

**ALLOUEZ VILLAGE BOARD MEETING  
TUESDAY, DECEMBER 6, 2022  
6:30 P.M., ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

President Rafter called the meeting to order at 6:30 p.m.

Present: Atwood, Deutsch, Genrich, Green, Harris, Rafter, Sampson

Also Present: Fuller, Gehin, Lange, Piette, Attorney Christina Peterson, DEO Vogel

MODIFY / ADOPT AGENDA

**Sampson / Genrich moved to adopt the agenda as presented. Motion carried.**

ANNOUNCEMENTS

a. Resignation of Dena Mooney, Parks, Recreation, & Forestry Committee

- President Rafter announced the passing of Clarence Matuszek. Mr. Matuszek was the first administrator for the Town of Allouez in 1968 and then later became the first administrator for the Village of Allouez. He retired in 1992. After his retirement Mr. Matuszek became a village trustee and remained involved in the community and village.
- Trustee Harris provided an update with the NEW Water Budget.
  - NEW Water's presentation to the Allouez board showed a 9.1% increase in O&M expenses for 2023. The non-salary & benefit projected expenses in this area were increasing by 12.3% year-over-year. Updates from NEW Water related to some of those areas (Interceptor System, power usage, contracted services) were shared. Increases in the NEW Water budget will result in approximately a 2% increase in the average Allouez resident's monthly water/sewer bill. This increase is separate from any other changes in costs associated with providing water/sewer service to residents.

PRESENTATION

a. Libal Street Public Information Meeting (No. 3)

- Meeting Purpose
  - Provide updates regarding project.
  - Show proposed right of way (R/W) acquisition limits.
  - Listen to and gather your comments, concerns, or suggestions.

– Brian Andreas – Strand Associates

The proposed project will reconstruct Libal Street from WIS 172 to Allouez Avenue and replace the existing pavement from Allouez Avenue to Kalb Avenue.

- Project purpose is to provide a roadway that will safely and efficiently transport people and products and improve existing bike and pedestrian accommodations.
- Project needs.
  - Existing pavement condition is in fair condition and in need of maintenance.
  - Lack of bike/pedestrian accommodations.
  - Aged storm sewer system lacking main trunk line.
- Project Challenges
  - Sidewalk additions
  - On-Street Parking
  - Existing narrow right of way
  - Potential impact to trees

## Village Board Meeting (December 6, 2022)

- In 2018, the annual average daily traffic (AADT) was 8,300 vehicles per day based on traffic counts. The construction year (2024) is estimated to have a volume of 8,600 vehicles per day, while the design year (2044) is projected to carry a volume of 9,900 vehicles per day.
- The preliminary design of the reconstruction section from WIS 172 to Allouez Avenue investigated options for roadway widths, bike lanes, parking, and sidewalks. New storm sewer will be constructed in this section. New sidewalk is proposed between Greene Avenue and Allouez Avenue on the west side of Libal Street.
- The pavement replacement section from Allouez Avenue to Kalb Avenue will construct a new asphaltic surface while maintaining the existing curb and gutter and existing sidewalk. Existing curb and gutter and sidewalk in poor condition will be replaced as necessary.
  - On-Street parking will be limited to one side (eastside) to accommodate marked bike lanes.
  - New sidewalk is proposed north of Beaupre Street to Kalb Avenue on the east side of the Libal Street.
  - The existing storm sewer will be reviewed and spot repairs completed as necessary.
- The proposed Libal Street pavement section will include:
  - 2 – 11-foot lanes
  - Marked bike lanes
  - Parking lane limited to the eastside of the roadway
  - Curb and gutter
  - Terrace and 5-foot sidewalk. To reduce impacts to trees and r/w, commercial sidewalk is being proposed on the west side of the roadway from Blackhawk Dr. to Allouez Avenue.
- Anticipated right of way impacts have been determined. Types of r/w acquisition include:
  - Temporary Limited Easement (TLE) – Required throughout the project for grading purposes.
  - FEE – In general purchase of strip r/w is needed for sidewalk construction along the eastside of the roadway from First Bible Baptist Church to Allouez Ave. As well along the eastside of roadway at Bethel Baptist Church.
  - Permanent Limited Easement (PLE) – Purchase of easement required to replace and maintain existing storm drain.
- The roundabout at Allouez Avenue will be gapped and is not part of this project.
- Project has received a federal grant with up to 80% federal funding.
- Public input and comment received from previous Public Informational Meetings was reviewed.
- The project is anticipated to begin construction as early as 2024.

### PUBLIC COMMENT

- Jeff Metzler, 322 Longview Avenue
  - Wants the Village to continue solid waste collection and not contract for this service.

### ARPA FUND USE – OFFICE 365

#### B. Lange

- Replace our current email system (Outlook) with Office 365.
- Outlook will not be supported in the very near future. Office 365 includes archiving of Village email communications as well as support for Office products (Word, Excel, etc.) utilized by staff.

**Genrich / Sampson move to approve ARPA Funds to replace Outlook with Office 365 along with two years of allocated amounts (2023-2024). Motion carried.**

TDS UTILITY PROJECT – LOCATING OF STORM LATERALS MOU (from VB 10/4/22)

- Item to be moved to the next Board meeting per B. Lange

LIBAL STREET – MOSS & ASSOCIATES REAL ESTATE ACQUISITION PROPOSAL

S. Gehin

- Reached out to Moss & Associates to provide a proposal to acquire the right-of-way needed for the Libal Street project.
- In general, Moss & Associates service's include:
  - Sales study to determine and establish land value.
  - Development of the Nominal Payment Parcel Report.
  - Preparing and presenting offers to property owners.
  - If necessary any appraisals.
  - Completing WDOT paper work to properly document land acquisition.
- Based on the number of parcels to be acquired his cost is estimated at \$80,000 to \$100,000. This estimated cost does not include payment to property owner for r/w acquisition.
- Moss & Associates has worked with the Village on past projects. Most recently on the Webster and Doty SRTS projects. Village and firm have developed a good working relationship.

Randy Moss, 2485 Parkwood Drive

- Moss & Associated LLC will provide project management, negotiation and relocation services, through acquisition and or condemnation.
  - Will meet with owners, deliver offers, mail documents to Register of Deeds for recording, prepare Jurisdictional Offers, if necessary, prepare Award of Damages, if necessary, request Partial Releases of Mortgage for fee parcels and PLE's.

**Genrich / Harris move to approve the Moss & Associates Real Estate Acquisition Proposal. Motion carried.**

AUTHORIZATION OF SPECIAL EVENT PERMIT FOR BELLIN RUN

Linda Maxwell – Bellin Run Representative

Sean Ryan, 1621 Prescott Place

- Requesting to make an adjustment to the route to include a 5K option. This option would utilize the existing route however it would turn east down Beaupre Street to Libal Street and then continue north along the route. This has always been the alternate route in case the race needed to be shortened.
- Staff recommends approval of the 5K route as proposed.
- Will come back at a later date for approval of the Noise Variance Permit for race entertainment as they have always done.

**Atwood / Deutsch move to approve the Special Event Permit for the Bellin Run with the adjustment to include the 5K option. Motion carried.**

FOX RIVER TRAIL WINTER MAINTENANCE MOU

B. Lange

- The MOU is the same as previous years' agreements.
- Requesting financial assistance from the communities that the trail passes through.

**Sampson / Atwood move to approve the Fox River Trail Winter Maintenance Memorandum of Understanding. Motion carried.**

AUTHORIZATION OF SPECIAL EVENT PERMIT FOR UNCLE MIKE'S DONUT 5K RUN

B. Lange

- The event route has changed to be completely within Allouez utilizing the streets of East River Drive, Mission Road, Greenwald Street, Greene Avenue, Libal Street, Broadview Drive, and the roadway and trail in Green Isle Park.

**Genrich / Harris move to approve the Special Event Permit for Uncle Mike's Donut 5K Run. Motion carried.**

PRELIMINARY CSM FOR PARCELS AL-2128, AL-2127, AL-1149-906, AL-1149-338, & AL-1149-337

T. Fuller

- The Certified Survey Map was submitted from REL Inc. on behalf of Cerebral Palsy, Inc. to combine parcels AL-2128, AL-2127, AL-1149-906, AL-1149-338, and AL-1149-337.
- The site consists of five tax parcels and approximately 6.3 acres. The property owner is seeking to combine the property into one tax parcel.
- Staff recommends approval of the CSM as presented.
- External boundaries and internal flow of the site are proposed to remain the same.

**Green / Deutsch move to approve the Preliminary CSM for Parcels AL-2128, AL-2127, AL-1149-906, AL-1149-338, & AL-1149-337. Motion carried.**

MEETING FORMAT FOR COMPREHENSIVE PLAN STEERING COMMITTEE

T. Fuller

- The Steering Committee is designed to be an ad hoc working committee and will be conducted differently than a standing advisory committee. Staff is anticipating around six meetings held over the next twelve months.
- Staff has experienced some difficulty soliciting members of the public to join the committee because of potential work, family, or other personal conflicts. Potential members have stated that they would be willing to join if some of the meetings were held virtually.
  - Meetings would consist of working meetings and public presentations/open houses. All presentations/open houses would be in-person.
  - All meetings would be noticed and open to the public regardless if the meetings are in-person or virtual.

**Genrich / Green move to approve the change in the meeting format to include virtual meetings for the Comprehensive Plan Steering Committee. Motion carried.**

## Village Board Meeting (December 6, 2022)

### CONSENT AGENDA

Harris / Deutsch moved to:

- a. Approval of Village Board minutes dated 11/1/22, 11/15/22
- b. Accept and Place on File minutes from:
  - i. Parks, Recreation & Forestry Committee dated 10/18/22, 11/14/22
- c. Approval of accounts payable dated 10/28/22, 11/2/22, 11/11/22, 11/18/22, 11/23/22
  - i. Approval of accounts payable – Election Pay 11/14/22

### SCHEDULING OF VILLAGE BOARD MEETING ON JANUARY 3, 2023

B. Lange

- Due to the holiday schedule suggested having only one meeting in January, which would be on January 17, 2023.
- Decision can be made at the December 20<sup>th</sup> Village Board Meeting

### STAFF CLARIFICATION OF THE VILLAGE SIGN ORDINANCE AND SIGN ENFORCEMENT POLICY

T. Fuller

- In 2015 a Supreme Court ruling made changes nation-wide.
- The Village cannot infringe upon freedom of speech.
- Municipalities can only have ordinances that are content neutral and can only regulate things like size, placement, and quantity of signs.
- The Village of Allouez consulted with counsel and our ordinance complies with current case law.
  - Our ordinance in regards to campaign signs we are only regulating the size, placement, and quantity of signs. A sign may not exceed 12 square feet in a residential district.
    - A one-sided sign can be 3 ft. x 4 ft. maximum size and a two-sided sign can be 2 ft. x 3 ft. maximum size.
    - Municipalities cannot regulate election signs under 11 square feet per Wisconsin Statute.
  - Regarding placement of signage:
    - If there is a sidewalk, the sign should be placed behind the sidewalk out of the public right of way.
    - If there is not a sidewalk, the sign should generally be placed a minimum of 10 feet behind the curb
    - Corner lots must keep signs out of the sight triangle which is located 30 feet from the intersection.
  - Regarding the quantity of signs:
    - Only one sign per event/candidate is allowed on each lot.
- The municipality only requested residents to remove signs after the 2020 election cycle, but it was not enforced nor was a penalty imposed.
- The Village has also received complaints about language on signage, but only requested the residents to remove the signs; no enforcement of removing the signs has been made.

### FUTURE AGENDA ITEMS

- None

CONVENE INTO CLOSED SESSION

Sampson / Genrich moved to convene into closed session for purposes of deliberating concerning specified public business where bargaining reasons require a closed session, pursuant to Sec. 19.85(1)(e) and Wis. Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Roll Call Vote: Atwood –aye, Deutsch – aye, Genrich – aye, Green – aye, Harris – aye, Rafter – aye, Sampson –aye. Motion carried.**

*Memorandum of Understanding regarding development of a YMCA facility to be located in the Village of Allouez*

*Developers Agreement*

RECONVENE INTO OPEN SESSION UNDER WIS. STATUTE 19.85(2) TO TAKE POSSIBLE ACTION ON ITEM(S) IN CLOSED SESSION

Sampson / Genrich moved to reconvene into open session. Motion carried.

**Harris / Genrich moved to approve the Memorandum of Understanding with the YMCA to be located in the Village of Allouez. Motion carried.**

ADJOURNMENT

**Atwood / Deutsch moved to adjourn at 9:35 p.m. Motion carried.**

*Minutes submitted by Kim Wayte, Deputy Clerk*