

**ALLOUEZ VILLAGE BOARD MEETING  
TUESDAY, FEBRUARY 7, 2023  
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, Green, Harris, Rafter  
Excused: Genrich, Sampson  
Also Present: Beauchamp, Clark, Fuller, Gehin, Lange, DEO Vogel

MODIFY / ADOPT AGENDA

**Green / Atwood moved to adopt the agenda as presented. Motion carried.**

ANNOUNCEMENTS

- a. Absentee Voting for the February 21<sup>st</sup> Spring Primary is available either in person or by mail
- b. St. Matthew's Men's Club Wild Game Feed on March 2<sup>nd</sup> from 4pm-10pm

Trustee Atwood- 40<sup>th</sup> Anniversary of the St. Matthew Men's Club Wild Game Feed

PUBLIC COMMENT

Bruce & Tracy Zepnick, 1202 Hastings Street

- Is water run-off in their backyard considered a drainage ditch that has to be kept clear of debris?
- What is defined as a "maintenance free" fence? Is the neighbor's fence in violation of village code?

RESOLUTION 2023-01 URGING LEGISLATURE AND GOVERNOR TO FIX THE INEFFECTIVE AND OUTDATED SYSTEM OF FUNDING CRITICAL LOCAL SERVICES

President Rafter:

- Resolution urges the Legislature and Governor to work collaboratively to create a better way of funding local governments including revenue options other than property taxes to continue delivering police, fire, EMS, and other critical services.

**Harris / Atwood moved to approve Resolution 2023-01 urging Legislature and the Governor to fix the ineffective and outdated system of funding critical local services. Motion carried.**

APPOINTMENT OF COMMITTEE MEMBERS

**Deutsch/Harris moved to approve the following citizen appointments to village committees commissions, and boards. Motion carried.**

**Plan Commission**

Kassie VanRemortel

**Board of Review**

Kassie VanRemortel

**Parks, Recreation & Forestry Committee**

Gerry Faller

Jason Mathwig

PRELIMINARY RESOLUTION OF INTENT TO LEVY SPECIAL ASSESSMENTS AND TO ESTABLISH DATE OF PUBLIC HEARING

S. Gehin:

The Village of Allouez will be reconstructing the following streets in 2023:

- Roselawn Blvd –± 1400' East of Riverside Dr. to Webster Ave.
- Karen Ln. – Libal St. to Greenwald St.
- Allouez Terr. – Monroe Ave to Termini
- Jackson St. – Allouez Terr. to Derby Ln.
- As a part of the project, any property that currently does not have a storm sewer lateral will be provided one from the storm sewer in the street to the property line.
- For those properties sharing an existing lateral, a new separate storm lateral will be provided to each property.
- In accordance with Village Code, the cost to install a new lateral is assessable to the property owner.
- Special assessment letters will be sent to property owners.
- Proposed assessments are being handled consistent with past practice to ensure equity for all property owners.
- Public Works Committee recommended approval of the preliminary resolution to levy special assessments (hearing to be held on March 7, 2023).

**Harris/Deutsch moved to approve preliminary resolution 2023-02 intent to levy special assessments and to schedule the public hearing on March 7, 2023 as recommended by the Public Works Committee. Motion carried.**

AUTHORIZATION TO PURCHASE GAZEBO FOR OPTIMIST PARK

C. Clark:

- Miracle League of Green Bay has secured donation funding from the Richard J. Resch Foundation for the purchase and installation of a gazebo in Optimist Park.
- Funding is a reimbursement not to exceed \$75,000. Donor signage will be included with the project. Gazebo portion is quoted at \$48,906.
- Project was authorized in the 2023 Parks Capital Improvement budget. In addition, the installation of a gazebo at Optimist Park was included within the Village of Allouez Comprehensive Outdoor Recreation Plan.
- Gazebo is a Polygon Grand Haven steel structure that will be purchased through the Sourcewell Awarded Contract program. The program allows for discounted pricing by piggy backing on previously bid contracts.
- It will be located on the south side of Optimist park on the hill overlooking the active portion of the park. Anticipated completion of the project will be late summer or early fall of 2023.
- To date, the Miracle League has donated \$1.15 million to the village.
- Parks, Recreation, and Forestry Committee recommended authorization to proceed with the purchase of the gazebo at the January 31, 2023 meeting.

**Atwood/Deutsch moved to approve authorization to purchase the gazebo for Optimist Park. Motion carried.**

2023/2024 EQUIPMENT PURCHASES

B. Lange:

- Shared the 2023 Adopted Budget Equipment Replacement Fund.

## Village Board Meeting (February 7, 2023)

- Staff plans to investigate auctions and may need to expedite the purchases which may not allow time to gain approval from the Village Board prior to the purchase. Village staff is requesting approval to purchase equipment not to exceed \$100,000. Items over \$100,000 consider possibly bonding.
- Finance/Personnel Ad Hoc Committee recommended approval to allow staff to purchase used equipment not to exceed \$100,000 at their meeting on January 23, 2023.

**Deutsch/Atwood moved to approve to allow staff to purchase used equipment not to exceed \$100,000 from the 2023 Equipment Replacement Fund. Motion carried.**

### 2022 WRITE-OFFS OF WATER UTILITY ACCOUNTS

J. Beauchamp:

- Per village policy, an annual report was provided of 2022 water utility account write-offs.
- No action is needed on the report.

No action taken.

### APPOINTMENT OF VILLAGE HUMANE OFFICER, MATT ATKINSON

T. Fuller:

- Village contracts with Howard for our Humane Officer services.
- Shane Lestrud has been our only Humane Officer since June 2021.
- Matt Atkinson has served on the CART since that time and recently completed the coursework to become an Animal Control Humane Officer.
- Lestrud will still serve as the primary Humane Officer for the village. Fuller requested appointment of Atkinson in Lestrud's absence.

**Atwood/ Deutsch moved to approve Matt Atkinson as a designated Humane Officer for the Village of Allouez. Motion carried.**

### APPROVAL OF MASTER SERVICES AGREEMENT WITH CIVICPLUS FOR CODE ENFORCEMENT AND PERMITTING SOFTWARE

T. Fuller:

- Currently working with CivicGov, a subsidiary of CivicPlus, to take over as our web-based building inspection and code enforcement software provider.
- Software was discussed and included in the 2022 & 2023 budgets.
- Implementation was delayed in 2022 due to staff turnover. Now that the department is fully staffed, staff is ready to proceed with the scope of work and implementation of the software.

**Harris/Green moved to approve the master services agreement with CivicPlus for Code Enforcement and Permitting Software. Motion carried.**

### APPROVAL OF MUNICIPAL ONLINE ACCESS AGREEMENT WITH BROWN COUNTY FOR LAREDO SOFTWARE

T. Fuller:

- The Village of Allouez would like to enter into a contract with Brown County for access to Laredo online search index.
- Laredo is an online search application that provides access to recorded documents.

- Currently, staff has to drive downtown to the Brown County Register of Deeds office to request recorded information. Having access at the Village Hall would save staff time.
- Village Counsel has reviewed the agreement with no concerns. Staff is recommending approval of the agreement.

**Deutsch/Green moved to approve the municipal online access agreement with Brown County for Laredo software. Motion carried.**

CONSENT AGENDA

**Harris / Deutsch moved to:**

- Approve Village Board minutes dated 1/17/23, 1/27/23
- Accept and Place on File minutes from:
  - Plan Commission dated 9/26/22 (amended), 12/12/22
  - Historic Preservation Committee dated 2/23/22, 5/11/22
  - Finance/Personnel Ad Hoc Committee dated 12/12/22
  - Parks, Recreation & Forestry Committee dated 12/19/22
- Approve accounts payable dated 1/13/23, 1/20/23, 1/27/23, 2/2/23

**Motion carried.**

ARPA FUND PROJECT LISTS

B. Lange:

- Provided a current list of ARPA projects. Questions, concerns or ideas let Brad know.
- Clarified the Lebrun Street corridor plan.

Trustee Harris- Village has invested the funds and has gained around \$19,000 to date.

SCHEDULING OF VILLAGE BOARD MEETING ON FEBRUARY 21<sup>ST</sup>- ELECTION DAY

B. Lange:

- Election Day is February 21<sup>st</sup> (date of the next Board meeting). Meeting could be held in the small conference room if needed or could be moved to an alternative date.

FUTURE AGENDA ITEMS

- None

CONVENE INTO CLOSED SESSION:

**Harris/ Deutsch moved to convene into closed session pursuant to Wis. Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote: Green – aye, Harris – aye, Rafter – aye, Atwood- aye, Deutsch- aye. Motion carried. (Developers Agreement )**

RECONVENE INTO OPEN SESSION

**Atwood / Deutsch moved to reconvene into open session. Motion carried.**

No action taken.

ADJOURNMENT

**Harris / Deutsch moved to adjourn at 8:35 p.m. Motion carried.**

*Minutes submitted by Carrie Zittlow, Clerk/Treasurer*