

**ALLOUEZ VILLAGE BOARD MEETING
TUESDAY, SEPTEMBER 2, 2025 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, Genrich, Harris, Leiterman, Marsch, Rafter, Sampson
Staff Present: Chris Clark, Trevor Fuller, Sean Gehin, Jim March, Becky Nyberg

MODIFY / ADOPT AGENDA

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

ANNOUNCEMENTS

- a. Barktoberfest at Green Isle Park September 13, 2025, 12:00 p.m. to 4:00 p.m.
- b. Octoberfest at the Lorelei Inn on September 19th & 20th (Friday 4:00 p.m. to 11:00 p.m. & Saturday 2:00 p.m. to 11:00 p.m.)

PUBLIC COMMENT

- None

ZONING ORDINANCE 2025-04, AMENDMENT TO THE VILLAGE ZONING MAP (from VB /15/2025)

Marsch/Genrich moved to approve Zoning Ordinance 2025-04 Amendment to the Village Zoning Map from the April 15, 2025, Village Board meeting regarding 3154 East River Drive. Motion carried.

AMENDMENT TO BULK AND BRUSH COLLECTION SCHEDULE (from VB 8/19/2025)

S. Gehin

- An alternate to the previously presented bulk and brush collection schedule was prepared by staff addressing citizen's concerns received at the August 19, 2025, Village Board Meeting. The alternate schedule includes an added brush collection during the month of August.
- Two options were brought forth at the Public Works Committee Meeting held prior to the Village Board Meeting:
 - o Proceed with the originally presented schedule or
 - o Proceed with the alternate schedule adding an additional brush collection in the month of August for the week of the 17th
- The Public Works Committee made a recommendation to the Village Board to proceed with the alternate schedule of which includes the collection of brush for one week in the month of January, April, June, August, and October.
- Bulk to be collected for one week in the months of May, August, September, and December.
- The extra week added in the month of August will prevent street repairs from being made during that time.
- A special collection of brush will be completed if warranted by severe weather.

Marsch/Leiterman moved to suspend the rules. Motion carried.

Joan Brusky, 2568 S Webster Avenue

- Owns two lots with a lot of mature trees.
- Proposes more frequent brush collections during the spring, summer and fall months.
- Would like further study done before making any changes to the current bulk/brush collection schedule.

Harris/Leiterman moved to pick up the rules. Motion carried.

Leiterman/Genrich moved to approve the amendment to the bulk and brush collection schedule with the alternative option for 2026 for a two-year pilot program. Motion carried.

AUTHORIZATION FOR UNCLE CHARLIE'S TOURNAMENTS TO HOST A YOUTH SOFTBALL TOURNAMENT AT RIVERVIEW PARK SEPTEMBER 20TH – 21ST, 2025

C. Clark

- Uncle Charlie's is requesting to host a two-day tournament in September at Riverview Park.
- A collaborative tournament was held in July along with Ashwaubenon that presented no issues and was very successful.

Genrich/Atwood moved to approve the authorization for Uncle Charlie's Tournaments to host a youth softball tournament at Riverview Park September 20th – 21st, 2025. Motion carried.

LIBAL STREET ENGINEERING SERVICES – LEBRUN STREET TO HOFFMAN ROAD (CTH XX)

S. Gehin

- The Village of Allouez has received a Surface Transportation Block Grant (STGB) for the resurfacing of Libal Street from LeBrun Street to Hoffman Road. The estimated construction cost is \$1,424,100 with federal funding of \$1,139,280 (80%) and local share of \$284,820.
- The program funding does not cover design, r/w acquisition and public utility improvements (sanitary sewer and watermain).
- In July a request for Proposal (RFP) was sent to a handful of civil engineering consultants to provide design for the federally funded street improvement project. Those firms included Ayres, JT Engineering, Graef, Mead and Hunt, and raSmith.
- A selection committee reviewed and ranked proposals in order of preference based on qualification criteria, not by price.
- RaSmith received the highest score.
- Public Works Committee made a recommendation to the Village Board to proceed with RaSmith for the scoping and negotiating of an engineering service agreement.
- Once drafted, the engineering agreement will be brought back to the Public Works Committee and the Village Board for review and approval.
- The street project is to be bid and constructed in 2028.

Sampson/Leiterman moved to approve the selection of raSmith for the Libal Street Engineering Services – LeBrun Street to Hoffman Road (CTH XX). Motion carried.

RESOLUTION 2025-16, RECYCLING INTERGOVERNMENTAL COOPERATIVE AGREEMENT

S. Gehin

- The Village applies for a DNR recycling grant on an annual basis. In 2025 the Village received approximately \$98,500 from the program.

Allouez Village Board Meeting (September 2, 2025)

- To be eligible for the grant a resolution from the Board is required supporting a collective effort with our neighboring communities to educate residents about the importance of recycling and their responsibility to do so.
- The grant application is due October 1st.

Harris/Marsch moved to approve Resolution 2025-16, Recycling Intergovernmental Cooperative Agreement. Motion carried.

CONSENT AGENDA

Marsch/Sampson moved to:

- a. Approval of Village Board minutes dated 8/5/25 & 8/19/25
- b. Accept and Place on File minutes from:
 - i. Public Works dated 8/5/25
 - ii. Finance/Personnel Ad Hoc Committee dated 5/19/2025
 - iii. Park, Recreation, & Forestry Committee dated 7/22/2025
- c. Approval of accounts payable dated 8/1/25, 8/7/25, 8/15/25, 8/22/25, 8/28/25
- d. Approval of Special Event Permit for the 2025 Street Fishing World Championship October 20 – 27, 2025 10:00 a.m. to 4:00 p.m.

Motion carried.

2025 LEAK DETECTION SURVEY

a. Water Usage Update

S. Gehin

- From July 21st through August 6th Waterwise Utility Solutions completed a leak detection survey of the Village's water distribution system.
- In total there were eleven leaks pinpointed of which one was discovered at a watermain valve, two hydrants and eight involved water services. The estimated gallon per minute loss associated with the leaks is 54 GPM. The estimated daily and annual loss of water is roughly 78,000 and 28,000,000 gallons respectively.
- The estimated minimum yearly financial loss if undetected and unfixed is approximately \$125,000.
- The cost to the Village to perform the leak detection survey was approximately \$23,425.70.
- The Village Water Utility is currently addressing and repairing the leaks.
- Monthly water loss from the Village's water distribution system remains above normal levels. Recently discovered leaks and an unusual number of watermain breaks this summer have contributed to the higher-than-normal levels of water loss.
- The impact of the recent and planned repairs to leaks and to watermain breaks will take time to determine. That coupled with the water loss associated with replacement of old watermain under this year's Street Reconstruction Project will hamper our ability to determine now if recent efforts have corrected water loss problem. The Water Department staff is hoping to know more by November billing.

TDS FIBER NETWORK PROJECT

S. Gehin

- The Village was notified by TDS that work to complete the fiber network in Allouez will resume this fall and will continue through the end of next year. The TDS fiber project that started in 2022 was postponed at the end of 2023. At that time, TDS had placed fiber throughout the south half of Allouez and north of Hwy 172 west of Libal Street to approximately Allouez Avenue. Roughly 40 miles of fiber has been placed to date.

Allouez Village Board Meeting (September 2, 2025)

- TDS estimates another 40 miles of fiber to be placed.
- A meeting was held with TDS on August 21st and the following were discussed:
 - o Escrow Account Balance – for payment of project expenses
 - o Overall Project Schedule
 - o Project Contacts
 - o Property Owner Notification Expectations
 - o Avoidance of Public Utilities and precautionary measures
 - o Locating services (storm laterals)
 - o Inspection
 - o Landscape Restoration
- The installation of fiber will begin as soon as the middle of September. TDS will be notifying impacted residents ahead of construction.

2025 CONSTRUCTION PROJECT UPDATE

S. Gehin

- The following streets will be completed this year:
 - o Park Drive – St. Francis Drive to Arrowhead Drive
 - o St. Francis Drive – Langlade Road to S. Webster Avenue
 - o Crescent Drive – St. Francis Drive to Arrowhead Drive
 - o Greene Avenue – Libal Street to East River Drive
 - o Regina Street – Simonet Street to Green Avenue

Project Update:

Park Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of June 2nd

Substantial Completion Date – Mid October

Project Status: **Private Side Sanitary Sewer Lateral work to begin early September with concrete work (curb and driveway aprons) to follow. Project is on schedule.**

St. Francis Dr. – Langlade Rd. to S. Webster Ave.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of May 26th

Substantial Completion Date – Mid October

Project Status: **Storm sewer main and lateral installation between Crescent Dr and Webster Ave to begin this week. Private Side Laterals scheduled for early Sept. Project is on schedule.**

Crescent Dr. – St. Francis Dr. to Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of May 26th

Substantial Completion Date – Mid October

Project Status: **Private Side Sanitary Sewer Lateral work to begin early September with concrete work (curb and driveway aprons) to follow. Project is on schedule.**

Greene Ave. – Libal St. to East River Dr.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – Week of June 9th

Substantial Completion Date – Mid October

Project Status: **Contractor to begin road excavation at the East River Drive Intersection. Work between Greenwald and Libal to restart after utility work on Regina is completed. Project is slightly behind schedule due to extra work added.**

Regina St. – Simonet St. to Greene Ave.

Weather permitting the anticipated project schedule is as follows:

Work to Begin – **End of July**

Substantial Completion Date – Mid October

Project Status: **Sanitary sewer lateral and water service installations to continue with storm sewer main to follow. Project is slightly behind schedule due to extra work added.**

***Webster Avenue Crossing – Webster Ave at Greene Ave**

Weather permitting the anticipated project schedule is as follows:

Work completed – Wednesday August 20th

Project Status: **Work completed. Turf restoration to be monitored.**

Sanitary Sewer Lining Project:

The sanitary sewer lining projects have been completed.

East River Dr. Watermain Relay:

Replacement of the East River Dr. watermain from Riviera Rue to Broadview Dr.

East River Dr. – Riviera Rue to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

Work completed – July 14th

Project Status: **Work completed. Road restoration to be completed under separate contract.**

Street Resurfacing Project:

Weather permitting the anticipated project schedule is as follows:

E. Ledgeview St. – S. Webster Ave. to S. Clay St.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Lower layer of pavement has been placed surface layer and landscaping to follow.**

Gwynn St. – S. Clay St. to Libal St.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – **7/14/25**

Substantial Completion Date – Early October

Project Status: **Paving scheduled for the week of August 25th and landscaping to follow.**

Normandy Ln. – Hoffman Rd. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – 7/14/25

Substantial Completion Date – Early October

Project Status: **Minor utility work and concrete work to be completed this week grading, paving and landscaping to follow.**

East River Dr. – Hoffman Rd to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – 7/14/25

Substantial Completion Date – Early October

Project Status: **Minor utility work to be completed this week grading, paving and landscaping to follow.**

Braebourne Ct. – Du Charme Ln. to the Cul-De-Sac

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – 7/14/25

Substantial Completion Date – Early October

Project Status: **Paving scheduled for the week of August 25th and landscaping to follow.**

W. Mission St. – West of Du Charme Ln. (200 feet)

Weather permitting the anticipated project schedule is as follows:

Project Anticipated to Begin – 7/14/25

Substantial Completion Date – Early October

Project Status: **Paving scheduled for the week of August 25th and landscaping to follow.**

FUTURE AGENDA ITEMS

- None

ADJOURNMENT

Leiterman/Sampson moved to adjourn at 7:27 p.m. Motion carried.

Minutes submitted by Kim Siudzinski, Deputy Clerk