assign this Agreement, or any or all rights or obligations hereunder, to any third party without the prior written consent of Cellcom. The interpretation of this Agreement shall be subject to the laws of the State of Wisconsin.

C. Severability. The invalidity of any portion of any provision of this instrument shall not affect the validity of the remainder of the provisions hereof.

D. Service Fee. Customer will be billed monthly for Service pursuant to the terms of Cellcom's current Service price list for the one-year or two-year pricing package. Customer may change to other pricing plans available to existing customers, but the term of this Agreement will remain unchanged unless such term is otherwise extended under the terms of another pricing package selected by Customer.

E. Cellcom, in its sole discretion, may require Customer to provide a security deposit as a precondition to Service activation in an amount determined by Cellcom. Upon termination or expiration of this Agreement, Cellcom shall have the right to apply all or any part of the security deposit to the outstanding balance on Customer's account. If any surplus remains, such surplus shall be refunded to Customer. If Customer so requests, in a writing delivered prior to the expiration or termination of this Agreement, Cellcom shall refund the security deposit to Customer if the following conditions are met:
1.) Customer paid to Cellcom Customer's monthly invoices in a full and timely fashion in accordance with the terms of this Agreement and Cellcom's invoices for a period of not less than twelve (12) consecutive months; and
2.) Customer's most recent bill has likewise been paid in a full and timely fashion.
3.) Cellcom has received a verbal or written request for the refund. If Customer terminates service with Cellcom at any time, the deposit will be applied toward Customer's final bill. If any surplus remains, the balance will be refunded to Customer.

F. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen Equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost Equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment for such charges is due.

G. Technology Enhancements. Cellcom reserves the right to change your wireless phone's software or programming, over the air, without notice.

DocuSign Envelope ID: 0956E5E6-94BB-4EC7-8758-24EDE1B28210

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Thomas Walenski

AGENDA ITEM # O.4

To approve the Press Times as the Official Newspaper of the City of Green Bay from June 1, 2026, to May 31, 2027.

BACKGROUND

This Solicitation is bid out annually per Wisconsin Statue 985. The city has 2 vendors registered with the State of Wisconsin to provide this service in our area. Each year both are allowed to submit bids for the award. This contract is not exclusive, the City of Green Bay Clerk's Office has certain legal obligations on postings that require a short timeframe for submission, and a weekly publication cannot meet these requirements.

RECOMMENDATION

To approve the award to the Press Times as the Official Newspaper for the City of Green Bay starting June 1, 2026, through May 31, 2027.

FISCAL IMPACT

Funding will come out of the 2026-2027 operating budget. Account codes are not included with this information because this is a City-Wide usage agreement. The 12-month historical spend on this activity is at a budget number of $30K. Forward forecasting with the new rates, we are estimating the next 12-months will be approximately 34k (See Bid Summary for calculations).

ATTACHMENTS

1. Press Times Bid
2. 2026 BID Summary City Newspaper 2026

04.22.26

HYPER LOCAL Press Times™

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

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

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

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

Number of Columns	First Insertion	Subsequent Insertion(s)
1	$0.3927	$0.3104
2	$0.8259	$0.6525
3	$1.1326	$1.2585
4	$1.4393	$1.8645
5	$1.7460	$2.4705
6	$2.0527	$3.0765

Affidavit charge $1.00 per affidavit
Please consider:
The Press Times classified section uses a six column format which is significantly wider than many competing newspapers. The width difference should be taken into consideration when comparing rate quotes since the billable lines per page in The Press Times may be a fraction of many competitors.

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

Sincerely,
Mike Hollihan
General Manager
Press Times

City of Green Bay

Invitation for Bid #2026-12 - Official City of Green Bay Newspaper - 2027

Issue Date: April 7, 2026 **DUE DATE: April 28, 2026 at 2pm C.S.T.**

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

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

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

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

B. Type Size: 8pt D. Font Base Rate: 0.7417

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

1st: 0.7417 ; 2nd: 1.5593 ; 3rd: 2.3761

D.

Indicate Line Rates:	1st Insertion	Subsequent Insertion	Column Width (pica)
1 Column	0.3927	0.3104	9.18
2 Columns	0.8259	0.6525	18.92
3 Columns	1.1326	1.2585	28.83

E. Vendor to note the intended number of newspapers to be circulated with these notices and the geographic area. 6321 (weekly) Brown County

	NOTE COMPLY OR EXCEPTION:
F. Vendor to provide copy of most recent Wisc. Newspaper Legal Notice Rate certification	Comply
G. Minimum Requirement: The City of Green Bay requires that its notices be printed in all newspapers distributed within the corporate limits of the City.	Comply
H. Vendor to invoice the City of Green Bay in the same manner & unit of measure as was quoted; the line rate.	Comply
I. Vendor is required to print Legal Notices on Fridays. The City will typically provide information to Vendor by noon each Wednesday.	Deadline 10am Wednesday for Friday
J. Awarded vendor and any and all persons, firms, corporations or entities (sub-contractors) hired by awarded vendor must comply with the City of Green Bay's Anti-Litter Ordinance, Green Bay Municipal Code § 8.12. Violation of this term shall constitute a material breach.	Comply

City of Green Bay

Invitation for Bid #2026-12 - Official City of Green Bay Newspaper - 2027

J Indicate Affidavit Cost: $ 1.00

K Indicate any additional Charges that the City may incur:

Display Rates at BW $12.90 Color $15.90

Insert $63 per 1000

L Payment Terms: 30 days

Press Times Vendor	Casie L Mallien Authorized Signature
310 W. Walnut 4th Floor Address	Casie Mallien / office Manager Type/Print Name & Title
Green Bay, WI 54303 City/State/ZIP	4.22.26 Date
Cmallien@mmclocal.com E-Mail Address	920-799-4687 Phone/Fax

Please return sealed quote to:

City of Green Bay Purchasing Office
Sealed IFB #2026-12 Official City of Green Bay Newspaper
100 N. Jefferson St. Room 410
Green Bay, WI 54301

ARTICLE II. - LITTERING

Sec. 32-37. - Definitions.

The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Garbage is as defined in Section 32-1.

Litter means garbage, refuse, and rubbish as defined herein and all other waste material which, if thrown or deposited as herein prohibited, tends to create a danger to public health, safety, and welfare.

Receptacles, private and public. Private receptacles are as described in Section 32-2(g)(5). Public receptacles are litter containers which are placed on City streets or fastened to poles and maintained by the City and marked as litter receptacles.

Refuse means all putrescible and nonputrescible solid wastes including ashes, street cleanings, dead animals, and all other abandoned personal property and solid market and industrial wastes.

Rubbish means nonputrescible and solid wastes, both combustible and noncombustible, including, but not limited to, circulars, leaflets, pamphlets, wrappers, handbills, newspapers, and all and any other printed or non-printed paper material, cigarettes, cardboard, tin cans, yard clippings, leaves, wood, glass, and other similar materials.

(Code 1984, § 8.12(1); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-38. - Litter in public places.

No person shall throw, deposit, or cause to be placed litter upon any street, sidewalk, alley, or other public place within the City except in public receptacles provided by the City.

(Code 1984, § 8.12(2); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-39. - Placement of litter in receptacles so as to prevent scattering.

Persons placing litter in public receptacles or in authorized private receptacles shall do so in such a manner and in such containers as will prevent it from being carried or deposited by the elements upon any street, sidewalk, alley, or other public place or upon private property.

(Code 1984, § 8.12(3); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-40. - Sweeping litter into gutters prohibited.

No person shall sweep into or deposit in any gutter, street, alley, or other public place within the City the accumulation of litter from any building or lot or from any public or private sidewalk or driveway. Persons owning or occupying property shall keep the sidewalks, entrance walks, parking lots, and parking areas in front of or upon the premises free of litter.

(Code 1984, § 8.12(4); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-41. - Litter in public waters.

No person shall throw or deposit litter in any fountain, pond, wading pool, river, bay, or other body of water in a public place or elsewhere within the City.

(Code 1984, § 8.12(5); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-42. - Litter on occupied private property.

No person shall throw or deposit litter on any occupied private property within the City, whether owned by such person or not, unless in such a manner that litter will be prevented from being carried or deposited by the elements upon any street, sidewalk, alley, or other public place. No person shall throw, deposit, or cause any litter to be scattered or placed upon any driveway, apron, front, rear, or side yard of any occupied private property. Litter must be deposited in a private receptacle if one is available.

(Code 1984, § 8.12(6); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-43. - Owner to maintain premises free of litter.

The owner or person in control of any private property shall at all times maintain the premises free of litter; provided, however, this section shall not prohibit the storage of litter in authorized private receptacles for collection.

(Code 1984, § 8.12(7); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-44. - Litter on vacant lots.

No person shall throw or deposit litter on any open or vacant private property within the City, whether owned by such person or not.

(Code 1984, § 8.12(8); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

Sec. 32-45. - Firewood.

Wood shall not be considered rubbish where it is stored for residential use under the terms and conditions of this section.

(1) *Front yard storage.* No firewood shall be permitted in a front yard as defined at Section 44-249.

(2) *Rear and side yard storage.* Firewood may be stored in a side or rear yard only in the following manner:

a. *Stacking.* All firewood shall be ranked and well stowed, with due regard to stability.

b. *Height.* Firewood stacks shall not be in excess of four feet in height unless such stack is adjacent to and amply supported by a fence or structure. Where the firewood is so supported, the stack shall not be in excess of six feet.

c. *Setback.* No firewood shall be permitted within four feet of an adjoining property line, unless the firewood is stored in a box or building.

d. *Nuisance.* Nothing in this section shall prohibit enforcement and abatement proceedings as provided in Chapter 24.

(Code 1984, § 8.12(9); Ord. No. 65-85; Ord. No. 4-18 , § 1, 4-2-2018)

UNITED STATES POSTAL SERVICE® **Statement of Ownership, Management, and Circulation (All Periodicals Publications Except Requester Publications)**

1. Publication Title	2. Publication Number	3. Filing Date
The Press Times	930-660	09-25-25
4. Issue Frequency	5. Number of Issues Published Annually	6. Annual Subscription Price
Weekly	51	$69.00

7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®): 310 W Walnut St., 4th Floor Green Bay, WI 54303 — Contact Person: Mike Hollihan; Telephone (Include area code): (920) 265-4872

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer): 310 W Walnut St., 4th Floor, Green Bay, WI 54303

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address): Patrick J. Wood PO Box 408, Waupaca, WI 54981

Editor (Name and complete mailing address): Kris Leonhardt 310 W Walnut St., 4th Floor, Green Bay, WI 54303

Managing Editor (Name and complete mailing address): Mike Hollihan 310 W Walnut St., 4th Floor, Green Bay, WI 54303

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
Brown County Publishing	310 W Walnut St., 4th Floor, Green Bay, WI 54303

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box → ☐ None

Full Name	Complete Mailing Address
See Attached	

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
☐ Has Not Changed During Preceding 12 Months
☐ Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

PS Form 3526, July 2014 (Page 1 of 4 (See Instructions page 4)) PSN: 7530-01-000-9931 PRIVACY NOTICE: See our privacy policy on www.usps.com.

13. Publication Title	14. Issue Date for Circulation Data Below
The Press Times	09/19/2025

15. Extent and Nature of Circulation			Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)			9887	6131
b. Paid Circulation (By Mail and Outside the Mail)	(1)	Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	202	189
	(2)	Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	8851	5802
	(3)	Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	330	330
	(4)	Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4))			9383	6321
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1)	Free or Nominal Rate Outside-County Copies included on PS Form 3541	0	0
	(2)	Free or Nominal Rate In-County Copies included on PS Form 3541	0	0
	(3)	Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	2220	0
	(4)	Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	0	0
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))			2220	0
f. Total Distribution (Sum of 15c and 15e)			11603	6321
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))			100	100
h. Total (Sum of 15f and g)			11703	6421
i. Percent Paid (15c divided by 15f times 100)			80.86	100

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.

PS Form 3526, July 2014 (Page 2 of 4)

UNITED STATES POSTAL SERVICE® **Statement of Ownership, Management, and Circulation (All Periodicals Publications Except Requester Publications)**

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	0	0
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	9383	6321
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)	11603	6321
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)	80.86	100

☐ I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

☑ If the publication is a general publication, publication of this statement is required. Will be printed ☐ Publication not required

In the 9/25/25 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner: Mike Hollihan General Manager — Date: Sept. 25, 2025

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

PS Form 3526, July 2014 (Page 3 of 4) PRIVACY NOTICE: See our privacy policy on www.usps.com.

487226

Statement of Ownership Management and Circulation

Owners: As of July 26, 2024 the holders of 1% or more of the outstanding common stock of Brown County Publishing, LLC: 416 Polaris Drive Green bay WI 54302, Patrick Wood, 404 Maxwell Drive, Pittsburgh, PA 15236, Christopher Wood, 400 Security Blvd., Suite 2, Green Bay, WI 54313, WI 54313, Carole Wood, Trustee, Wood Family Trust, Green Bay, WI 54302, Tom Wood, 2228 W Seneca, Appleton WI 54914, Mike Hollihan, 4393 Trent Drive, Green Bay, WI 54313, Nick Wood, 3651 Bay Settlement Rd Green Bay WI 54311, Francis & Mary Pietsch, 589 Green Bay Road, Denmark, WI 54208, David Wood, 1833 Lilac Lane Green Bay WI 54302. Daniel Wood, 360 Riverside Drive, Apt. 8C, New York, NY 10025-2750, Rebecca Wood, 2130 Lost Dauphin Road, Apt.2, De Pere, WI 54115.

Statement of Ownership and Circulation

11. Bondholders: Nicolet National Bank, 111 N Washington St. Green Bay, WI 54301

Owners: As of June 21, 2021 the holders of 1% or more of the outstanding common stock of Brown County Publishing, LLC:

Wood, Patrick	404 Maxwell Drive, Pittsburgh, PA 15236
Wood, Christopher	461 Polaris Road, Green Bay, WI 54302
Wood, Thomas	1800 E Robin Way Suite I Appleon, WI 54915
Wood, Rebecca	2130 Lost Dauphin Road #2-South, De Pere, WI 54115
Wood, Daniel	360 Riverside Drive, Apt. 8C, New York, NY 10025-2750
Hollihan, Michael	4393 Trent Drive, Green Bay, WI 54313
Wood, David	1833 Lilac Lane, Green Bay, WI 54302
Wood, Nicholas	3651 Bay Settlement Road, Green Bay, WI 54311
Pietsch, Francis	589 Green Bay Road, P.O. Box 253, Denmark, WI 54208
Pietsch, Mary	589 Green Bay Road, P.O. Box 253, Denmark, WI 54208
Wood, Carole A., Trustee, Wood Family Trust, Dtd. 8/23/92	1833 Lilac Lane, Green Bay, WI 54302

CITY OF GREEN BAY IFB #2026-12
Official City of Green Bay Newspaper

Issued Date: 4/7/2026 Due Date: 4/28/2026	VENDOR #1 THE PRESS TIMES	VENDOR #2 GREEN BAY PRESS GAZETTE
DESCRIPTION		
Line Length:	9.18	9.18
Type Size:	8 pt	6 pt
Name of Type:	Arial	Unify Sans
Font Base Rate:	0.7417	0.6594
State Percentage of Font Base Rate that will be charged for 1, 2 and 3 column ads:		
1st:	0.7417	0.7768
2nd:	1.5593	1.6368
3rd:	2.3761	2.4946
Indicate Line Rates:		
1 Column 1st Insertion:	0.3927	0.5168
1 Column Subsequent Insertion:	0.3104	0.4084
1 Column Width (pica):	9.18	9.18
2 Columns 1st Insertion:	0.8259	1.0867
2 Columns Subsequent Insertion:	0.6525	0.8585
2 Columns Width (pica):	18.92	19.34
3 Columns 1st Insertion:	1.1326	1.4902
3 Columns Subsequent Insertion:	1.2585	1.6559
3 Columns Width (pica):	28.83	29.51
Intended number of newspapers to be circulated with these notices and the geographic area:	6321 (Weekly) Brown County	10,113
Affidavit Cost:	1.00	1.00
Additional costs the City may incur:	Display ad rates at BW $12.90, Color $15.90, Inserts $63 per thousand.	N/A
Exceptions :	Deadline 10am Wednesday for Friday.	None
Payment Terms:	Net 30	Net 30

City of Green Bay Purchasing Recommends the 2026-12 contract be awarded to Press Times.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	

AGENDA ITEM # O.5

To refer to staff to consider alternative funding sources to expand Keycafe to Public Works and a shared motor pool for a cost of $27,393.10 other than the Innovation Fund as a funding source for 2026-2029.

BACKGROUND

RECOMMENDATION

Approval of the request

FISCAL IMPACT

ATTACHMENTS

1. KeyCafe Finance Committee Memo 2026
2. KeycafeQuote.CityofGreenBay_51KC+2x27KC&3YBP
3. ARPA Interest Policy - Innovation Fund 2-20-26
4. KeycafeQuote.CityofGreenBay_3New&3YBPUpgrade

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: Finance Committee

FROM: Joe Faulds, Chief of Operations
Nathan Wachtendonk, Fleet Manager

DATE: May 12, 2026

RE: Expand the Keycafe System to Public Works and a Shared Motor Pool

Purpose

This memo recommends expanding the Keycafe system to Public Works and using it as a foundational tool to implement a shared motor pool.

Background

The City recently conducted a comprehensive analysis and audit of its fleet vehicles to improve asset tracking, ensure accurate inventories for insurance and claims, confirm DOT compliance, and identify process improvements.

This work, combined with the recent implementation of a GPS tracking across City vehicles, has positioned the City to move into the next phase of fleet management: measuring actual utilization and aligning fleet size with operational need.

The Police Department has already implemented the Keycafe system with demonstrated success, including reduced lost keys and improved vehicle assignment. This provided a proven internal model that can now be scaled to additional City Departments.

Attached to this memo are additional resources regarding the Keycafe system and an account representative will demonstrate the Keycafe system at the Finance Committee meeting.

Recommendation

The City recommends purchasing and expanding the Keycafe management system as part of a broader initiative to improve fleet utilization in Public Works and develop a shared motor pool for City departments. This effort builds on recent fleet inventory improvements and aims to enhance efficiency, accountability, and data-driven decision-making across the City's vehicle operations.

By allowing controlled, role-based access across departments, the system makes it feasible to share vehicles rather than assigning them to individual departments. At the same time, it strengthens accountability by maintaining a clear audit trail for every key transaction, which supports transparency, risk management, and claims documentation.

Keycafe also improves day-to-day operations by replacing manual processes with a streamlined, self-service system. Staff can access vehicles more efficiently, and managers gain real-time visibility into usage without the need for administrative coordination.

Similar to the Police Department, the Department of Public Works will use Keycafe to store and control access to vehicle and equipment keys. Keys will be secured in locked cabinets located at the East and West Shops, as well as City Hall, and can only be accessed by authorized employees using a unique login. Each time a key is removed or returned, the system automatically records the user, date, and time, eliminating the need for manual sign-out logs and reducing the risk of lost or misplaced keys.

This system provides real-time visibility into key usage, allowing supervisors to immediately see who has a specific key and when it was last used. If a key is not returned, supervisors can quickly identify the last user and follow up, strengthening accountability. Overall, this approach improves efficiency, enhances oversight, and establishes centralized, secure, and easily accessible locations for key management across multiple facilities.

Most importantly, the system generates reliable data on how often vehicles are used, when demand is highest, and which vehicles see the most or least activity. This information is essential to determining the appropriate size and composition of the City's fleet over time, including opportunities to reduce underutilized vehicles and expand shared resources where appropriate.

Funding Recommendation

City staff recommend that ARPA Interest and Unrestricted Funds are used to pay for the initial 2026 startup costs. This funding will fund the program through 2029 and afterwards the City will look into incorporating the program into the City's budget depending on the success of the program.

The Keycafe expansion qualifies for this use of funding because it:

- **Innovative project:** Keycafe introduces a new, technology-enabled approach to fleet access and management that improves service delivery and interdepartmental coordination.
- **Pilot Initiative:** Supports testing a shared motor pool model before making it long-term structural or budget commitments.
- **One-time strategic investment**: Upfront implementation enables long-term cost savings through better fleet utilization and potential reduction in total vehicles.
- **Advances Fiscal Responsibility:** Provides the data needed to right-size the fleet and reduce duplication across departments.
- **Supports organizational excellence:** Improves transparency, accountability, and responsiveness in how City assets are managed and accessed.

The total cost of implementation is **$27,393** and this covers the cost of the smart boxes and software platform from 2026-2029. The software cost is $5,670 per year and includes a 10% discount. The invoice is attached to this memo.

Uninvoiced

Quote

Keycafe (US) Inc
648 - 1321 Upland Drive
Houston, TX 77043
United States
+1 646-846-7558
customerservice@keycafe.com

Quote #	**802557174-2**
Currency	**USD**
Date of issue	**Jan 23, 2026**
Expires	**Jun 01, 2026**

Bill To
City of Green Bay (joe.faulds@greenbaywi.gov)
100 North Jefferson Street, Green Bay, Wisconsin, 54301, United States

$27393.10 due Jun 01, 2026

DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	AMOUNT
Jan 23, 2026 - 10:18 SmartBox (BS MS5)	3	$2499.00		**$7496.99**
Jan 23, 2026 - 10:18 SmartBox (EX MS5E-18)	2	$699.00		**$1398.00**
Apr 10, 2026 - 08:54 SmartBox (EX MS5E-42)	1	$1299.00		**$1299.00**
Jun 01, 2026 - May 31, 2029 SmartBox Platform Fee (Annual Pro 3x)			10%	**$17010.00**

Subtotal	**$27203.99**
Shipping	**$189.11**
Total	**$27393.10**
Applied balance	**$0.00**
Amount due	**$27393.10**

Shipping Address
100 North Jefferson Street, Green Bay, Wisconsin, 54301, United States

Tax Information

Notes
51 Key Capacity System & (2X) 27 Key Capacity Systems with 3-Year Business Pro Plans

Applicable Terms

This quote or invoice shows your pricing and billing details for this order. Your order (including any renewals or expansions) and your use of Keycafe products and services are governed by the Keycafe Terms of Service available at https://www.keycafe.com/keycafe-tos (the “Terms”), including any applicable schedules such as our Store Terms. If you and Keycafe have signed a separate written addendum or Keycafe order form that refers to the Terms, that signed document will apply together with the Terms. By registering an account, placing an order, using the service, or paying an invoice, you agree that the Terms apply. Any terms or conditions contained in or referenced by your purchase orders, vendor or registration portals, procurement or invoicing systems, marketplaces, or other standard forms and documents are for your internal processes only and do not change the Terms or any signed addendum or Keycafe order form between you and Keycafe.

Subscriptions and renewals

If this quote or invoice includes subscription services, those services are provided on a recurring basis and governed by the Terms, which may include automatic renewal unless cancelled in accordance with the Terms.

Need help or have questions?

For billing inquiries or general support, please visit https://support.keycafe.com or contact us at customerservice@keycafe.com.

City of Green Bay Policy on the Use of Interest Earned from Federal ARPA Funds and unrestricted funds.

---

1. Purpose

The purpose of this policy is to guide the City of Green Bay's use of interest revenue earned on federal American Rescue Plan Act (ARPA) funds and other unrestricted funds

While the U.S. Department of the Treasury has confirmed that such interest is not subject to federal restrictions, the City recognizes its responsibility to ensure that these locally controlled resources are used strategically, transparently, and in alignment with the City's priorities.

In addition, these funds are intended to provide flexible capital to support innovative initiatives, pilot projects, strategic one-time investments, and grant matching opportunities that position the City to leverage additional external funding and advance forward-looking solutions to community challenges.

---

2. Policy Statement

Interest earned on ARPA funds shall be treated as locally controlled, unrestricted revenue. However, the City will direct these funds toward initiatives that advance Green Bay's priorities, promote community benefit, and maintain public trust.

Preference shall be given to:

- Innovative or transformational projects that improve service delivery or community outcomes
- One-time strategic investments that align with City priorities, especially fiscal responsibility (i.e. long term cost reduction).
- Pilot initiatives that test new approaches before long-term funding commitments
- Matching funds that leverage state, federal, or private grants

Expenditures shall be proposed by the Mayor, Common Council members, or Department Directors, reviewed by the Finance Committee, and approved in keeping with existing policies governing City expenditures.

---

3. Guiding Framework: Alignment with City Key Strategies

The use of ARPA interest revenue and other unrestricted revenues will align with the following five strategic areas:

1. Organizational Excellence and Fiscal Responsibility

- Ensure that we provide exceptional customer service that is responsive and accessible as well as manage taxpayer dollars with integrity, transparency, and accountability.

2. Balanced and Equitable Community Development

- Support projects that enhance neighborhood vitality and safety and equitably connect residents, businesses, and visitors.

3. Invest in Essential Public Safety

- Enhancing the capabilities of our emergency services, fostering community partnerships and implementing innovative solutions to address safety concerns.

4. 21st Century Infrastructure and Recreation

- Improve resilience, innovation, and sustainability in City infrastructure and recreation.

5. Employee Engagement and Recruitment

- Strengthen the City's workforce by supporting training, organizational cohesion and development, and innovation initiatives.

---

4. Administrative Procedures

1. Fund Management
    - Interest revenue and unrestricted revenue is recorded in a separate "Innovation Fund" managed by the Finance Director or their designee.
    - The balance and transactions will be tracked in the City's financial system and reported quarterly.
2. Proposal Process

- The Mayor, City Departments, or Council members may submit funding proposals that demonstrate alignment with one or more of the five key strategies.
- The Finance Department will review proposals for fiscal sustainability and alignment before presentation to the Finance Committee and Council.

3. Approvals
    - Allocations from the Innovation Fund above $50,000 require Common Council approval, in keeping with existing City policy.
4. Reporting
    - The Department of Finance will include the Innovation Fund in the City's annual financial reports.
    - Each project funded will include a brief description of strategic alignment and anticipated outcomes.

---

5. Review and Sunset

This policy remains in effect until all monies in the fund are fully expended or reallocated. The Finance Department will review and, if necessary, recommend updates to ensure alignment with evolving City priorities.

Uninvoiced

Quote

Keycafe (US) Inc
648 - 1321 Upland Drive
Houston, TX 77043
United States
+1 646-846-7558
customerservice@keycafe.com

Quote #	**598573231-6**
Currency	**USD**
Date of issue	**May 14, 2026**
Expires	**May 28, 2026**

Bill To
Green Bay Police Department Technology Division - 307 South Adams Street Green Bay, WI 54301 USA (Steve.Meadowcroft@greenbaywi.gov)
307 South Adams Street, Suite (Green Bay Police Department - Technology Division), Green Bay, Wisconsin, 54301, United States

$26178.06 due May 28, 2026

DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	AMOUNT
May 14, 2026 - 00:00 SmartBox (BS MS5)	3	$2499.00		**$7497.00**
May 14, 2026 - 06:39 SmartBox (EX MS5E-42)	1	$1299.00		**$1299.00**
May 14, 2026 - 06:39 SmartBox (EX MS5E-18)	2	$699.00		**$1398.00**
Jun 01, 2026 - Mar 14, 2029 SmartBox Platform Fee (Annual Pro 4x)			10%	**$15813.86**

Subtotal	**$26007.86**
Shipping	**$170.20**
Total	**$26178.06**
Applied balance	**$0.00**
Amount due	**$26178.06**

Shipping Address
100 North Jefferson Street, Green Bay, Wisconsin, 54301, United States

Tax Information

Notes
51 Key Capacity System & (2X) 27 Key Capacity Systems with 3-Year Business Pro Plans

PD 3 Year Business Pro Upgrade

Applicable Terms

This quote or invoice shows your pricing and billing details for this order. Your order (including any renewals or expansions) and your use of Keycafe products and services are governed by the Keycafe Terms of Service available at https://www.keycafe.com/keycafe-tos (the “Terms”), including any applicable schedules such as our Store Terms. If you and Keycafe have signed a separate written addendum or Keycafe order form that refers to the Terms, that signed document will apply together with the Terms. By registering an account, placing an order, using the service, or paying an invoice, you agree that the Terms apply. Any terms or conditions contained in or referenced by your purchase orders, vendor or registration portals, procurement or invoicing systems, marketplaces, or other standard forms and documents are for your internal processes only and do not change the Terms or any signed addendum or Keycafe order form between you and Keycafe.

Subscriptions and renewals

If this quote or invoice includes subscription services, those services are provided on a recurring basis and governed by the Terms, which may include automatic renewal unless cancelled in accordance with the Terms.

Need help or have questions?

For billing inquiries or general support, please visit https://support.keycafe.com or contact us at customerservice@keycafe.com.

Report to the
Parks Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # P.1

To approve the concept plan for proposed renovations to the Joannes Sk8 Park.

BACKGROUND

The Joannes Sk8 Park was constructed in 2000. At the time it was one of the largest Skatepark in the state. Over the years we have heard from the park users that certain skate elements incorporated into the design are either not very skateable, or they are too advanced for the majority of the skaters using the park. The Parks Department hired a professional skatepark design company to host a neighborhood input meeting and propose renovations that would have a big impact on the skateability of the facility.

The consultant inspected the facility and determined that the concrete overall is in fairly good condition and that we still have at least 10 years of life left to the pavement before significant renovations will be necessary. Therefore they focused their proposal on improving the skateability of the facility. Their proposal includes the complete removal of some elements that either block the flow of the skaters or are rarely used by skaters. They are then proposing to replace most of these elements with new skate ramps and rails that are more user friendly to the majority of the skaters at the park.

The final concept was then shared with the public. The majority of comments we received were very positive reviews, indicating that these revisions will make the facility more skateable.

RECOMMENDATION

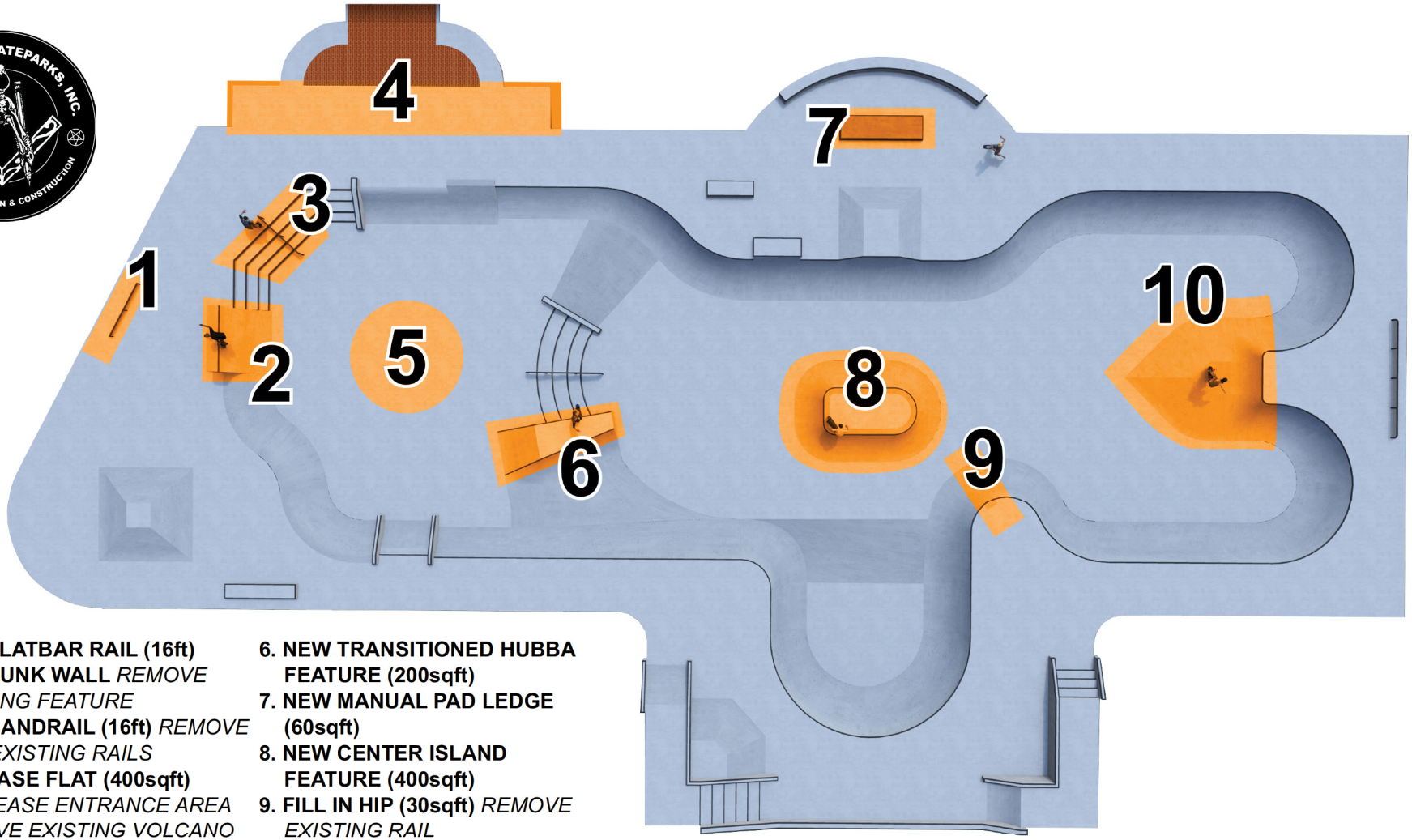
To approve.

FISCAL IMPACT

The proposed renovations to the Joannes Sk8 Park are estimated to cost $250,000. If this concept is approved, the Parks Department will request the necessary funding in the 2027 Bond request.

ATTACHMENTS

1. Joannes Skatepark Presentation - Final



1. **NEW FLATBAR RAIL (16ft)**
2. **NEW PUNK WALL** *REMOVE EXISTING FEATURE*
3. **NEW HANDRAIL (16ft)** *REMOVE TWO EXISTING RAILS*
4. **INCREASE FLAT (400sqft)** *DECREASE ENTRANCE AREA*
5. *REMOVE EXISTING VOLCANO FEATURE (320sqft)*
6. **NEW TRANSITIONED HUBBA FEATURE (200sqft)**
7. **NEW MANUAL PAD LEDGE (60sqft)**
8. **NEW CENTER ISLAND FEATURE (400sqft)**
9. **FILL IN HIP (30sqft)** *REMOVE EXISTING RAIL*
10. **NEW PYRAMID FEATURE (380sqft)**

Joannes Skatepark Concept

Green Bay, WI

Joannes Skatepark Concept
PC110325 | November 3rd, 2025
inform@grindline.com | grindline.com



Joannes Skatepark
Existing Conditions



Joannes Skatepark Concept

Green Bay, WI

Joannes Skatepark Concept
PC110325 | November 3rd, 2025
inform@grindline.com | grindline.com



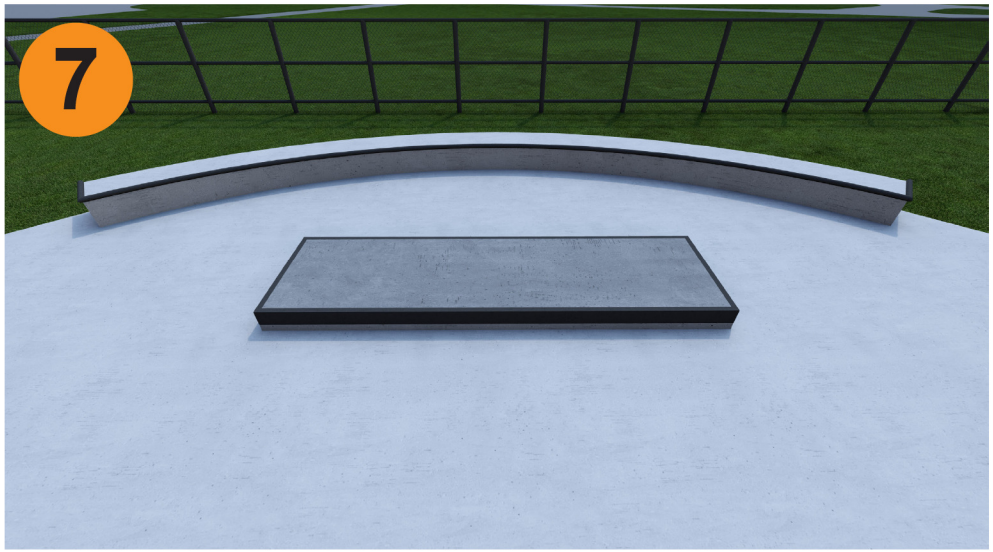


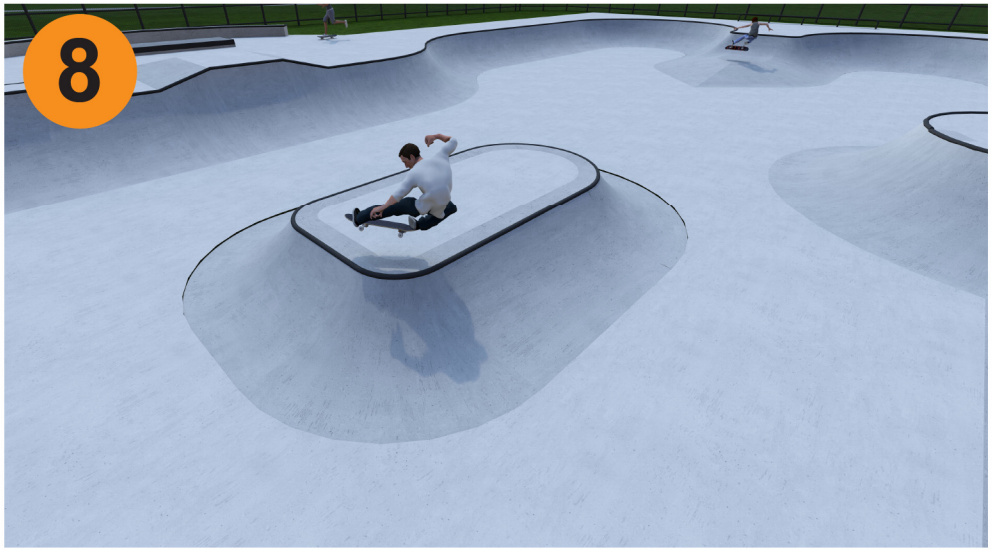




Joannes Skatepark
Existing Conditions



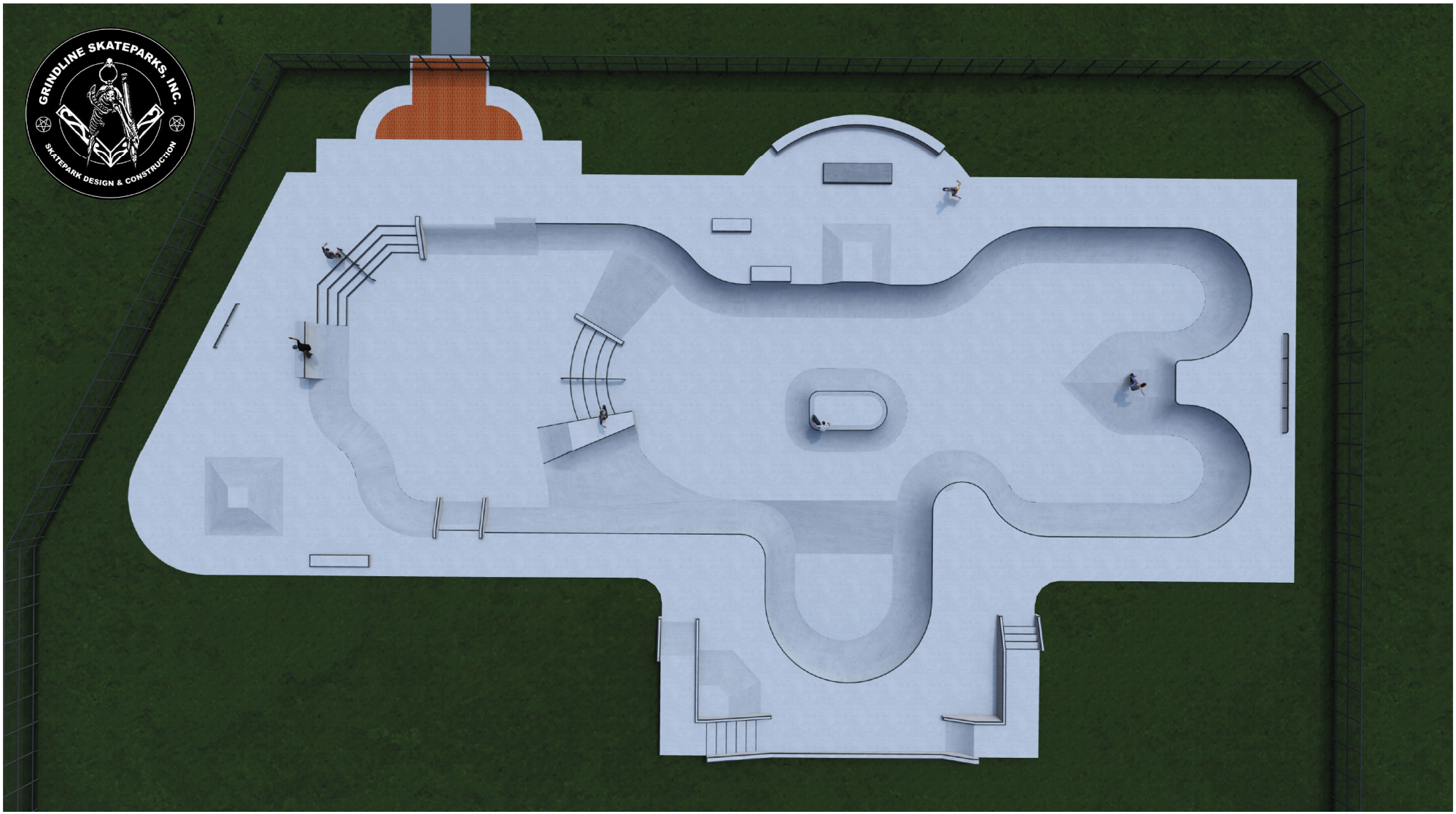






Joannes Skatepark Concept

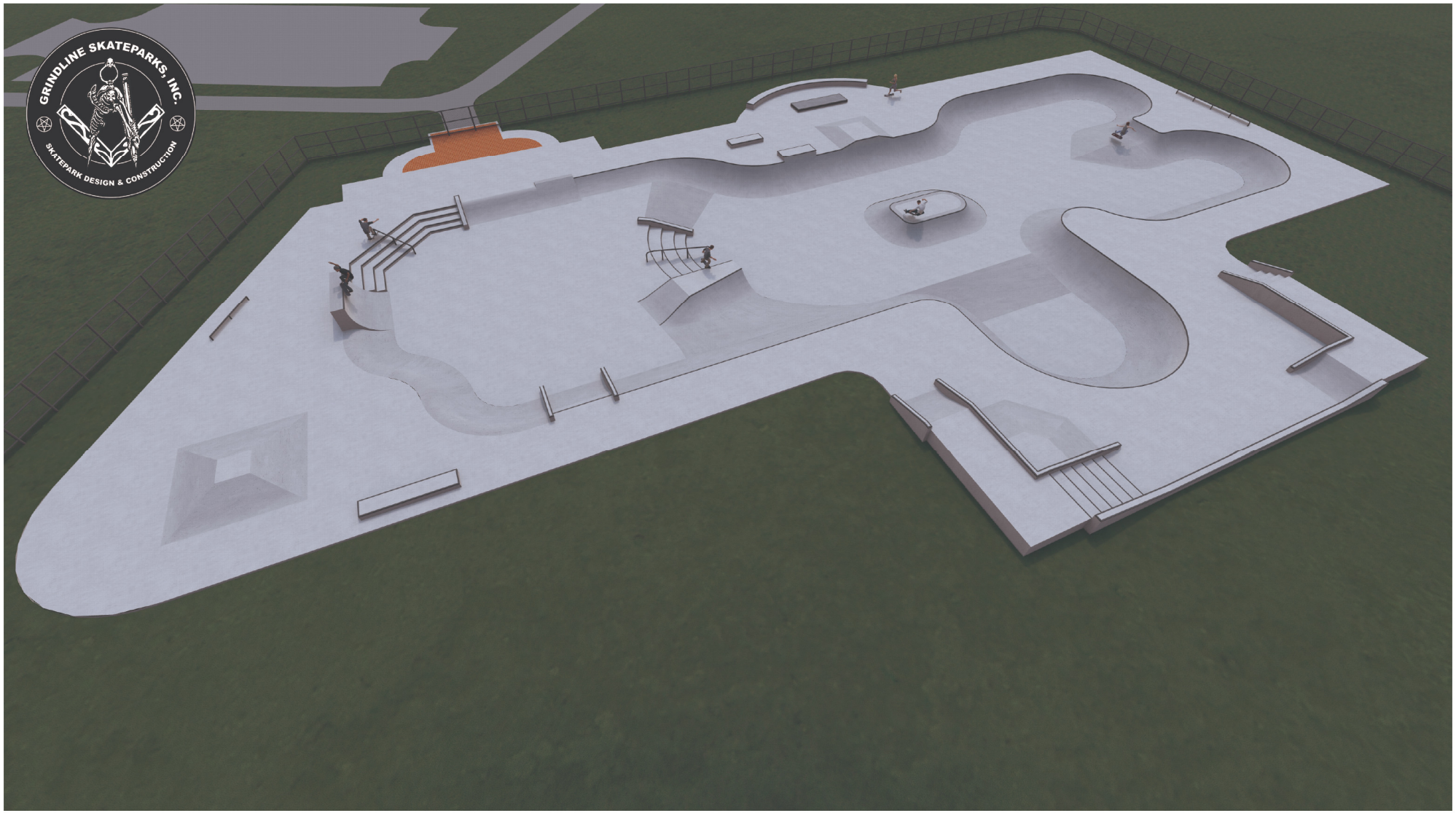
Green Bay, WI



Joannes Skatepark Concept

Green Bay, WI

Joannes Skatepark Concept
PC110325 | November 3rd, 2025
inform@grindline.com | grindline.com



Joannes Skatepark Concept

Green Bay, WI

Joannes Skatepark Concept
PC110325 | November 3rd, 2025
inform@grindline.com | grindline.com



Joannes Skatepark Concept

Green Bay, WI

Joannes Skatepark Concept
PC110325 | November 3rd, 2025
inform@grindline.com | grindline.com

Report to the
Parks Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # P.2

To approve a fundraising effort by the Green Bay Strikers soccer group to fundraise for improvements to the Arnie Wolff Sports Complex.

BACKGROUND

The Green Bay Striker soccer group is interested in fundraising for improvements to the Arnie Wolff Sports Complex. These improvements include adding perimeter fencing, installing an open shelter, completing the main entrance plaza and installing a playground. Staff is supportive of these projects and have worked with the group to set a priority to these 4 projects. The fundraising group has set a fundraising goal of $70,000 to accomplish all of this work. Staff feels that this is not enough of a budget and is recommending that we complete these projects one by one, as funding is available. Once there is money in hand, staff will work with the donor group to select the materials and specific scope of work for each project to ensure that what is built meets City standards. The product information included in this fundraising packet is conceptual and may not end up being the products installed. We will only build the projects that are fully funded by fundraising dollars they secure. In the end, there may not be enough funding to complete all of these projects, but we will build as much as the budget will allow.

Park staff is recommending that the Parks Committee and City Council formally approves the support of their fundraising efforts. This will help as they reach out to potential donors.

RECOMMENDATION

To approve.

FISCAL IMPACT

There is no impact to the City to approve this fundraising effort.

ATTACHMENTS

1. Arnie Wolff Sports Complex Fundraising Proposal - Final



Arnie Wolff Sports Complex

Green Bay Strikers Fundraising Proposal

1. Add fencing
2. Install open shelter
3. Complete entrance plaza
4. Add playground

Fence



The fence could go in. two different times, according to resource availability.

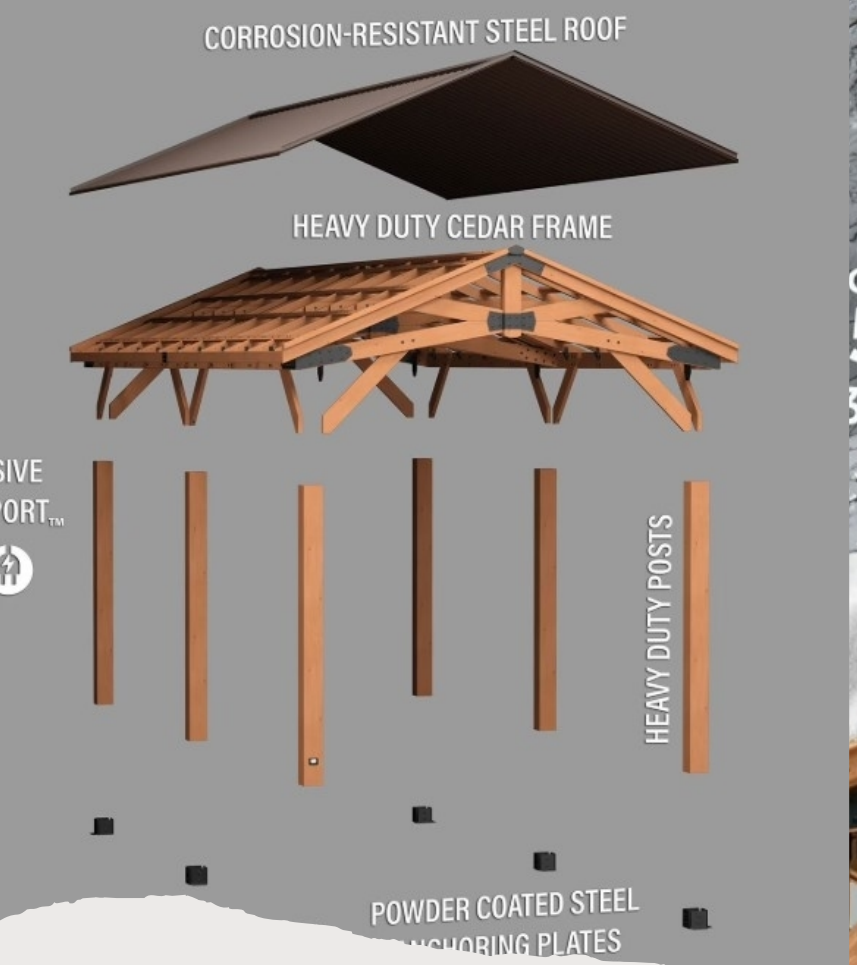
Soccer fence is 8- 10 ft. high.

The highest demand area is quoted at $17,350.71 (Part I)

Lower demand but in future is quoted at $14,546.20

Together they would be at $34701.32

Quote is a Jan. 2026 so we add a possible inflation fluctuation Part one - $18000







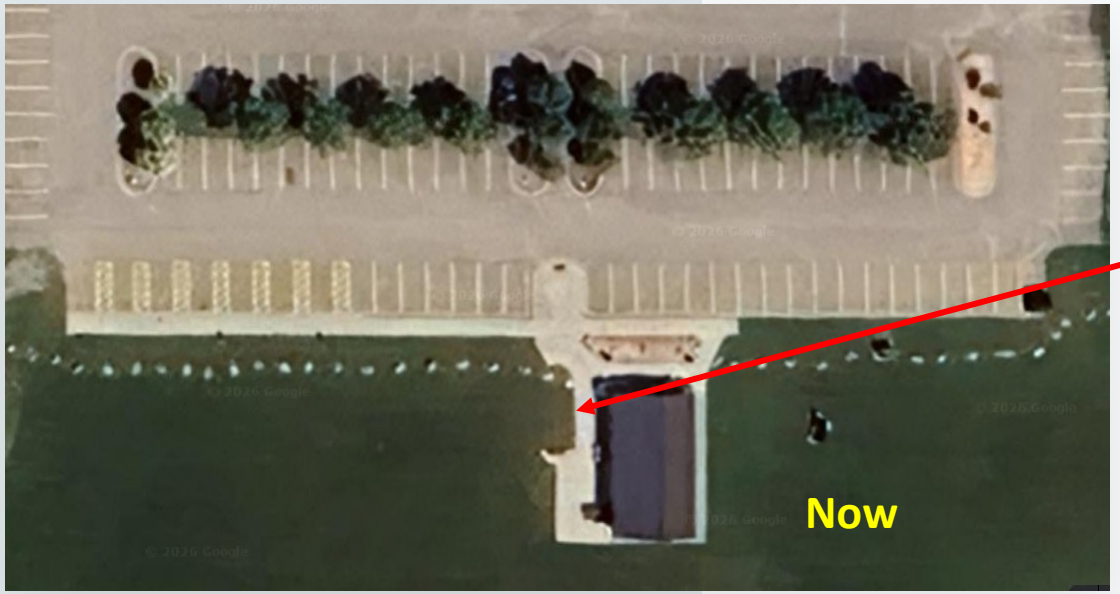
Shelters

This is a lower cost offer, but has to be approved by Parks Dept. Before moving forward.

Because these are lighter structures, they require only minimal foundation or flat cement pads, extremely cheaper than a heavier structure. Sams Club sells a 12 by 24 structure for $5300. Assembly required.

The cement slabs will cost around $4032. Adding Economic inflationary fluctuation $500 (Cement estimates are 2025)

Total cost $9832 Would have to have volunteers put it up or pay by the hour to have the kit put up.





Finish the Mall

- The mall area was not ever finished and requires a finish of the cement work and the plants to complete the center.
- The original design was to provide an aesthetic view and provide a walk traffic transportation path to a shelter building.
- The average cost to finish this area cost may vary depending if it was completed at the same time as a shelter pad or foundation.
- The average cost in Green bay to have this mall walk completed by itself would be about $2000. Adding Inflation $2168
- The plants would be donated by Marty in a November timeline. Steins sell at 10 percent of cost.

Playground

- The Green Bay average cost of a playground is figured by the amount of children using it x $10,000. So the playground would be from a 3-5 kids size.
- Total cost would vary between $40,000 to $45,000.
- A fire department theme could fluctuate the price some.



Quote Totals

- Fence Efforts = $18,000 - $34,731.32
- Shelter / Shelters = $9,832
- Finish Mall = $2168
- Playground = $40,000 - $45,000
- Totals = $70,000

Strikers Board approved fundraiser goal total is $70,000

(It would be nice to go higher but due to economic conditions the feelings are that this may be more realistic.)

"Children are the world's most valuable resource and it's best hope for the future."
JFK – July 25th, 1963



Need Your Help.

It’s Time To Be The Heroes Of Change!

Thanks again for your time and support !!



Report to the
Parks Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # P.3

To approve a sponsorship agreement with Children's Hospital and Health System, Inc. for a donation of $20,000 towards Green Bay Kids' Day Karnival on July 30th, 2026.

BACKGROUND

This year the Parks Department is combining Kids' Day and the Kiddie Karnival into one event, which will be held at Bay Beach Amusement Park on July 30, 2026. For the last two years, Children's Hospital and Health System, Inc. has been the primary sponsor for the Kid's Day Event. They have agreed again to be the primary sponsor for the event this year. If approved, they will donate $20,000 to the City of Green Bay to provide the necessary funding for the expenses associated with this event.

$7,000 to provide free rides at Bay Beach Amusement Park from 4:00 PM to close.
$1,500 for promotional giveaways.
$2,500 for signage and marketing.
$3,000 to purchase carnival-style games.
$6,000 for entertainment expenses.
$20,000 Total Donation

The attached contract is very similar to the contracts that were approved the previous two years. The Law Department has reviewed and approved the revised contract.

RECOMMENDATION

To approve.

FISCAL IMPACT

If approved, the City will receive $20,000 to fund expenses related to the 2026 Green Bay Kids' Day Karnival.

ATTACHMENTS

1. city-of-green-bay-childrens-wisconsin[2]

SPONSORSHIP AGREEMENT

This Sponsorship Agreement (hereinafter "Agreement") is made and effective this 4th day of May, 2026 (the "Effective Date") by and between the City of Green Bay, a Wisconsin Municipal Corporation, on behalf of its Parks Recreation and Forestry Department (hereinafter "GBPRFD") and Children's Hospital and Health System, Inc., a Wisconsin Corporation, (hereinafter "CHILDREN'S HOSPITAL"), each a "Party," and collectively referred to as the "Parties."

RECITALS

WHEREAS, GBPRFD has a mission to enrich and strengthen the community by promoting healthy lifestyles, personal development and community enjoyment through recreational and educational experiences for people of all ages and abilities; and

WHEREAS, GBPRFD seeks collaborative relationships with community entities that work to engage youth, families, schools and the greater Green Bay community in activities that improve and promote health and wellness; and

WHEREAS, CHILDREN'S HOSPITAL is dedicated to providing access to the highest quality health care and services to children living in Wisconsin; and

WHEREAS, CHILDREN'S HOSPITAL wishes to sponsor Green Bay Kids' Day Karnival, which will be held at Bay Beach Amusement Park on Thursday, July 30, 2026 (the "Event").

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and covenants set forth herein, the Parties agree as follows:

1. RESPONSIBILITIES OF CHILDREN'S HOSPITAL

a. Provide GBPRFD with a logo for placement on promotional flyers, event signs and banners.

b. Contribute a sponsorship investment to GBPRFD in the amount of $20,000.00 for the Event, which represents a financial commitment of $7,000.00 to provide free rides at Bay Beach Amusement Park from 4:00 p.m. to close, $1,500.00 for promotional giveaways, $2,500.00 for signage and marketing, $3,000.00 to purchase carnival-style games and $6,000.00 for entertainment expenses.

c. Delegate and provide a contact person to coordinate with GBPRFD in implementing this Agreement. CHILDREN'S HOSPITAL may change its contact person at any time upon written notice to GBPRFD.

2. RESPONSIBILITIES OF GBPRFD

a. Recognize CHILDREN'S HOSPITAL as a Presenting Sponsor on all Event marketing materials, including press releases, promotional flyers and digital/social media advertisements.

b. Include CHILDREN'S HOSPITAL in public acknowledgments during the Event, including mentions in speeches and presentations and the opportunity to have a member of CHILDREN'S HOSPITAL staff participate in the opening presentation.

c. Include CHILDREN'S HOSPITAL's logo on the Event website and in all promotional materials related to the Event. This includes all print and social media marketing.

d. Provide opportunity for CHILDREN'S HOSPITAL to have an onsite presence and distribute their own materials during the Event at a location of CHILDREN's HOSPITAL's choosing within the Event.

e. Allow CHILDREN'S HOSPITAL to review and approve all use of their logo before production or release.

f. Delegate and provide contact person, James Andersen (James.andersen@greenbaywi.gov), to coordinate with CHILDREN'S HOSPITAL in implementing this Agreement.

3. TERM

This Agreement will be in effect from the Effective Date through July 30, 2026, unless terminated pursuant to the provisions of Section 4 of this Agreement.

4. TERMINATION

a. If either Party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the non-breaching Party will thereupon have the right to terminate this Agreement by giving ten (10) days written notice of termination of the Agreement, specifying the alleged violations, and effective date of termination. This Agreement will not be terminated if, upon receipt of the notice, the breaching Party promptly cures the alleged violation prior to the end of the ten (10) day period.

b. Either Party has the right to terminate this Agreement at any time, for any reason, by giving the other Party thirty (30) days written notice by Certified Mail or Registered Mail of such termination.

c. Upon termination of this Agreement for any reason, GBPRFD shall refund to CHILDREN'S HOSPITAL all prepaid monies which have not been used for the activities set forth in Sections 2.a and 2.b.

5. INDEPENDENT CONTRACTORS

In entering into this Agreement, and in acting in compliance herewith, the Parties acknowledge and agree that CHILDREN'S HOSPITAL and GBPRFD are at all times acting and performing as independent contractors, duly authorized to perform their required acts hereunder. Nothing contained in this Agreement shall be construed or interpreted as creating a relationship of joint venturers, partners, principal and agent, or employer and employee under any circumstances. Neither Party may be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans to any employee or contractor of the other Party pursuant to this Agreement.

6. NOTICES

All notices provided for under this Agreement shall be in writing and shall be sufficient if personally delivered, sent by registered or certified mail, return receipt requested, or by email to the addresses set forth below or to such other address as a Party may designate to the other Party in writing. Each such notice will be deemed to have been received: (a) as of the date emailed if receipt has been electronically confirmed or so long as a duplicate copy is contemporaneously provided by another notice methodology set forth in this Section; (b) as of the date actually delivered if sent by a recognized delivery service that uses delivery tracking processes; or (c) as of the date actually delivered if delivered by personal courier to the office location of the recipient during normal business hours.

If to CHILDREN'S HOSPITAL:

Children's Hospital and Health System, Inc.
999 N 92nd Street, Suite 610
Milwaukee, WI 53226
Attn: Advertising and Brand Manager
Email: LSimson@childrenswi.org

With a copy to:
Children's Hospital and Health System, Inc.
999 N. 92nd Street, Suite C760
Milwaukee, WI 53226
Attn: Office of the General Counsel
Email: LegalDept@childrenswi.org

If to GBPRFD:

James Andersen
100 N. Jefferson St, Room 510
Green Bay, WI 54301
Email: James.Andersen@greenbaywi.gov

7. AMENDMENT AND ASSIGNMENT

No modification, expansion, assignment, or amendment of this Agreement will be of any force or effect unless in writing and signed by the Parties hereto. This Agreement may not be assigned by either Party, in whole or in part, without the prior written consent of the other Party. This Agreement shall inure to the benefit of, may be enforced by, and shall be binding upon the Parties and their permitted successors and assigns.

8. SEVERABILITY

All terms and covenants herein are severable. In the event any single term or covenant is found to be invalid by an agency or court of competent jurisdiction, this Agreement will be interpreted as if such invalid term or covenant was not contained herein.

9. CHOICE OF LAW

This Agreement will be governed in all respects by, and construed in accordance with, the laws of the State of Wisconsin.

10. FINAL EXPRESSION

This Agreement is intended by CHILDREN'S HOSPITAL and GBPRFD as a final expression of their agreement and as a complete and exclusive statement of its terms. This Agreement supersedes all prior proposals, negotiations, conversations, discussions and agreements between the Parties concerning the subject matter hereof.

11. EXCLUDED PARTY LAW.

GBPRFD represents and warrants that neither it nor its subcontractors are excluded from receiving or being a party to any federal contract or subcontract pursuant to any federal statute, rule, regulation, executive order or government instruction. GBPRFD shall notify CHILDREN'S HOSPITAL of any exclusion or adverse action or any basis therefore within seven (7) days of its learning of any such exclusion or adverse action or any basis therefore. Ineligibility to participate in any federal health care program is grounds for immediate termination of this Agreement at CHILDREN'S HOSPITAL's sole discretion.

12. USE OF MARKS.

Neither Party will use the other Party's name, logos, trademarks, or other marks without that Party's written consent for each specific use.

13. COMPLIANCE WITH LAWS.

Each Party represents and warrants that it shall comply with all applicable federal and state laws and regulations regarding their respective obligations hereunder.

14. EACH PARTY RESPONSIBLE FOR ITS OWN ACTS.

Each Party shall be responsible for its own acts or omissions and for any and all claims, liabilities, injuries, suits, demands, and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that Party or its employees or representatives in the performance or omission of any act or responsibility of that Party under this Agreement.

15. WAIVER.

No failure or delay on the part of either Party hereto in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. Any waiver granted hereunder must be in writing and signed by the Party against whom the waiver is asserted, and shall be valid only in the specific instance in which given.

16. FORCE MAJEURE.

Neither Party shall be liable for any delay or default caused by conditions beyond the reasonable control of the Party whose performance is affected. Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused. This provision shall not apply where the damages, delay or default could have been avoided by reasonable precautions.

17. SURVIVAL.

Those provisions of this Agreement which, by their nature, are meant to survive termination shall so survive, and include, without limitation, provisions related to ownership of marks and governing law.

18. COUNTERPARTS.

This Agreement may be executed in counterparts, and the signatures on this Agreement may be transmitted electronically. Electronic signatures shall be deemed to constitute original signatures and counterparts to this Agreement containing the signatures (whether original or electronic) of the Parties shall be deemed to constitute a single, enforceable contract.

(Signature Page to Follow)

IN WITNESS WHEREOF, the Parties agree to the terms set forth in this Agreement.

CITY OF GREEN BAY

By _____
Eric Genrich, Mayor

By _____
Celestine Jeffreys, Clerk

CHILDREN'S HOSPITAL AND HEALTH SYSTEM, INC.

By: Kori Johnson
Name: KORRIE JOHNSON
Its: DIRECTOR OF MARKETING + BRAND
May 4, 2026

Children's Hospital and Health System, Inc.
Reviewed
9:45 am, May 04, 2026
Kari Klasen
Legal Department

Report to the
Parks Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # P.4

To approve hiring Robert E. Lee & Associates, Inc. for a total cost of $27,850 to provide engineering design services associated with the proposed regrading of the Tubing Hill at Triangle Sports Area.

BACKGROUND

The City bonded $100,000 in 2026 to go towards the cost of regrading the tubing hill. Now that we are able to make snow, there is a desire to remain open throughout as much of the winter as possible for tubing. One of the reasons we tend to close is due to icy conditions making the hill unsafe for patrons. When it gets too icy, the tubes have a tendency to go very fast down the hill, and there is not enough of a runout slope at the bottom of the hill to stop the tubes before entering the road. Last year we were able to regrade the bottom of the hill using mounded up snow to create a longer runout. This ended working well and was very effective. The downside to doing this on an annual basis is we had to build up 10-12' of snow at the bottom of the hill in order to build the runouts. It takes a long time and a lot of cost and effort to make that much snow. The desire is to bring in clean fill and regrade the slope and build the runouts out of dirt. This will allow us to open earlier each year because we will have much less snow to make in order to open.

We reached out to two consultants and requested quotes for the necessary engineering associated with this project. Only one company, Robert E. Lee & Associates, submitted a quote. Robert E. Lee is already very familiar with this site as they were involved with the design of the proposed shed to house the snow making equipment. They already have a lot of background information gathered that is relevant to the proposed grading project.

If approved, this funding will be used to hire Robert E. Lee & Assocates for a total cost of $27,850. The consulting services include a grading design, drainage design, stormwater management engineering, wetland fill permitting, creating construction documents and construction administration.

RECOMMENDATION

To approve.

FISCAL IMPACT

The City bonded $100,000 in 2026 to go towards this project. If approved, $27,850 will be used to hire a consultant. The remaining funding will be used to fund the associated construction costs. The consultant will provide a detailed cost estimate to determine if additional bond funding will be required for construction.

ATTACHMENTS

1. Triangle Sports Area Engineering Quotation

City of Green Bay

Department of Parks, Recreation & Forestry

100 N. Jefferson St., Room 510, Green Bay, WI 54301

QUOTATION REQUEST

ENGINEERING DESIGN SERVICES

TRIANGLE SPORTS AREA - STORM WATER MANAGEMENT

Due Date: April 20th, 2026: 2:00 P.M.

Date: March 24th, 2026

To: Robert E. Lee & Associates, Inc. **Attn:** Jared Schmidt, PE

From: Lindsey Larsen

Voice: 920-448-3382

Please quote **INSIDE DELIVERED** prices for materials listed below.

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	LS	Kick-off Meeting	$ 950	$ 950
1	LS	Existing Condition Review	$ 850	$ 850
1	LS	Preliminary Design	$18,000	$18,000
1	LS	Final Design	$ 3,400	$ 3,400
1	LS	Construction Administration	$ 4,650	$ 4,650
		TOTAL PROJECT COST AS DESCRIBED IN PROJECT STATEMENT AND GOALS	$27,850	$27,850

LEAD TIME: Schedule per RFQ

Robert E. Lee & Associates , Inc.	
VENDOR	**AUTHORIZED SIGNATURE**
1250 Centennial Centre Boulevard	Jared G. Schmidt, P.E., President
ADDRESS	**PRINT NAME AND TITLE**
Hobart, WI 54155	April 20, 2026
CITY STATE ZIPCODE	**DATE**
920-662-9141	920-662-9641
FAX	**PHONE**

Report to the
Parks Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Dan Ditscheit, Parks Director

AGENDA ITEM # P.5

To approve granting a 12' wide permanent utility easement to Wisconsin Public Service Corporation at Leicht Memorial Park to accommodate gas service to the new shelter.

BACKGROUND

Wisconsin Public Service is requesting a 12' permanent underground utility easement located at the southwest corner of Leicht Memorial Park to install the gas service to the new shelter that is under construction. The easement has been reviewed and approved by the Public Works Department and the Law Department.

RECOMMENDATION

To approve.

FISCAL IMPACT

None.

ATTACHMENTS

1. Easement_City of Green Bay_3489430

3344280 | **Easement**

THIS INDENTURE is made this _____ day of _____, _____, by and between **City of Green Bay, a Wisconsin municipal corporation** ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to**,** Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of Lot 1 of Certified Survey Map No. 5885 Recorded in the Brown County Register of Deeds Volume 38 of Certified Survey Maps on Page 343 as Document 1687655; **City of Green Bay, County of Brown, State of Wisconsin,** as shown on the ***Attached Exhibit "A".***

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Tax Parcel Identification Number (PIN)

5-1525-2

1. **Purpose: GAS** - The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review**: Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

9. **Indemnification**: Grantee hereby agrees to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Grantee, any contractor or subcontractor performing work on behalf of Grantee in the Easement Area, or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the Grantor, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

   Grantee shall reimburse the Grantor, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

   This indemnity provision shall survive the termination or expiration of this Easement agreement.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written

City of Green Bay, a Wisconsin municipal corporation
Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____ **City of Green Bay, a Wisconsin municipal corporation,** to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same.

Sign Name

Print Name

Notary Public, State of

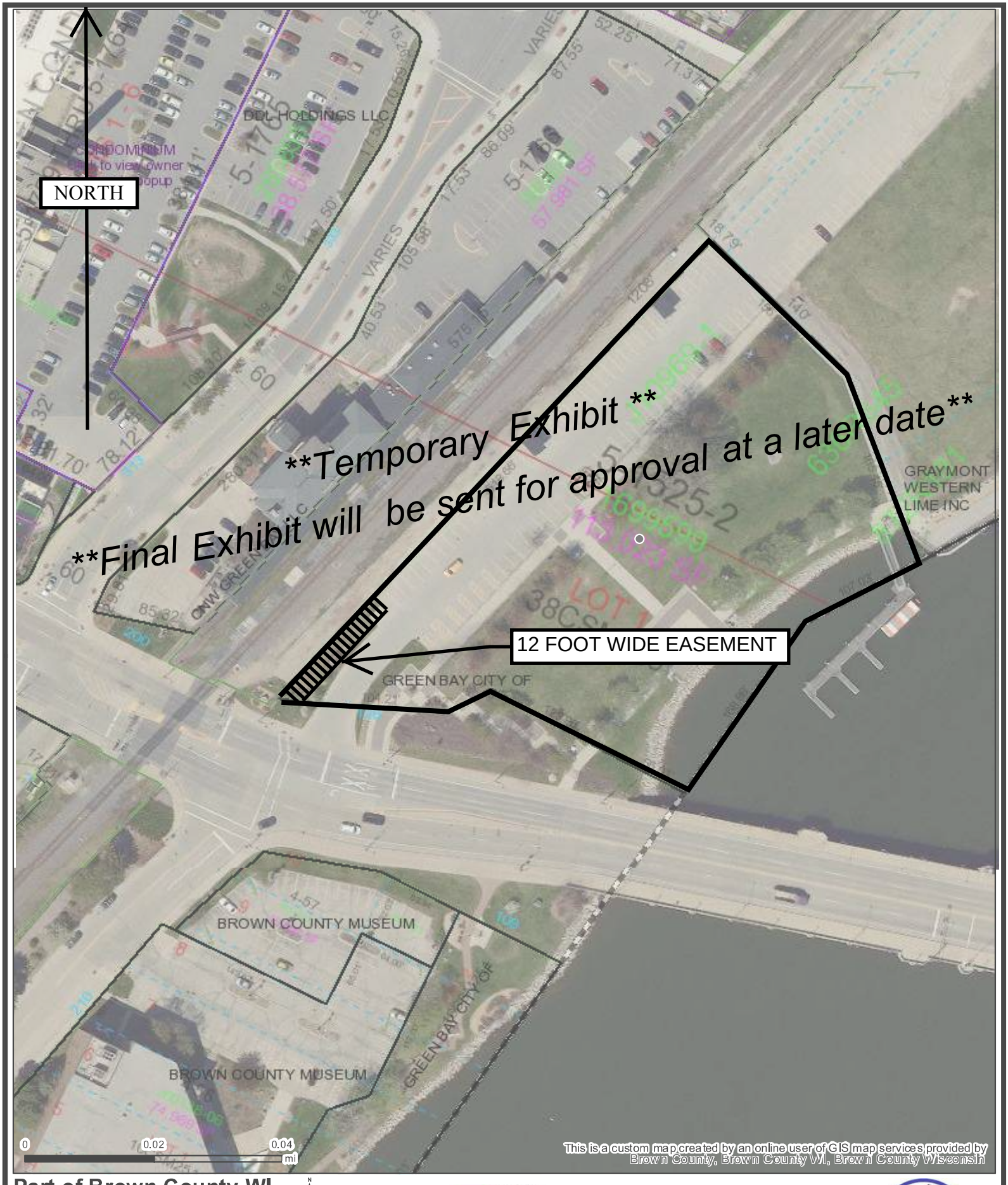
My Commission expires:

This instrument drafted by: Ashley Kohn
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1494498	WMIS-3489430	3344280	INT11-494-498

TEMPORARY EXHIBIT "A"

NOT TO SCALE
FOR REFERENCE ONLY



Part of Brown County WI

Parcel line

Report to the
Personnel Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 19, 2026	Melanie Falk, HR

AGENDA ITEM # Q.1

To approve the reclassification of the Economic Development Specialist position within the Community and Economic Development Department to a Sr. Economic Development Specialist.

BACKGROUND

The Economic Development Specialist is responsible for managing City incentive programs that facilitate urban development and investment in properties and businesses. This work includes assisting the Deputy Development Director with the management of development projects; managing City programs that facilitate downtown revitalization and brownfield redevelopment; applying for and administering major grants and funding opportunities and assisting in the creation and implementation of development agreements, incentive packages and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TID).

The Sr. Economic Development Specialist has a more autonomous role and the complexity of work differentiates this position from the ED Specialist position. Primary responsibilities of this position include managing and coordinating the City's involvement in major development projects; applying for and administering major grants; creating and implementing development agreements; providing direction and guidance to project teams, outside consultants and vendors and cultivating business networks.

While the creation and implementation of the development agreements are the primary responsibility of the Deputy Development Director, within the last 2 years, the ED Specialist has been assigned more complex projects due to a significant increase in complex economic development activity. This development activity increase is driven in part by the City's proactive efforts to address a critical housing shortage, support commercial and industrial growth and expand the tax base. As a result, more time is being spent by staff structuring deals, evaluating financial gaps, and identifying creative solutions to advance priority projects.

Over the last 2 years, the City has created 7 TIF districts and approved 15 development agreements. By comparison, only 2 TIF districts and 5 development agreements were approved in the preceding 2-year period. It should be noted that of the 15 development agreements approved within the last 2 years, the ED Specialist was the point of contact and lead for 3 of those agreements.

To maintain a high level of service and effectively manage the increased workload, it is recommended that the Economic Development Specialist be reclassified to a Sr. Economic Development Specialist. This reclassification will better position the role to lead more complex projects, support strategic economic development initiatives and ensure the City continues to respond effectively to development opportunities and community needs.

RECOMMENDATION

The Community and Economic Development Department and the Human Resources Department are requesting that the Economic Development Specialist position (Pay Grade I, $71,406-$83,970) be reclassified

to a Sr. Economic Development Specialist (Pay Grade K ($82,950-$97,594).

FISCAL IMPACT

The estimated annual cost increase of this reclassification is $4,479. This increase will be funded through available Tax Increment District revenue.

Estimated	**Economic Development Specialist Grade I, Step 7**	**Sr. Economic Development Specialist Grade O, Step 3**
Salary	$83,970	$87,859
FICA	$6,424	$6,721
WRS (General)	$6,046	$6,326
Worker's Comp	$176	$185
Health Insurance	$17,712	$17,712
Dental Insurance	$1,402	$1,402
Life Insurance	$106	$111
TOTAL COMPENSATION	**$115,836**	**$120,315**

ATTACHMENTS

1. Sr. Economic Development Specialist

JOB DESCRIPTION
City of Green Bay

Position Title:	SENIOR ECONOMIC DEVELOPMENT SPECIALIST
Department:	Community and Economic Development
Reports To:	Deputy Development Director
Position Status:	Exempt
Salary Range:	Grade K
Job Summary:	Creates an economically vibrant community by managing City initiatives and programs that facilitate urban development and investment in properties and businesses. This position requires a high degree of versatility and a working understanding of the basic principles of urban planning, downtown revitalization, brownfield redevelopment, public administration and political science.
Essential Functions:	1) Manages and coordinates City involvement in major development projects in coordination with other City departments, private developers, consultants, state and federal partners, and community stakeholders. 2) Manages City programs and initiatives focusing on property development, downtown revitalization, and brownfields. 3) Proactively seeks out, applies for, and administers major grants and loans that complement Department and City objectives, including but not limited to brownfields, business development, housing, placemaking, and public infrastructure. 4) Supports the Deputy Development Director in the creation and implementation of development agreements, incentive packages, economic development policies, and City plans for neighborhoods, districts, corridors and Tax Increment Districts (TIDs). 5) Provides direction and guidance to project teams, and outside consultants or vendors who provide project support and services for City projects. 6) Cultivates business networks by collaborating with Business Improvement Districts (BIDs) and other economic development partners. 7) Works collaboratively with staff and external partners to retain and grow City businesses, especially major employers, second-stage firms and startup companies. Strategically recruits cluster-related industries, residential developers and specialty retailers. 8) Creates maps and data visualizations. Compiles and presents information on local, state and national trends in real estate, business climate, business finance, tax policy and labor market trends. 9) Guides people through permitting processes and compliance with building and zoning codes. Responds to questions about City planning and enforcement. 10) Performs other duties as assigned.
Knowledge, Skills And Abilities	• Considerable knowledge of the principles, techniques, and objectives of economic development, urban planning, and land development concepts, especially brownfield redevelopment. Considerable knowledge of the basic principles of urban planning and design, and the tools and practices of economic

	development including incentives and public-private financial structures; Federal and state statutes; and real estate sales and financing. Knowledge of the City's economic structure and of local, state and federal loan and tax credit programs. • Working skill in the application of principles and practices of community and economic development, especially through grant writing and administration, program and project management, drafting policies, and analyzing data and preparing reports on the economy, housing, the environment, transportation and other relevant topics. • Good ability in the collection, preparation, and analysis of reports and data; financial analysis; analytical skill preparing and maintaining accurate and complete records, files and reports; and making public presentations. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors. Ability to work the required hours of the position.
Minimum Education And Experience	• Bachelor's degree in Urban Planning, Public Administration, Economics, Political Science or other closely related field. Master's degree desirable. • Three years related experience in economic development, planning, or real estate development desired. • Experience applying for and administering federal and state grants. • Experience with GIS desirable. • Experience conducting real estate market analysis desirable. • Certification through International Economic Development Council (IEDC), American Institute of Certified Planners (AICP), or similar accreditation desirable. • Valid driver's license and a good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: • Lifting up to 10 – 20 pounds. • Carrying up to 10 – 20 pounds. • Frequent standing and sitting. • Ability to focus on projects for long periods of time. • Ability to reach, stoop and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position.

_____ _____

Employee Name (please print) Date

_____

Employee Signature

Detail Summary of Projects Issued

4/1/2026 to 4/30/2026

Proj #	Address	Owner	Applicant	Fees Paid	Estimated $	Status
123819	313 DEER SHED TRAIL ..21-8554	K PARTY LLC		$1,441.00	$450,000.00	Pending
[1-101 - Residential - New - Single Family House]						
123339	1175 MATHER ST..5-1307-1	SAMUEL D CHAMPEAU		$350.00	$25,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] KITCHEN REMODEL						
123455	907 7th ST..1-262	SONJA ANDERSON		$150.00	$7,500.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] interior updates						
123534	991 HOWARD ST..3-498	KENNETH D & ANN MARIE VANIDESTINE		$225.00	$1.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] Project is a result of Case #140966 - Work done unpermitted by unlicensed contractor.						
123538	1076 SHADOW LN..1-2634	727 PROPERTIES LLC		$542.80	$60,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] CASE# 141112 PER MATT - NEED BASEMENT LAYOUT SHEET, HVAC PERMIT APP						
123564	504 N TAYLOR ST..6-1957	PACKERLAND CAPITAL PROPERTIES LLC		$275.00	$5,000.00	Payment Pending
[2-434 - Residential - Alteration - 1 -2 Family House] HOME RENOVATION, ADD MASTER BATH/ REMOVE HALF BATH. REMOVE KITCHEN WALL AND ADD NEW BEAM. REPAIR/ REPLACE DRYWALL AND UPGRADE OTHER FULL BATH/ ALL FLOORS						
123575	1737 EAST SHORE CIR..21-436-1	LEANN M & SETH M KOLLMER		$423.00	$125,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] Variance Approved ~1,628 sq ft						
123616	1735 E MASON ST..21-1297	JJJL PROPERTIES LLC		$600.00	$1,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] CASE#141130 *Double Fee*						
123617	2605 HE-NIS-RA LN..6H-2137	JUVENS & NERLY RENE		$350.00	$8,000.00	Payment Pending
[2-434 - Residential - Alteration - 1 -2 Family House]						
123625	256 S HENRY ST..21-1514-24	ROBERT J & SANDRA A GAREIS		$225.00	$18,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] *proof of pymt provided to Logan, sent permit*-LK PANEL REPLACEMENT AS WELL *NO WALLS WILL BE OPENED*						
123643	1901 BEECH TREE DR..6H-3617	ANTHONY & AMANDA FOLK		$150.00	$21,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House]						
123645	1125 BAY MIST DR..21-8409	PETER J PETERSON		$300.00	$50,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] *NOTE- RES CHECK ACCOUNTS FOR BASEMENT FINISH. NO NEED TO INSULATE*						
123646	928 COPPENS RD..18-833-G	AMBER KROKSTROM		$275.00	$3,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] BASEMENT FINISH - ADDING BEDROOM AND EGRESS WINDOW						
123653	1017 RAYMOND ST..2-1217	TAKE ACTION REALTY GROUP LLC		$550.00	$10,000.00	Pending
[2-434 - Residential - Alteration - 1 -2 Family House] INTEROIR REMODELING						
123665	1130 SHADOW LN..1-2296	JAMEY L & JENNIFER HILL		$375.00	$80,000.00	Pending

[2-434 - Residential - Alteration - 1 -2 Family House]

123719 2680 SUSSEX RD..22-1966 — TEANA J & JACKIE EREKSON JR — $100.00 — $4,000.00 — Closed

[2-434 - Residential - Alteration - 1 -2 Family House] *UPDATED SCOPE: owner called, will be doing only one egress window.*

123726 1035 CAMERON ST..6-2580 — COOPER VANDEWALLE — $275.00 — $1,000.00 — Pending

[2-434 - Residential - Alteration - 1 -2 Family House]

123742 2930 S TELEMARK CIR..6H-4012 — DAYTON R & LUKE J GREEN — $619.20 — $307,645.00 — Pending

[2-434 - Residential - Alteration - 1 -2 Family House]

123776 410 PORLIER ST..16-34 — PATRICK J DRURY — $450.00 — $5,000.00 — Pending

[2-434 - Residential - Alteration - 1 -2 Family House] KEVIN- Close out P#109917 if able on visit
COA 26-03
COA APPROVED
DOUBLE FEE

123785 855 LUKE LN..21-6367 — ROBERT F CORMIER — $150.00 — $1,000.00 — Pending

[2-434 - Residential - Alteration - 1 -2 Family House]

123835 2617 WILDFLOWER ROW..21-6263 — VLIES TERRY M & JILL A REVOCABLE TRUST — $225.00 — $65,000.00 — Pending

[2-434 - Residential - Alteration - 1 -2 Family House]

123700 2896 ST ANTHONY DR..21-283-3 — VETERANS 1ST OF NEW INC — $780.00 — $80,000.00 — Pending

[5-1 - Certificate of Occupancy- (Residential)] Refer to P#120206 for EC and Sewer (added to drag)

123722 2896 ST ANTHONY DR..21-283-3 — VETERANS 1ST OF NEW INC — $780.00 — $80,000.00 — Pending

[5-1 - Certificate of Occupancy- (Residential)] Refer to P#120206 for EC and Sewer (added to drag)
Need ACT211

123789 2896 ST ANTHONY DR..21-283-3 — VETERANS 1ST OF NEW INC — $780.00 — $100,000.00 — Pending

[5-1 - Certificate of Occupancy- (Residential)] Refer to P#120206 for EC and Sewer (added to drag)

123790 2896 ST ANTHONY DR..21-283-3 — VETERANS 1ST OF NEW INC — $780.00 — $100,000.00 — Pending

[5-1 - Certificate of Occupancy- (Residential)] Refer to P#120206 for EC and Sewer (added to drag)
Need ACT211

121933 703 COLUMBIA AV..18-1381 — CARSON R ELFE — $75.00 — $2,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)] New concrete steps and patio

123392 606 S ASHLAND AV..2-296 — BRANDON TORRES — $150.00 — $2,800.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123611 3087 NICOLET DR..22-1614 — JOHN C & BONNIE E EVANS — $75.00 — $24,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)] Remove existing patio and install new paver patio.

123614 1615 OAK LEAF DR..6H-1653 — JEFFREY R & CAROL M BORREMANS — $75.00 — $23,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123621 1163 12th AV..1-662-B — THOMAS F & BARBARA A STASZAK — $75.00 — $16,789.09 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123664 3174 WINDLAND DR..21-7116 — JUDITH K BLAJESKI REVOCABLE TRUST — $75.00 — $16,474.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)] Install Fixed 10'x 14' Pergola over existing concrete slab in black yard

123689 730 ROLLING GREEN DR..6H-2671 — BRUCE E & COLLEEN L CURTIS — $150.00 — $30,000.00 — Payment Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123704 2227 MANITOWOC RD..21-457 — CHRISTOPHER & SARAH JOHNSON — $75.00 — $10,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123723 616 MT MARY DR..21-1111-D-118 — THOMAS A & WENDY L GREENWOOD — $150.00 — $7,500.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123787 1400 14th AV..1-1428-1 — MCKINZIE M BLUEL, ETAL — $225.00 — $20,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)]

123809 1031 GOODELL ST..17-999 — RYAN D & JEAN M WUSSOW — $75.00 — $300.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)] *No Plan Needed*

123837 3586 CHURCH RD..22-2149 — JULIE & CHRIS HIGGINS — $300.00 — $10,000.00 — Pending

[7-1 - Deck, Porch, Ramp (Residential)] *Proof of payment recieved, issued permit-LK*

123550 1145 APHRODITE RD..21-5186 — GUILLERMO O QUINTANILLA — $75.00 — $16,784.00 — Pending

[11-1 - Fence (Residential)] 188 lf of 6' vinyl privacy fence, 2 gates, remove existing fence
Fence Height: 6 ft.
Material: viny;
Total Length: 188 ft.

123567 3364 SITKA ST..21-7666 — LINDA M POMMIER-ORGANISCIAK — $75.00 — $8,000.00 — Pending

[11-1 - Fence (Residential)]

123576 344 E LE CAPITAINE CIR..21-4792 — JACOB J & LAUREN R LECLOUX — $75.00 — $15,000.00 — Pending

[11-1 - Garage/Carport/Shed (residential)] 12'x24' UTILITY SHED

123598 2720 MARINER LN..22-1514 — DIANNA LEE & MAX RAYMOND MCCLURE — $75.00 — $5,912.68 — Pending

[11-1 - Fence (Residential)] Install 227 ft. of 4 ft. high black vinyl coated residential grade chain link fence along the lot lines to enclose the rear and side yard. The fence will be installed approximately 12 inches in from the lot lines.

123600 2932 SUZANNE CT..21-817-9 — JACOB R & DEVIN M VOPAL — $75.00 — $7,600.00 — Closed

[11-1 - Fence (Residential)] 6 FOOT TREATED PINE PRIVACY FENCE WITH ONE 4 FOOT WALK GATE

123601 812 COLONIAL AV..2-1295 — JEREMY LEUENBERGER — $75.00 — $1,000.00 — Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] I would like to pour a 5‘ x 30‘ concrete walkway on the south side of my garage. The area is highlighted in green in the attached photo.

123602 1310 SANDSTONE PL..6H-3544 — EMMA & DAVID LECH — $75.00 — $3,100.00 — Pending

[11-1 - Fence (Residential)] Install 83’ of 4’ tall black chain link with two 8’ wide gates.

123604 1163 12th AV..1-662-B — THOMAS F & BARBARA A STASZAK — $225.00 — $155,000.00 — Pending

[11-1 - Garage/Carport/Shed (residential)] REAR YARD ACCESSORY STRUCTURE

123610 1133 S MONROE AV..16-104 — HURCKMAN JOHN F & AMY S LIVING TRUST — $150.00 — $8,452.50 — Closed

[11-1 - Foundation Repair (Residential)]

123619 554 LARSCHEID ST..21-2678-19 — OLIVIA L & CATELYNN HEAGLE — $75.00 — $6,000.00 — Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] SUPPLY AND INSTALL APPROX. 117FT OF 4FT HIGH WHITE SILVERBELL VINYL FENCE WITH 2-4FT SINGLE GATES. ALL
POSTS HAVE STEEL MASTER SLEEVES DRIVEN 4FT. DEEP INTO THE GROUND.
PRICE IS GOOD FOR 2 WEEKS; AFTER 2 WEEKS, PLEASE CONTACT OUR OFFICE.

123622 224 ALPINE DR..21-3325 — DONALD R & LINDA L EGGEBRECHT — $75.00 — $4,200.00 — Closed

[11-1 - Garage/Carport/Shed (residential)]

123638 2350 VAN BEEK RD..21-3504 — DAVID GLENN ADAMSON — $75.00 — $18,700.00 — Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] Remove old concrete driveway, garage floor, small walkway, and front steps. Pour new concrete driveway, garage floor, small walkway, and small pad under new stairs per the original dimensions. Concrete 4.5" deep. New wood front stairs NOT attached to the home. Small retaining wall - left of stairs.

123650 610 W CONSERVANCY CT..21-3733 — JOHN R LAWLER, ETAL — $150.00 — $10,000.00 — Pending

[11-1 - Garage/Carport/Shed (residential)]

123651 515 W EAGLE TERR..6H-2652 | PATRICIA R & RICK J SHERMAN | $75.00 | $7,350.00 | Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] *CHECK AT THE FRONT*

123663 1217 BIEMERET ST..1-1994 | ALEX A SCHUESSLER | $75.00 | $5,000.00 | Pending

[11-1 - Garage/Carport/Shed (residential)] Building a 10x12 designed by/materials from First Source Builders(De Pere). Siding will match house. Walls will be made of 2x4s & wall heights of 8ft. Roof pitch = 6/12. Will have a garage door on front about 8x7ft. Concrete slab will be 4 inches think with 1/2inch (#4) rebar every 18inches.

123667 1226 LOCH DR..6-634 | JANET M KAZIK REVOCABLE LIVING TRUST | $75.00 | $7,000.00 | Closed

[11-1 - Fence (Residential)] 4 foot vinyl Fence

123669 1502 13th AV..1-1699 | JULIE A & MARK L FRIEDMAN | $75.00 | $7,000.00 | Closed

[11-1 - Driveway Replacement and/or Expansion (Residential)] Replace existing driveway and add 1 foot on each side. I just got a huge ticket for my tire being a few inches on my grass so I don't think 1 foot is too much to ask for.

123673 2680 NICOLET DR..22-170-5 | BLUE BADGER HOLDINGS LLC | $200.00 | $15,000.00 | Pending

[11-1 - Garage/Carport/Shed (residential)]

123676 2991 WEST POINT RD..6H-1216-5 | BRENDA L BRUNETTE, ETAL | $225.00 | $15,000.00 | Pending

[11-1 - Garage/Carport/Shed (residential)]

123677 1447-1449 BOND ST..6-1863-11 | TAO & SHOU H KONG, ETAL | $75.00 | $7,000.00 | Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)]

123681 2320 MANITOWOC RD..21-132-5 | K&EM INVESTMENTS LLC | $75.00 | $10,000.00 | Pending

[11-1 - Fence (Residential)]

123683 2066 SOUTH POINT RD..6H-1209-1 | MARK J & TINA M DURY REVOCABLE TRUST | $75.00 | $10,000.00 | Payment Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)]

123686 1498 DOUSMAN ST..6-92-B | TIN & THI NGUYEN | $75.00 | $8,000.00 | Closed

[11-1 - Driveway Replacement and/or Expansion (Residential)]

123687 3404 BAY HIGHLANDS DR..21-5505 | LEE XIONG | $75.00 | $4,500.00 | Pending

[11-1 - Garage/Carport/Shed (residential)]

123690 219 LAU ST..21-1800 | STACEY & PATRICK CALLAHAN | $75.00 | $2,600.00 | Payment Pending

[11-1 - Patio, Walkway (Residential)]

123691 1523 7th ST..6-519 | JOSEPH V JACKSON | $75.00 | $10,545.50 | Closed

[11-1 - Driveway Replacement and/or Expansion (Residential)] remove and replace existing concrete driveway, sidewalk and city apron

123701 1492 LANGLADE AV..6-1220 | DONALD L YOUNISS | $75.00 | $5,780.00 | Closed

[11-1 - Foundation Repair (Residential)]

123702 1420 12th AV..1-1681 | DANIEL A & WENDY S SAARI | $75.00 | $650.00 | Closed

[11-1 - Fence (Residential)] Complete fencing along lot line to close in backyard with solid wood privacy fence

123703 516 N TAYLOR ST..6-1959 | RYAN W & MARCIE A KYLLONEN | $75.00 | $5,000.00 | Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] Widen Driveway

123706 3321 PAULA ST..22-2170 | ANDREI & DIMITRIYA GUDUMAC | $75.00 | $7,150.00 | Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] Driveway Extension 14x40

123707 1008 KLAUS ST..20-155 | ALFONSO GUZMAN CANDELAS | $75.00 | $2,500.00 | Pending

[11-1 - Driveway Replacement and/or Expansion (Residential)] Driveway Extension 11x 24

123711 1235 DIVISION ST..5-652-B — TONI M ROZEK — $150.00 — $3,241.35 — Closed
[11-1 - Foundation Repair (Residential)]

123715 1678 KENNEDY DR..6-2727 — RUTH ANN REIM — $150.00 — $22,008.00 — Closed
[11-1 - Foundation Repair (Residential)]

123727 1093 ST. PAUL ST..2-772-A — DOUGLAS L HANSEL — $75.00 — $2,000.00 — Pending
[11-1 - Fence (Residential)]

123729 1211 9th ST..1-421-A — DANIEL G MALONEY — $75.00 — $4,920.00 — Pending
[11-1 - Fence (Residential)]

123730 1310 CREEKSIDE LN..21-5574 — MATTHEW T & DANIELLE J STENCIL — $75.00 — $5,500.00 — Pending
[11-1 - Patio, Walkway (Residential)]

123754 800 MEACHAM ST..2-1299 — BRIAN D CASSIDY — $150.00 — $62,500.00 — Pending
[11-1 - Garage/Carport/Shed (residential)]

123755 600 COUNTRY CLUB RD..6H-2463 — BROOKE & THOMAS MARONEK — $75.00 — $9,500.00 — Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)] 18x18 Patio to be poured between garage and deck, replacement of driveway in front of garage and extension 8' wide along side garage.

123765 706 S NORWOOD AV..2-403 — JARRON M & KATELYNN E MCKEEFRY — $200.00 — $17,000.00 — Pending
[11-1 - Garage/Carport/Shed (residential)]

123771 2021 OAKDALE AV..21-2357 — ASHLEY J & JOSE O GONZALEZ — $150.00 — $125,502.35 — Pending
[11-1 - Foundation Repair (Residential)]

123786 139 CLEVELAND ST..3-184 — VICKI J & ALFRED H MCALLISTER — $75.00 — $9,000.00 — Pending
[11-1 - Fence (Residential)]

123793 2429 PECAN ST..21-3101 — CAROL J & JOSEPH V BIESE — $75.00 — $7,500.00 — Pending
[11-1 - Driveway Replacement and/or Expansion (Residential)] Replace existing cracked garage floor ONLY. NO PLAN NEEDED-LK

123808 1119 12th AV..1-256 — COVER RENTALS LLC — $75.00 — $1.00 — Pending
[11-1 - Z - Misc Project Not Listed (Resiential)]

123818 830 7th ST..1-471 — JACOB R CHAMBERS — $75.00 — $1,000.00 — Pending
[11-1 - Fence (Residential)] 6 FT WOOD PRIVACY FENCE

123824 1853 DECKNER AV..21-1223-1 — JANET L PHILLIPS — $150.00 — $1.00 — Pending
[11-1 - Foundation Repair (Residential)]

123828 235 NEWHALL ST..19-273 — EBONY NICOLE & WAYNE LEE NIMROD — $75.00 — $5,500.00 — Pending
[11-1 - Fence (Residential)] Backyard fence

123843 1622 LOUISE ST..21-1334-11 — KEVIN EUDIN & EFRAIN SANTIAGO — $75.00 — $1,200.00 — Pending
[11-1 - Patio, Walkway (Residential)]

123844 538 ROBERT LN..21-3388 — RICHARD R & SUSAN G LAURENT — $150.00 — $28,920.00 — Pending
[11-1 - Foundation Repair (Residential)]

123424 1165 S HINKLE ..6H-1089 — GB HMC WEST MASON LLC — $12,863.48 — $3,821,778.00 — Pending

[30-434 - Commercial - Alteration - Multi-Family of 3 or more units]

123425 1153 S HINKLE..6H-1089 — GB HMC WEST MASON LLC — $4,829.40 — $3,821,778.00 — Pending

[30-434 - Commercial - Alteration - Multi-Family of 3 or more units]

123426 1161 S HINKLE ..6H-1089 — GB HMC WEST MASON LLC — $12,863.48 — $3,821,778.00 — Pending

[30-434 - Commercial - Alteration - Multi-Family of 3 or more units]

121961 2540 UNIVERSITY AV..21-301 — UHAGB LLC — $1,632.00 — $200,000.00 — Pending

[31-329 - Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).] PARK AREA / THE YARD @ ELEVATE
*EXT PLMB & PAVILION PLANS NEEDED
*PROVIDE PHOTOMETRICS FOR SITE LIGHTING PRIOR TO INSTALLING
$ 500 SW Review Fee
$ 5,000 SWB PD

123175 825 N WEBSTER AV..7-429 — MANDOLIN FOUNDATION LTD — $3,542.68 — $10,623.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123304 1505 GATEWOOD ST..1-1396-G — GREEN BAY CITY OF — $21,865.98 — $1,500,000.00 — Pending

[31-437 - Commercial - Addition - Non-Residence, Non-housekeeping] $ 500 SW Fee
$ 5,000 SWB PD
EC APPROVED 3/24/26

123306 105 S BUCHANAN ST..3-215 — GREEN BAY AREA PUBLIC SCHOOL DISTRICT LINCOLN — $5,922.89 — $492,628.00 — Pending

[31-437 - Commercial - Addition - Non-Residence, Non-housekeeping] $500 SW Fee
$5,000 SWB
No Scheduling Until They Get Permits

123562 519 S ONEIDA ST..2-988 — GREEN BAY CITY OF — $0.00 — $100,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] DRONE AS FIRST RESPONDER FOR POLICE DEPT

123563 1820 MILLS ST..21-1223 — CITY OF GREEN BAY — $0.00 — $100,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping] DRONE AS FIRST RESPONDER FOR POLICE DEPT

123566 2740 W MASON ST..6H-1752 — NORTHEAST WISCONSIN TECHNICAL COLLEGE — $8,825.80 — $2,400,000.00 — Payment Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123574 320 N BROADWAY , Unit: SUITE 250..5-1759 — DDL HOLDINGS LLC — $749.10 — $95,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123608 600 N IRWIN AV..8-256 — GREEN BAY AREA PUBLIC SCHOOL DISTRICT NICOLET — $985.96 — $415,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123623 2200 LARSEN RD..6H-1074 — GBCRE IV LLC — $100.00 — $10,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123627 803 KLAUS ST..20-289-1 — COCINA LATINA LLC — $100.00 — $500.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123773 501 EASTMAN AV..20-123 — PROCTER & GAMBLE PAPER PRODUCTS CO — $500.00 — $225,000.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

123795 2430 E MASON ST..21-126-11 — GREEN BAY DROPCO LLC — $100.00 — $691,390.00 — Pending

[31-434 - Commercial - Alteration - Non-Residence, Non-Housekeeping]

121260 1621 MAIN ST ..21-2005-1 — CTM INVESTMENTS LLC — $1,217.87 — $190,000.00 — Pending

[34-1 - Parking Lot/Driveway - Alteration (Commerical)] $ 500 SW Fee
$ 5,000 SWB
EC APPROVED 7/29/25

122807 1330 CROOKS ST..17-381 — JEM PROPERTIES AND INVESTMENTS LLC ETAL — $100.00 — $6,500.00 — Pending

[34-649 - Raze- Building or Structure (Commercial)] CASE#139446
Note- this is technically commercial

123114	1920 BASTEN ST..21-1217-8	LIVING ZEN LLC	$100.00	$10,000.00	Closed

[34-1 - Window, Door - Replacement (Commercial)] CASE#140741

123137	1730 BADGER ST..6-698	AUTUMN PROPERTY RENTALS LLC	$100.00	$2,000.00	Pending

[34-1 - Z - Misc Project Not Listed (Commercial)] CASE# 140453

123164	1639 DECKNER AV..21-1958-1	EAST GREEN BAY PROPERTIES LLC	$660.00	$3,000.00	Pending

[34-1 - Change of Use (Commercial)]

123368	2230 MAIN ST, SUITE B ..21-457-6	WEICHMAN LLC THE	$225.00	$15,000.00	Closed

[34-1 - Change of Use (Commercial)]

123442	207 COUNTRY CLUB RD..6H-1072	ONEIDA GOLF & COUNTRY CLUB INC	$100.00	$1.00	Pending

[34-1 - Temporary Office/Trailer/Event (Commercial)] TEMPORARY CAMP OGCC
JUNE 15, 2026 - AUGUST 14, 2026

123478	WASHINGTON ST..12-185	205 DOTY LLC	$100.00	$0.00	Payment Pending

[34-1 - Temporary Office/Trailer/Event (Commercial)]

123544	1110-1112 MORAINE WAY..6-2790	AHORN 8 LLC ETAL	$225.00	$15,000.00	Payment Pending

[34-1 - Window, Door - Replacement (Commercial)]

123546	311 S JEFFERSON ST..13-123	ERIC R WIMBERGER	$100.00	$2,000.00	Pending

[34-1 - Fence (Commercial)]

123605	1100 WEISE ST..20-356	YEE'S AUTO CENTER LLC	$100.00	$29,000.00	Payment Pending

[34-1 - Siding (Commercial)]

123631	221 S VAN BUREN ST..14-738	TIMOTHY E JOSEPHS	$100.00	$4,316.99	Payment Pending

[34-1 - Fence (Commercial)] Replace @60' of damaged fence in between existing fence sections; New fence is 6' high solid board installed on driven steel posts; To include NO gates;

123674	2275 CENTURY RD..6H-1074	GBCRE IV LLC	$550.00	$900,000.00	Pending

[34-649 - Raze- Building or Structure (Commercial)] EC APPROVED 4/9/26

123684	1637 JANICE AV ..6-199-B-1	WHPC VILLA WEST GREEN BAY LLC	$100.00	$131,690.00	Pending

[34-1 - Roofing (Commercial)]

123693	3551 FINGER RD..21-16-1-4	FONFEREK HOLDINGS LLC	$200.00	$500.00	Pending

[34-1 - Temporary Office/Trailer/Event (Commercial)] TENT Pearly Gates Bar & Grill
7/9/26-7/12/26

123709	1632 VERNON CT..6-199-B	WHPC VILLA WEST GREEN BAY LLC	$100.00	$131,690.00	Pending

[34-1 - Roofing (Commercial)]

123718	1530 W MASON ST..6-147	MFH REAL ESTATE LLC	$100.00	$21,606.00	Pending

[34-1 - Roofing (Commercial)] REMOVE 20FT SECTION OF ROOF TO REMOVE CREMATION MACHINE AND REINSTALL ROOF WITH FASTNERS AND NEW ROOFING

121643	827 ROY AV..18-1404	SHERRIL BAIERL	$50.00	$4,100.00	Closed

[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123450	218 S BUCHANAN ST..3-1175-N	MICHELLE LAABS	$75.00	$1,500.00	Pending

[40-55 - Electrical Service - Repair (Residential)]

123522 617 BODART ST..11-53 — JILLS BAR INC — $400.00 — $300.00 — Closed
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123531 2524 OAKWOOD DR..6H-1223-G — JANE E KEEHAN — $75.00 — $1,500.00 — Pending
[40-55 - Electrical Service - Repair (Residential)]

123542 2416 W MASON ST..6H-1108-4 — HILGENBERG & ASSOC INC — $100.00 — $7,000.00 — Pending
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123618 1280 CHICAGO ST..14-1235 — JASON SMITH — $75.00 — $2,425.00 — Closed
[40-53 - Electrical Service - Change (Residential)]

123620 911 13th AV..2-808 — AMY K & ERIC J SANDER — $75.00 — $3,000.00 — Payment Pending
[40-53 - Electrical Service - Change (Residential)] OH TO OH 120/240 100AMPS TO 200AMPS

123626 1136 WILSON AV..18-226 — MICHAEL S LUEDTKE — $75.00 — $10,000.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123635 1212 LIBERTY ST..1-2529 — SCOTT B KRUEGER — $75.00 — $2,000.00 — Closed
[40-55 - Electrical Service - Repair (Residential)]

123636 1396 NELSON ST..6-1135 — JED J LAFORTUNE — $75.00 — $1,000.00 — Closed
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123639 201 S BROADWAY..3-314 — 201 BUILDING LLC — $100.00 — $3,500.00 — Payment Pending
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123641 1031-1037 IRENE ST..21-2678-G-11 — THOMAS D & PATRICIA M JOHNSON — $75.00 — $2,500.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] PAYMENT RECEIVED

123642 800 JAMES ST..18-660 — BLANCA MONICA CARDENAS MESCUA — $75.00 — $1,980.00 — Closed
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123649 2078 SANDALWOOD CT..6H-2513 — PRADEEP BANGALORE PRAKASH — $75.00 — $6,617.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123656 490-498 ST. BERNARD DR..21-2475-D-4 — LARI J & SHARON A WAGNITZ — $75.00 — $5,000.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] PAYMENT MADE

123659 223 N WASHINGTON ST..12-13 — WIDMER PROPERTIES LLC — $100.00 — $100.00 — Closed
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123670 823 ROY AV..18-1405 — NICOLE A CONRAD — $75.00 — $1,300.00 — Closed
[40-55 - Electrical Service - Repair (Residential)]

123675 1128 ST. GEORGE ST..20-44-1 — RUESCH MANAGEMENT SYSTEMS LLC — $75.00 — $1,300.00 — Closed
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)] CASE#140705

123694 1011 LAVERNE DR..21-1111-D-146 — CLAUDETT Y DELEON — $75.00 — $810.95 — Pending
[40-55 - Electrical Service - Repair (Residential)]

123743 1619 OAK LEAF DR..6H-1652 — PAULA R YATCHAK — $75.00 — $1,000.00 — Closed
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123746 1473 FARLIN AV..19-19 — LUCKY DOG INVESTMENTS LLC — $75.00 — $900.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123763 909 S GRANDVIEW RD..21-192 — RENTMEESTER ANTOINETTE L REVOCABLE TRUST — $75.00 — $1,152.35 — Pending
[40-55 - Electrical Service - Repair (Residential)] DRIVE 2 GROUND RODS FOR SUBPANEL, ADD 2 GFCI IN BARN AND ADD 2 BUBBLE COVERS

123781 1154 11th AV..1-659-1 — JOHN H SANTEE — $75.00 — $1,000.95 — Pending
[40-55 - Electrical Service - Repair (Residential)]

123799 1001 S ONEIDA ST..1-1842 — ROBERT R & LYNN M KAUFMAN — $150.00 — $13,074.00 — Pending
[40-57 - Electrical Wiring (Misc., Alteration, Repair) (Residential)]

123810 330 S JEFFERSON ST..13-70 — GREEN BAY CITY OF — $0.00 — $5,090.00 — Pending
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123813 2976 ALBERT DR..21-1111-D-178 — JOHN B MURPHY — $75.00 — $2,200.00 — Pending
[40-53 - Electrical Service - Change (Residential)]

123822 211 N MAPLE AV..4-110 — SAINT PATRICKS CONGREGATION — $100.00 — $5,418.00 — Pending
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123826 1400 N BAIRD ST..21-1198-6 — NBE GREEN BAY LLC — $75.00 — $2,000.00 — Pending
[40-53 - Electrical Service - Change (Residential)]

123842 2919 ST. ANTHONY DR..21-275-1-10 — MORAINE RIDGE REAL ESTATE LLC — $100.00 — $2,000.00 — Pending
[40-56 - Electrical Wiring (Misc., Alteration, Repair) (Commercial)]

123857 1275 RIDGEDALE CT..1-2023 — JOSHUA & SARAH BESAW — $75.00 — $3,275.00 — Pending
[40-53 - Electrical Service - Change (Residential)]

123880 1113 CHICAGO ST..14-1057 — KATHLEEN E VANDENBRANDEN — $75.00 — $2,500.00 — Pending
[40-53 - Electrical Service - Change (Residential)]

123609 1167 RALEIGH ST..1-2489 — MARIE A & FEDERICO A SOTILLO — $75.00 — $18,834.00 — Pending
[50-49 - Repair/Alter Existing HVAC System (Residential)] Replaced (1) 45,000 BTU furnace and install full ducting from furnace to accomodate 800 CFM of air volume.

123615 512 ETHEL AV..5-816 — DENIS LIEBERGEN — $75.00 — $5,466.00 — Closed
[50-45 - Heating Unit Only (Residential)]

123628 1626 BIEMERET ST..6-2350 — SUE & XUE XIONG — $75.00 — $6,000.00 — Pending
[50-45 - Heating Unit Only (Residential)]

123629 1816 OAKDALE AV..21-1865 — ESPERANZA & JOSE ABELLA — $75.00 — $4,000.00 — Closed
[50-45 - Heating Unit Only (Residential)]

123632 225 N MAPLE AV..4-108 — NEIGHBORHOOD HOUSING SERVICES OF GREEN BAY INC — $75.00 — $3,675.00 — Closed
[50-45 - Heating Unit Only (Residential)]

123633 340 S MONROE AV..13-153 — WARREN FAMILY FUNERAL HOMES INC — $100.00 — $11,342.00 — Pending
[50-42 - Mini Split System (Commercial)] Replaced (1) 1.5 Ton heat pump with (2) indoor highwall cassettes.

123654 458 BRETCOE DR..21-1139 — VICTORIA G & MICHAEL G MARR — $75.00 — $13,196.00 — Closed
[50-41 - AC Unit Only (Residential)] INSTALL MINI SPLIT

123655 544 LA PLANT ST..21-2144-17 — GREGORY G & MELISSA A PAGEL — $75.00 — $13,136.00 — Closed

[50-43 - Heating and Air Conditioning Units (Residential)] REPLACE FURNACE & AC

123660 3071 SANDIA DR..6H-2723 — RICKY & DEBRA A LAMBERT — $75.00 — $8,900.00 — Pending
[50-43 - Heating and Air Conditioning Units (Residential)]

123661 2624 VAN BEEK RD..21-5201 — KIP A EFFA, ETAL — $75.00 — $6,244.00 — Closed
[50-45 - Heating Unit Only (Residential)] Replaced (1) 70,000 BTU furnace

123662 1508 S RIDGE RD..6-303-D — CHANTELLE N & NICHOLAS H HILL — $75.00 — $13,000.00 — Closed
[50-43 - Heating and Air Conditioning Units (Residential)] Remove and replace the Furnace and AC at this location

123666 1000 KEPLER DR ..21-153 — & B & G REALTY LLC — $125.00 — $4,314.00 — Closed
[50-44 - Heating Unit Only (Commercial)]

123732 1754 OAKDALE AV..21-2300 — DUSTIN C & MYRA S ONESTI — $75.00 — $6,659.00 — Pending
[50-41 - AC Unit Only (Residential)] Install (1) new 1.5 Ton air conditioning unit.

123734 1808 UNIVERSITY AV..21-2242 — EVERARDO & IRENE CURIEL — $200.00 — $42,000.00 — Payment Pending
[50-4 - Repair/Alter Existing HVAC System (Commercial)]

123737 1633 9th ST..6-210-A-2 — ROBERT A & EMILY E BUFFINGTON — $75.00 — $7,198.00 — Pending
[50-45 - Heating Unit Only (Residential)]

123738 1128 14th AV..1-1467 — DANIELLE F DALE — $75.00 — $13,679.00 — Pending
[50-43 - Heating and Air Conditioning Units (Residential)]

123751 707 JAMES ST..5-7 — JANDRAIN RENTALS LLC — $75.00 — $6,000.00 — Pending
[50-45 - Heating Unit Only (Residential)] Remove and replace the Furnace at this location

123770 1430 CASS ST..17-761-A — MOLLY M & JAMAAL M MCDERMOTT — $75.00 — $7,139.00 — Pending
[50-45 - Heating Unit Only (Residential)]

123777 609 CHICAGO ST..14-400 — HARLEY J & DANIEL & CHEDOMIR R JACKSON — $75.00 — $9,115.00 — Pending
[50-41 - AC Unit Only (Residential)] Replaced (1) 2 Ton air conditioner

123779 1851 ST. AGNES DR..6-2904 — STEVEN J & JUDITH A PETERS — $75.00 — $12,596.00 — Pending
[50-43 - Heating and Air Conditioning Units (Residential)] Remove and replace the Furnace and AC at this location

123780 1506 CARROLL AV..1-1405-B-1 — LEANN M PAULOS — $75.00 — $7,762.00 — Pending
[50-45 - Heating Unit Only (Residential)] REPLACE FURNACE

123788 1014 VANDERBRAAK ST..20-256 — ROBERT M & TINA M MEYER — $75.00 — $7,483.00 — Pending
[50-45 - Heating Unit Only (Residential)] Replaced (1) 70,000 BTU furnace and chimney liner.

123792 425 S VAN BUREN ST..14-778 — JESSICA A BERNARDE, ETAL — $75.00 — $13,000.00 — Pending
[50-43 - Heating and Air Conditioning Units (Residential)] Remove and replace the Furnace and AC at this location

123801 907 PARK ST..18-1236 — KAITLIN SOLESKI — $75.00 — $5,000.00 — Pending
[50-45 - Heating Unit Only (Residential)]

123802 1163 PORLIER ST..17-114 — COE B GLEFFE — $75.00 — $3,000.00 — Pending
[50-45 - Heating Unit Only (Residential)]

123817 1430 E WALNUT ..17-1109 — GREEN BAY CITY OF PARK JOANNES — $0.00 — $107,000.00 — Pending

[50-44 - Heating Unit Only (Commercial)]

123821 1109 SHEA AV..18-60 — SARAH SCOTT — $75.00 — $6,600.00 — Pending

[50-41 - AC Unit Only (Residential)] REPLACE AC

123823 930 LUKE LN..21-6372 — CARLA M & LAWRENCE T LOBERGER — $75.00 — $6,903.00 — Pending

[50-45 - Heating Unit Only (Residential)] REPLACE FURNACE

123845 2961 EMMALANE DR..21-817-18 — KEVIN T HOLUM, ETAL — $75.00 — $7,166.80 — Pending

[50-41 - AC Unit Only (Residential)] Replaced (1) 2 Ton air conditioner

123853 2829 OGDAN WOODS DR..6H-1206-3-1 — LUKE & KACIE HOCKERS — $75.00 — $8,295.00 — Pending

[50-41 - AC Unit Only (Residential)] Replaced (1) 3.5 Ton air conditioner

123580 625 VICTORIA CT..21-8290 — COISMAN INVESTMENTS LLC — $50.00 — $5,000.00 — Payment Pending

[60-31 - Sanitary Sewers - Connection/Repair (Residential)]

123585 1545 KIMBALL ST..8-508 — RONALD R KOTTNITZ, ETAL — $75.00 — $16,705.00 — Closed

[60-25 - Repair/Alter Existing Plumbing System (Residential)] This project has been inspected and approved/ please close project once payment has been processed.

123612 1332 WESTERN AV..3-814-A — JANDRAIN RENTALS LLC — $75.00 — $5,170.00 — Closed

[60-25 - Repair/Alter Existing Plumbing System (Residential)]

123613 1065 VELP AV..18-800-7 — CAPITAL CREDIT UNION — $50.00 — $8,000.00 — Pending

[60-30 - Sanitary Sewers - Connection/Repair (Commercial)]

123630 1821 12th AV..1-1292-C — ROBIN L & DURAN A GOMEZ — $75.00 — $1,053.00 — Closed

[60-25 - Tub to Shower (Residential)]

123640 329 S CLAY ST..14-1021 — PICKARD PROPERTIES LLC — $75.00 — $1,000.00 — Closed

[60-25 - Repair/Alter Existing Plumbing System (Residential)]

123647 1133 S JACKSON ST..16-229 — MELISSA MELOTTE — $50.00 — $5,245.00 — Closed

[60-29 - Water Service - Connection/Repair (Residential)]

123648 152 N MAPLE AV..4-167 — BARBARA J BONFIELD — $50.00 — $4,095.00 — Closed

[60-29 - Water Service - Connection/Repair (Residential)]

123652 621 ROY AV..5-796 — RUBENS LLC — $1,200.00 — $4,420.00 — Pending

[60-33 - Storm Sewers - Connection/Repair (Residential)] CASE# 140921

123696 826 S MAPLE AV..2-244 — RACHEL A CHARLES — $1,200.00 — $1,800.00 — Pending

[60-33 - Storm Sewers - Connection/Repair (Residential)] HOOKING UP SUMP PUMP TO SIDEWALK. NEW STORM SEWER COMING IN.

123721 210 S MAPLE AV..3-389 — NEXT LEVEL PROPERTIES LLC — $50.00 — $3,000.00 — Pending

[60-33 - Storm Sewers - Connection/Repair (Residential)]

123733 927 MEACHAM ST..2-1240 — MANUEL ROMO — $75.00 — $3,032.00 — Closed

[60-25 - Repair/Alter Existing Plumbing System (Residential)]

123744 511 NORTHERN AV..5-294 — SALLY J GREELY — $1,200.00 — $2,500.00 — Pending

[60-31 - Sanitary Sewers - Connection/Repair (Residential)]

123745 1121 13th AV..1-698 — DAVID LEE ARENDT — $75.00 — $2,200.00 — Closed

[60-25 - Repair/Alter Existing Plumbing System (Residential)]

123747 2757 LAFAYETTE DR..6H-3336	LARRY M & JANE M THOMAS	$75.00	$6,439.56	Closed
[60-25 - Tub to Shower (Residential)]				
123753 1718 PREBLE AV..19-371	JOSE & CLAUDIA GARZA	$50.00	$4,925.00	Pending
[60-29 - Water Service - Connection/Repair (Residential)]				
123775 1506 TRAEGER ST..6-1181	JOSEPH MCGARRY III & MARIE E MCGARRY REVOCABLE TRUST	$50.00	$19,000.00	Pending
[60-25 - Repair/Alter Existing Plumbing System (Residential)]				
123778 1030 GOODELL ST..17-680	TINA M JAWORSKI	$50.00	$11,976.00	Closed
[60-27 - Water Heater (Residential)]				
123782 819 WILSON AV..18-336	ERIC E PETERSON	$75.00	$3,396.00	Closed
[60-25 - Repair/Alter Existing Plumbing System (Residential)]				
123784 1513 SPENCE ST..1-2615	PAULA J & RICHARD M CORTI	$75.00	$17,000.00	Pending
[60-25 - Repair/Alter Existing Plumbing System (Residential)]				
123794 1272 LAWE ST..17-334	KATHERINE M BERGER	$75.00	$9,980.00	Pending
[60-25 - Repair/Alter Existing Plumbing System (Residential)]				
123798 548 LARSCHEID ST..21-2678-20	COLLEEN M JORDAN	$50.00	$7,297.00	Pending
[60-27 - Water Heater (Residential)]				
123800 3086 PAR CT..6H-3119	TIMOTHY J & MELISSA L SCHOLL	$50.00	$2,328.00	Pending
[60-27 - Water Heater (Residential)]				
123804 2583 NICOLET DR..22-1084	JENIFER ANN KRUEGER	$50.00	$4,004.76	Closed
[60-27 - Water Heater (Residential)]				
123806 933 LINCOLN ST..18-110	IMPACT INVESTMENTS LLC	$75.00	$3,400.00	Closed
[60-25 - Repair/Alter Existing Plumbing System (Residential)]				
123846 897 S MILITARY AVE..6-3054	NORTH SHORE BANK	$100.00	$15,000.00	Pending
[60-36 - Lawn Sprinklers (Commercial)]				
123476 1505 GATEWOOD ST..1-1396-G	GREEN BAY CITY OF	$120.81	$38,000.00	Pending
[70-1 - Signs - Permanent] BRANDING MONUMENT SIGN WITH EMC CABINET				
123483 205 N FISK ST..6-101	GREEN BAY AREA PUBLIC SCHOOL DISTRICT CHAPPELL	$117.00	$39,000.00	Pending
[70-1 - Signs - Permanent] MONUMENT BRANDING SIGN WITH EMC BOARD APPROXIMATELY 54 SQ FT				
123671 142 N BROADWAY ..4-154	LORENZEN HOLDINGS LLC	$94.00	$5,705.00	Pending
[70-1 - Signs - Permanent] APPROXIMATELY 8 SQ FT ILLUMINATED PROJECTION SIGN OVER FRONT ENTRANCE				
123679 339 S BROADWAY..3-563-1	GUPPO LLC	$94.00	$5,310.00	Pending
[70-1 - Signs - Permanent] BLADE ILLUMINATED PROJECTING SIGN OVER FRONT ENTRANCE. APPROXIMATELY 8 SQ FT				
123692 2122 ANGIE AV..20-694	MCDONALD LUMBER CO	$205.00	$10,700.00	Pending
[70-1 - Signs - Permanent] 2 - ILLUMINATED WALL SIGNS 100 SQ FT, 50 SQ FT				
123714 508 ELIZABETH ST..21-1992	GENERAL MILLS OPERATIONS LLC	$298.00	$7,000.00	Pending
[70-1 - Signs - Permanent] MULTIPLE WALL AND PYLON SIGNS FOR TRAFFIC AND BRANDING				
123720 2981 VOYAGER DR..21-7859	BOS PROFESSIONAL LLC	$106.34	$22,542.00	Pending

[70-1 - Signs - Permanent] LIGHTED MONUMENT SIGN APPROXIMATELY 33 SQ FT

123757	221 CHERRY ST..12-112	NOVA GB SPE LLC	$200.88	$19,000.00	Pending

[70-1 - Signs - Permanent] 2 WALL SIGNS APPROXIMATELY 25 SQ FT TOTAL AND 1 CANOPY SIGN 37 SQ FT

123759	1808 UNIVERSITY AV..21-2242	EVERARDO & IRENE CURIEL	$135.00	$100.00	Pending

[70-1 - Signs - Permanent] REPLACE PYLON SIGN FACING WITH NEW BUSINESS BRANDING APPROX 99 SQ FT

Totals:	214 projects	$108,050.67	$22,428,475.83	

Summary of Projects Issued

4/1/2026 to 4/30/2026

Class of Work	Proj	Site	Plan	Bldg	Elec	HVAC	Plbg	EC	Fees Paid	Estimated Cost
1 Residential - New - Single Family House	1	1	2	1	1	1	1	1	$1,441.00	$450,000.00
2 Residential - Alteration - 1 -2 Family House	20	2	9	20	19	10	14	0	$6,610.00	$797,146.00
5 Certificate of Occupancy- (Residential)	4	4	4	4	4	4	4	4	$3,120.00	$360,000.00
7 Deck, Porch, Ramp (Residential)	12	1	1	12	1	0	0	0	$1,500.00	$162,863.09
11 Driveway Replacement and/or Expansion (Residential)	14	0	0	14	0	0	0	0	$1,050.00	$107,245.50
11 Fence (Residential)	13	0	0	13	0	0	0	0	$975.00	$81,466.68
11 Foundation Repair (Residential)	7	0	0	7	0	0	6	0	$975.00	$193,905.20
11 Garage/Carport/Shed (residential)	10	5	6	10	4	0	0	0	$1,450.00	$303,200.00
11 Patio, Walkway (Residential)	3	0	0	3	0	0	0	0	$225.00	$9,300.00
11 Z - Misc Project Not Listed (Resiential)	1	0	0	1	0	0	0	0	$75.00	$1.00
30 Commercial - Alteration - Multi-Family of 3 or more units	3	0	12	3	3	3	3	3	$30,556.36	$11,465,334.00
31 Commercial - Addition - Non-Residence, Non-housekeeping	2	2	6	2	2	2	2	2	$27,788.87	$1,992,628.00
31 Commercial - Alteration - Non-Residence, Non-Housekeeping	10	1	9	10	7	5	4	0	$14,903.54	$4,047,513.00
31 Commercial - New - Structures Other Than Buildings (parks, outdoor stadiums, marinas, outdoor swimming pools, outdoor theaters, boardwalks, wharves, docks).	1	1	2	1	1	0	1	1	$1,632.00	$200,000.00
34 Change of Use (Commercial)	2	2	1	2	1	0	1	0	$885.00	$18,000.00
34 Fence (Commercial)	2	0	0	2	0	0	0	0	$200.00	$6,316.99
34 Parking Lot/Driveway - Alteration (Commerical)	1	1	1	1	0	0	1	1	$1,217.87	$190,000.00
34 Raze- Building or Structure (Commercial)	2	0	0	2	1	1	1	1	$650.00	$906,500.00
34 Roofing (Commercial)	3	0	0	3	0	0	0	0	$300.00	$284,986.00
34 Siding (Commercial)	1	0	0	1	0	0	0	0	$100.00	$29,000.00
34 Temporary Office/Trailer/Event (Commercial)	3	0	0	3	1	0	0	0	$400.00	$501.00
34 Window, Door - Replacement (Commercial)	2	0	1	2	0	0	0	0	$325.00	$25,000.00
34 Z - Misc Project Not Listed (Commercial)	1	0	0	1	0	0	0	0	$100.00	$2,000.00
40 Electrical Service - Change (Residential)	6	0	0	0	6	0	0	0	$450.00	$15,400.00
40 Electrical Service - Repair (Residential)	7	0	0	0	7	0	0	0	$525.00	$9,264.25
40 Electrical Wiring (Misc., Alteration, Repair) (Commercial)	7	0	1	1	7	0	0	0	$900.00	$23,408.00
40 Electrical Wiring (Misc., Alteration, Repair) (Residential)	11	0	0	0	11	1	0	0	$875.00	$47,471.00
50 AC Unit Only (Residential)	6	0	0	0	0	6	0	0	$450.00	$51,031.80
50 Heating and Air Conditioning Units (Residential)	6	0	0	0	0	6	0	0	$450.00	$74,311.00
50 Heating Unit Only (Commercial)	2	1	1	0	0	2	0	0	$125.00	$111,314.00
50 Heating Unit Only (Residential)	13	0	0	0	0	13	0	0	$975.00	$75,870.00
50 Mini Split System (Commercial)	1	0	0	0	0	1	0	0	$100.00	$11,342.00
50 Repair/Alter Existing HVAC System (Commercial)	1	0	0	0	1	1	0	0	$200.00	$42,000.00
50 Repair/Alter Existing HVAC System (Residential)	1	0	0	0	0	1	0	0	$75.00	$18,834.00
60 Lawn Sprinklers (Commercial)	1	0	0	0	0	0	1	0	$100.00	$15,000.00

60 Repair/Alter Existing Plumbing System (Residential)	10	0	0	0	0	0	10	0	$725.00	$80,883.00
60 Sanitary Sewers - Connection/Repair (Commercial)	1	0	0	0	0	0	1	0	$50.00	$8,000.00
60 Sanitary Sewers - Connection/Repair (Residential)	2	0	0	0	0	0	2	1	$1,250.00	$7,500.00
60 Storm Sewers - Connection/Repair (Residential)	3	0	0	0	0	0	3	2	$2,450.00	$9,220.00
60 Tub to Shower (Residential)	2	0	0	0	0	0	2	0	$150.00	$7,492.56
60 Water Heater (Residential)	4	0	0	0	0	0	4	0	$200.00	$25,605.76
60 Water Service - Connection/Repair (Residential)	3	0	0	0	0	0	3	0	$150.00	$14,265.00
70 Signs - Permanent	9	9	0	9	0	0	0	0	$1,371.03	$147,357.00
Totals:	214	30	56	128	77	57	64	16	$108,050.67	$22,428,475.83

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF EXECUTIVE BUDGET AND FINANCE
DOA-2778 (R11/2023)

STATE CONTROLLER'S OFFICE-CMO
101 E. WILSON STREET, 5th FL
PO BOX 7932
MADISON, WI 53707-7932
DOAMunicipals@wisconsin.gov

MUNICIPAL COURT MONTHLY FINANCIAL REPORT

County Name	County Code Number	Report for Month/Year
Brown	05	April, 2026
Municipal Name	**Municipal Code Number**	**Telephone Number**
Green Bay Municipal Court	231	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.)	$ 70,355.69	$ 70,355.69		
Adjustment (if applicable)	$ -11.71	$ -11.71		
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)	$ 28,063.05	$ 24,312.92		$ 3,750.13
Adjustment (if applicable)	$ .00	$ .00		$ .00
3. Penalty Surcharges (s. 757.05, Stats.)	$ 17,886.23			$ 17,886.23
Adjustment (if applicable)	$ .00			$ .00
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)	$ 7,132.87		$ 7,132.87	
Adjustment (if applicable)	$ .00		$ .00	
5. Driver Improvement Surcharges (s. 346.655, Stats.)	$ 18,149.29		$ 7,320.40	$ 10,828.89
Adjustment (if applicable)	$ .00		$ .00	$ .00
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)	$ 9,258.45			$ 9,258.45
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.)	$ 800.00		$ 800.00	
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.)	$ 2,521.90			$ 2,521.90
Adjustment (if applicable)	$ .00			$ .00
12. Totals	$ 154,155.77	$ 94,656.90	$ 15,253.27	**Pay This Amount** $ 44,245.60

Continue onto the next page.

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF EXECUTIVE BUDGET AND FINANCE
DOA-2778 (R11/2023)

MUNICIPAL COURT MONTHLY FINANCIAL REPORT

STATE CONTROLLER'S OFFICE-CMO
101 E. WILSON STREET, 5th FL
PO BOX 7932
MADISON, WI 53707-7932
DOAMunicipals@wisconsin.gov

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: Neil Basten Date: 5-4-2026

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: Linda Clouse Date: 5/6/26

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone Number	Email Address
Neil Basten	920-448-3131	neilba@greenbaywi.gov

RESOLUTION AUTHORIZING CONDITIONAL USE PERMIT AT 895 S. MILITARY AVENUE (ZP 26-19)

May 19, 2026

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

That, pursuant to Zoning Petition 26-19 and the recommendation of the Plan Commission on May 11th, 2026, the City of Green Bay does authorize a Conditional Use Permit (CUP) for minor motor vehicle repair at 895 S. Military Avenue, submitted by Brian Wellert, applicant:

> UNIT 3, TOGETHER WITH SAID UNIT'S UNDIVIDED INTEREST IN THE COMMON ELEMENTS (AND THE EXCLUSIVE USE OF THE LIMITED COMMON ELEMENTS APPURTENANT TO SAID UNIT) ALL IN MILITARY AVENUE PARTNERS CONDOMINIUM, A CONDOMINIUM DECLARED AND EXISTING UNDER AND BY VIRTUE OF THE CONDOMINIUM OWNERSHIP ACT OF THE STATE OF WISCONSIN AND RECORDED BY A DECLARATION AS SUCH CONDOMINIUM IN THE OFFICE OF THE REGISTER OF DEEDS FOR BROWN COUNTY, WISCONSIN, ON JUNE 21, 2024, AS DOCUMENT NO. 3067033; MODIFIED BY FIRST AMENDMENT TO DECLARATION OF CONDOMINIUM OWNERSHIP OF MILITARY AVENUE PARTNERS CONDOMINIUM RECORDED JULY 30, 2025, AS DOCUMENT NO. 3100912, AND TOGETHER WITH ANY AND ALL AMENDMENTS THERETO, SAID CONDOMINIUM BEING LOCATED IN THE CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN ON THE REAL ESTATE DESCRIBED IN SAID DECLARATION AND INCORPORATED HEREIN BY THIS REFERENCE THERETO.
>
> Tax Parcel No. 6-3053

Said conditional-use permit shall be granted subject to:

1. Site plan approval by the Community and Economic Development Department.
2. Compliance with all other regulations of the Green Bay Municipal Code.

Adopted _____

Approved _____

_____
Eric Genrich, Mayor

DM
Attachment: Map



(ZP 26-19) CUP for Valvoline Instant Oil Change

Feet 0 45 90 180 N

Unit 3

895 S Military Avenue

200' Notification Buffer

This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. S.S. 06 May 2026 C:\Users\sierrasc\Documents\ArcGIS\Projects\895 S Military CUP\895 S Military CUP.aprx

RESOLUTION AUTHORIZING CONDITIONAL USE PERMIT AT 315 S JEFFERSON STREET (ZP 26-20)

May 19, 2026

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

That, pursuant to Zoning Petition 26-20 and the recommendation of the Plan Commission on May 11th, 2026, the City of Green Bay does authorize a Conditional Use Permit (CUP) for shelter facility use, submitted by Catherine Oreto of Safe Haven Hope Center, applicant:

> LOT FOURTEEN (14), BLOCK TWENTY-THREE (23), ACCORDING TO THE RECORDED PLAT OF ASTOR, IN THE CITY OF GREEN BAY, EAST SIDE OF FOX RIVER, BROWN COUNTY, WISCONSIN.
> Tax Parcel No. 13-122

Said conditional-use permit shall be granted subject to:

(1) The facility shall maintain occupancy limits in compliance with the International Building Code (IBC) and approved building plans. Occupancy shall not exceed:

a. 19 residents; and
b. 26 total occupants within the building at any given time, inclusive of residents, staff, volunteers, and visitors.

(2) Between the hours of 7:00 p.m. and 8:00 a.m., only residents, Safe Haven Hope Center staff, and Safe Haven Hope Center volunteers shall be permitted onsite.

(3) If shelter operations at 315 South Jefferson Street are discontinued, dissolved, or no longer operated by Safe Haven Hope Center, the CUP approval shall terminate immediately. Any future re-establishment of a shelter facility use by Safe Haven Hope Center shall require a new Conditional Use Permit application.

(4) At the discretion of the Common Council, Plan Commission, or Director of Community and Economic Development, the CUP may be brought forward for review to evaluate continued compliance with CUP conditions and operational impacts, including but not limited to:

a. documented qualified police calls,
b. documented qualified safety concerns,
c. documented qualified inadequate facilities, or
d. documented qualified exceeding occupancy limitations.

(5) Operations shall substantially conform to the submitted operating plan and supporting operational materials submitted by the applicant.

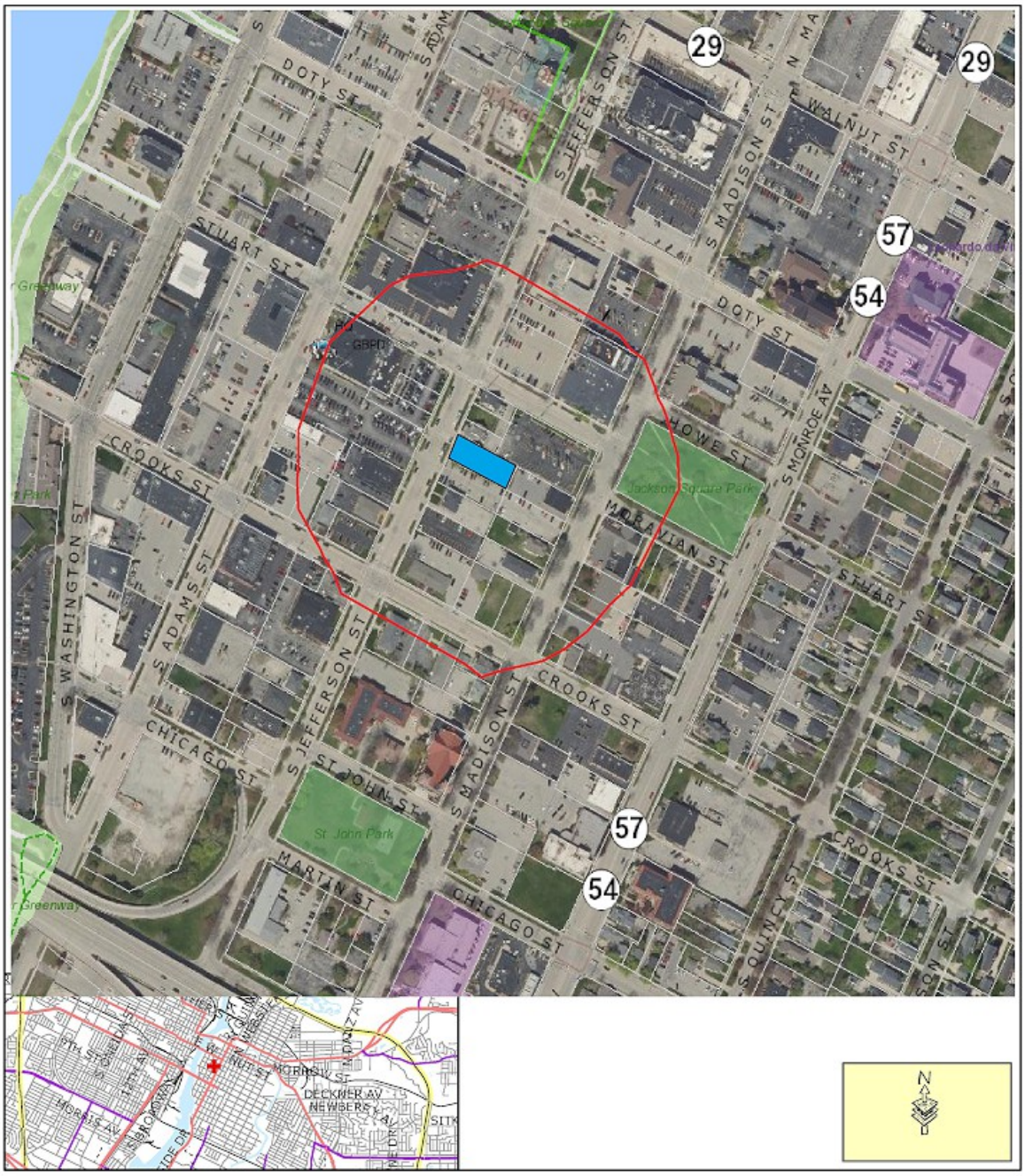
(6) Compliance with all applicable provisions of the Green Bay Municipal Code.

Adopted _____

Approved _____

_____
Eric Genrich, Mayor

jl
Attachment: Map



Proposed CUP

400' Property Owner Notice

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

Conditional Use Permit (CUP) Request
Shelter Use at Parcel 13-122
315 S Jefferson Street