

**ALLOUEZ VILLAGE BOARD MEETING
TUESDAY, DECEMBER 19, 2023 at 6:30 P.M.
ALLOUEZ VILLAGE HALL, 1900 LIBAL STREET**

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: Beauchamp, Clark, Gehin, Fuller, Lange

MODIFY/ADOPT AGENDA

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

ANNOUNCEMENTS

- a. Notice of Bid Advertisement for the Allouez Fire Station Remodeling Project
- b. Solid Waste Collection Holiday Schedule & Village Hall Holiday Office Hours
- c. Notice of Public Hearing on January 16, 2024

President Rafter- Village website has been recently redesigned, visit our new site-
www.villageofallouezwi.gov

Trustee Sampson- Recently named Vice President of the Central Brown County Water Authority Board of Directors.

PUBLIC COMMENT

- None

PUBLIC HEARING TO CONSIDER APPROVAL OF A CONDITIONAL USE REQUEST TO ALLOW FOR A BACKYARD COTTAGE ON PARCEL AL- 129-1-3, LOCATED AT 3310 S. CLAY STREET

Richard Daley, 3301 S. Clay Street

- Opposed to the conditional use request to allow for a backyard cottage.
- Unaware the definition of a single-family home changed when the zoning code was updated a few years ago.

Jeff Trofka, 3401 S. Clay Street

- Opposed to the conditional use request to allow for a backyard cottage.
- Surveyed surrounding neighbors and found 13/17 properties are opposed to the request.

Keith Leiterman, 3530 S. Clay Street

- Opposed to the conditional use request to allow for a backyard cottage.
- Suggested adding on an apartment to the existing structure instead of having a separate structure on the property.

Roger Yang, 3210 S. Clay Street (Owner of the property requesting a backyard cottage)

- Per village ordinance, the property owner is required to stay in one unit which allows the owner to still have ties to the community.
- Research he found indicates property values increase by .026%

Village Board Meeting (December 19, 2023)

Chini Root, 528 St. Francis Drive

- Supports the request as the property owner is preparing to care for his aging parents which is taken very seriously in her culture.
- As parents age they still want to maintain some sort of independence allowing for a separate structure on a property.

Public hearing closed at 6:56pm

CONDITIONAL USE REQUEST TO ALLOW FOR A BACKYARD COTTAGE ON PARCEL AL-129-1-3, LOCATED AT 3310 S. CLAY STREET

T. Fuller:

- Property owner located at 3310 S. Clay St. intends to utilize the existing detached garage structure as a backyard cottage.
- Pending approval of the conditional use permit, the property owner will need to seek a variance to use the existing structure in this way, as the structure is too tall and too close to the neighboring property lines.
- At least one of the dwelling units on a lot occupied by a backyard cottage must be occupied by an owner with at least a 50% interest in the subject property.
- Plan Commission reviewed the request at their November 13th meeting and recommended approval contingent on building a new structure to comply with the applicable zoning ordinance regulations or receiving a Board of Appeals variance for the non-conforming features of the existing structure.

Atwood/Harris moved to deny the conditional use request to allow for a backyard cottage on parcel AL-129-1-3 at its current location on the property.

Discussion:

- Board of Appeals process
- Current location of proposed cottage is not compliant with village code in terms of height and setback limits.
- Build an additional structure as the current location does not conform.
- Owner is trying to do the right thing by providing housing for aging family members.
- Is there a loss of property value?
- If deny, only other option is to build another building or relocate the existing building to comply with zoning code.
- Trends show backyard cottages are increasingly more common and accepted due to shortage of housing, high rent, and parents living longer.
- Fuller indicated per village code §475-1105, "If the Village Board denies approval of the conditional use, no application requesting approval of the *same* conditional use on the subject property may be filed for or accepted for processing by the Village for *one year* from the date of final action by the Village Board unless the Village Board expressly acts to deny the previous application without prejudice or the new application is substantially different than the one that was denied."
- More clarification is needed from counsel on the ordinance as to whether a different site plan is considered the "same request".

Substitute motion by Green/Rafter to table the request to the next Village Board meeting as more clarification is needed by village counsel on the definition of the "same request". Motion carried.

FOX RIVER TRAIL WINTER MAINTENANCE MOU

C. Clark:

- The village has participated with the County for snow removal on the Fox River Trail for the past seven winters with no changes to the agreement since 2017.
- Last year the Village was not charged for snow removal as the total bill was under the threshold.

Genrich/Deutsch moved to approve the 2023-2024 memorandum of understanding between Brown County and the Village of Allouez for snow removal on the Fox River Trail. Motion carried.

2024 SEASONAL WAGES

C. Clark:

- Request to increase seasonal wages for 2024 to stay competitive with area communities and the summer job market to ensure that those vital seasonal positions get filled.
- In 2023 staff requested an increase in wages for the laborer positions as we were having difficulty filling some of those positions. The increases at that time did give us the ability to have full summer staffing. We are now looking at an increase for those and other seasonal/part-time positions on our seasonal wage schedule.
- With these increases, we anticipate our wages being in the top 1/3 of area communities and be competitive for limited applicants.
- Increased some recreation program fees in 2024 to compensate for the potential increases.
- Provided a proposed wage schedule for a variety of seasonal positions.

C. Zittlow:

- Request to increase election inspector pay to stay competitive with surrounding municipalities and increased duties and knowledge.
- Chief Inspectors - from \$13/hour to \$15/hour
- Election Inspectors - from \$11/hour to \$12/hour
- Special Voting Deputies - from \$10/per facility to \$12/hour

Harris/Atwood moved to approve the proposed 2024 seasonal wages as presented. Motion carried.

RENEWAL OF CROSS CONNECTION CONTROL INSPECTION SERVICE AGREEMENT

a. Residential Agreement & Commercial Agreement

S. Gehin:

- Public Works Committee recommended approval of the agreement at their December 13th meeting.
- Requested the Board table the item to allow for village counsel to review the agreement prior to approval.

Rafter/Harris moved to table the renewal of the Cross Connection Control Service Agreement to allow for counsel to review the agreement prior to approval. Motion carried.

REQUEST FOR A NO PARKING ZONE ALONG THE EASTSIDE OF LONGVIEW COURT AT DOTY ELEMENTARY SCHOOL

S. Gehin:

- Doty School has a limited area for safe drop off and pick up during school hours. Due to safety concerns with students running across in traffic, the school is requesting no parking zone signage is placed along the eastside of Longview Court.
- The school is willing to furnish and install 3 signs on the east side of Longview Court with the sign to read as follows “No Parking School Days 7:30am to 4:30pm”
- Public Works Committee recommended approval of the request at their meeting on December 13th.

Green/Atwood moved to approve the request for a no parking zone along the eastside of Longview Court at Doty Elementary school. Motion carried.

SCHEDULING OF VILLAGE BOARD MEETING ON JANUARY 2, 2024

B. Lange:

- Due to holiday office closings and staff vacation schedules, it would be difficult to prepare for a January 2nd meeting.

Sampson/Deutsch moved to cancel the January 2nd Village Board meeting with the option of a Special Meeting if needed. Motion carried.

LIBAL STREET REAL ESTATE ACQUISITION – UPDATE

Randy Moss, Moss & Associates, LLC

- 10 of the 89 parcels remain unsigned. All ten parcels have been appraised and their 60-day period to respond with a 2nd appraisal expires on December 29th.
- All ten owners have until close of business on December 29th to respond with a 2nd appraisal or accept our offer, we will wait until January 2nd to mail out the Jurisdictional Offers. The Jurisdictional Offer expires after 20 days.
- The remaining owners will have until January 22nd to accept the offer. Any remaining unaccepted offers will have a check deposited with the Brown County Clerk of Courts, made out to f/b/o owners name and any lien holders, and an award of damages will be recorded.
- The Village anticipates taking ownership of real estate on January 23, 2024.

WDOT LOCAL ROAD IMPROVEMENT PROGRAM FUNDING

S. Gehin:

- The approved state budget contains entitlement funds for county, town and municipal street improvements under the WDOT Local Road Improvement Program (LRIP).
- LRIP funding for 8 Villages in Brown County is approximately \$236,000. The 2-yr grant program will allow up to 4 projects to be selected with the improvements to be carried out in years 2024 and 2025. Awarded projects to receive a maximum reimbursement of 50% of the eligible project cost.
- Village staff submitted a grant application for the resurfacing of Sunrise Lane from Libal St. to Briar Ln (2100 ft) with the repair to be completed under the Village’s Street repair program in 2024.
- The scope of the project includes full asphalt pavement replacement, spot repair to curb and gutter and adjustment of manholes. The estimated project cost is \$185,000.
- The Sunrise Lane resurfacing project was selected to receive LRIP funding in the amount of \$90,000.

Village Board Meeting (December 19, 2023)

- As a result, the Village is unlikely to receive a LRIP grant during the 2026 and 2027 funding cycle.

ORDINANCES RELATED TO LODGING FACILITIES

T. Fuller:

- Reviewed revised draft ordinance changes from the previous Board meeting.
- Updated the ordinance number to align with current village code book
- Number of days- Rental vs. short term rental
- Appeals process was removed
- Pg. 12- Failure to make payment on taxes, add "payment on taxes *in full*"
- Pg. 5- Add "commencing from date of first advertised availability or rental"
- B. Lange: Wisconsin law allows a property owner the right to rent their property for a short term rental. Village is in the process of establishing rules to help combat problems.

FUTURE AGENDA ITEMS

- Trustee Atwood: 2023 Park & Recreation usage/fee structure for different sports organizations

CONVENE INTO CLOSED SESSION

Sampson/ 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 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.

2024 Employee Wages

Roll call vote: Harris – aye, Genrich – aye, Green – aye, Atwood – aye, Rafter – aye, Deutsch – aye, Sampson – aye. Motion carried.

RECONVENE INTO OPEN SESSION

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

No action taken.

ADJOURNMENT

Deutsch/Atwood moved to adjourn at 9:14 p.m. Motion carried.

Minutes submitted by Carrie Zittlow, Clerk-Treasurer