

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, August 5th, 2025 at 5:30 p.m.

Allouez Village Hall, 1900 Libal Street

CALL TO ORDER/ ROLL CALL

Chairperson Genrich called the meeting to order at 5:31 p.m.

Present: Beyler, Genrich, Lefebvre
Excused: Collison, Leiterman
Also present: Sean Gehin, Trevor Fuller

MODIFY/ADOPT AGENDA

Beyler/Lefebvre moved to modify the agenda by moving item #9 to item #5a. Motion carried.

APPROVAL OF JUNE 3RD, 2025 MINUTES

Lefebvre/Beyler moved to approve June 3, 2025 minutes. Motion carried.

ANNOUNCEMENTS

- a. The Hiring of Josh Wood, Equipment Operator, Street Department
S. Gehin:
Pleased to announce the hiring of Josh Wood as a special equipment operator. He comes from the state of Washington and has over 20 years of experience driving logging trucks and front-end loaders. His first day was July 28th.

PUBLIC APPEARANCES

- None

CHLORINE LEAK INCIDENT REPORT

S. Gehin:

- On May 5, 2025, at 10:49 a.m. a chlorine gas leak began in the chlorine room of the AZ-2 Water Connection Station located at 141 Vande Hei Road. One Water Department operator was present in the room at the time of the leak. Once the operator evacuated the chlorine room 911 was contacted. Green Bay Metro Fire Department HazMat team was deployed to the scene to contain the situation.

Josh Ritchie, Water Department Foreman:

- The residual chlorine of the incoming water (from CBCWA) dropped below 0.65mg/L around 1:00 a.m. on May 5, 2025. This prompted the chlorine booster pumps to activate.
- A water department operator arrived at the AZ-2 connection station at 7:15 a.m. to perform the daily rounds at the station. Upon arrival it was noticed that the chlorine booster pumps were running, but no chlorine was being added.
- Upon investigation, the operator noticed that the manually operated valves on chlorine gas tanks were in the closed position.
- The operator manually turned the operating valve on chlorine tank 2 a quarter turn to the "on" position.
- The system began to pump chlorine as normal.
- The pre-chlorine level reached 0.75mg/L at 8:05 a.m. and automatically turned off the chlorine booster system.
- The operator returned to AZ-2 connection station to investigate a slight chlorine smell around 10:30 a.m. The operator began investigating the leak using a bottle of ammonia. The

leak was detected at the connection point between the Regal Automatic Switchover Gas Chlorinator and the Chlorine Gas Cylinder Valve.

- The operator turned to grab a wrench that was located on the windowsill behind him and at this time the chlorinator disconnected from the cylinder valve and began leaking chlorine gas.
- The operator immediately left the room and called the water utility foreman.

Chlorine Leak Timeline:

- **10:49 a.m.** - The operator calls the water utility foreman to inform of chlorine leak. The foreman sends another operator to the site and prepares to alert emergency response.
- **10:55 a.m.** - Water Utility Foreman calls 911
- **11:10 a.m.** - Emergency response team begins to arrive onsite and begins setting a perimeter of the area.
- **11:30 a.m.** - Green Bay Metro HazMat team contains the leak and begins monitoring ambient air.
- **12:10 p.m.** - The operator is transported via ambulance (non-emergency) to Aurora BayCare Medical Center for further evaluation.
- **2:00 p.m.** - The operator is released from Aurora BayCare Medical Center with no injury.

Post Incident Investigation, May 6, 2025:

- It was discovered that two lead seals were present at the connection point of the chlorinator and the chlorine cylinder valve. It is believed that this caused an insufficient connection between the regulator and the chlorine cylinder ultimately causing the chlorine leak.
 - Every time the chlorinator is removed from a chlorine gas cylinder valve, the lead seal should be removed and replaced.
 - Chlorine Cylinder installation instructions are posted on the wall in the Chlorine Room.
 - Instructions for the removal and replacement of the lead seals are also posted on the chlorinator next to the connection point.
- Accident was reported to both the WDNR and EPA.
- Last tank exchange was January of 2024.

Dave Dellemann, Green Bay Fire Department

- One of the HazMat Technicians on scene.
- Appreciative that there was a representative from the Village of Allouez on the scene when they arrived. This enabled them to get notification that there was not anyone in the building, which helps with the process.
- The Battalion Chief arrived. Winds were south so the houses facing the building were put under "shelter in place". Knocked on doors, residents that were home were instructed to turn off central air/HVAC to stop anything from migrating into the home.
- Engine arrived for decontamination purposes. To stop the leak, the tank had to be shut off.
- The employee that was exposed was transported to a medical facility.

S. Gehin:

- Going forward, training will take place yearly.
- When a chlorine tank needs to be exchanged, two people will be present.
- A log sheet will be placed in the chlorine room to document any work that is completed.

AMENDMENT TO BULK AND BRUSH COLLECTION SCHEDULE

S. Gehin:

- Would like to implement a two-year pilot program to change the bulk and brush collection schedule.

Reason for Change

- Major changes to the schedule were last made approximately twenty years ago.
- Monthly bulk volume data.
- Street maintenance needs.
- Being good stewards of the taxpayer's money means reviewing policies and procedures on a regular basis.

Method

- A committee of staff members was convened.
- Monthly collection data was reviewed and analyzed.
- Prioritizing and scheduling of street maintenance activities.
- Potential cost savings.
- Municipal service comparisons.
- Staff developed their ideal schedule.
- The options were discussed and refined over several meetings.

2025 Brown County Municipal Refuse Services Comparison

Municipality	Scheduled Bulk Pick Up	Frequency- Bulk Pick Up	Contracted Refuse Service?	Annual Service Fee	Frequency- Garbage	Frequency- Recycling	Municipal Bulk Waste Site
ALLOUEZ	Yes	10x per Year	No	No	Weekly	Bi-Weekly	No
ASHWAUBENON	Yes	Apr-Sep by Request (Fee by Volume)	No	No	Weekly	Bi-Weekly	No
BELLEVUE	No	By Request (Additional Charge)	Yes (Harter's)	\$168.00 (Utility Bill)	Weekly	Bi-Weekly	No
DE PERE	Yes	2x per Year	No	No	Weekly	Bi-Weekly	Yes
GREEN BAY	Yes	2x per Year	No	No	Weekly	Bi-Weekly	Yes
HOBART	No	By Request (Additional Charge)	Yes (GFL)	\$165.00 (Property Tax Bill)	Weekly	Weekly	No
HOWARD	Yes	By Request	No	No	Weekly	Bi-Weekly	No
LAWRENCE	No	By Request (Additional Charge)	Yes (Harter's)	\$193.76 (Property Tax Bill)	Weekly	Bi-Weekly	No
LEDGEVIEW	No	By Request (Additional Charge)	Yes (Harter's)	\$243.00 (Property Tax Bill)	Weekly	Weekly	No
SUAMICO	No	By Request (Additional Charge)	Yes (Harter's)	\$190.00 (Property Tax Bill)	Weekly	Bi-Weekly	No

Municipality	Scheduled Brush Pick Up	Frequency- Brush Pick Up	Scheduled Leaf Collection	Frequency- Leaf Collection	Holiday Tree Collection	Municipal Yard Waste Site	Site Hours
ALLOUEZ	Yes	8x per Year	Yes	Spring/Fall	Yes	Yes	24/7
ASHWAUBENON	Yes	By Request (Fee by Volume)	Yes	Spring/Fall	By Request	Yes	24/7
BELLEVUE	Yes	2x per Year	No	-	Yes	Yes	6:30am - 8:00pm Permit Required
DE PERE	Yes	3x per Year	Yes	Spring/Fall	Yes	Yes	Daily Dawn-Dusk
GREEN BAY	Yes	Continuous*	Yes	Spring/Fall	Yes	Yes	Summer- 6:00am - 8:00pm Winter- 7:00am - 5:00pm
HOBART	No	-	No	-	No	Yes	24/7
HOWARD	Yes	By Request	Yes	Spring/Fall	Yes	Yes	24/7
LAWRENCE	No	-	No	-	No	Yes	24/7 Permit Required
LEDGEVIEW	Yes	2x per Year	No	-	No	Yes	Daily Dawn-Dusk
SUAMICO	No	-	No	-	No	Yes	Daily Dawn-Dusk

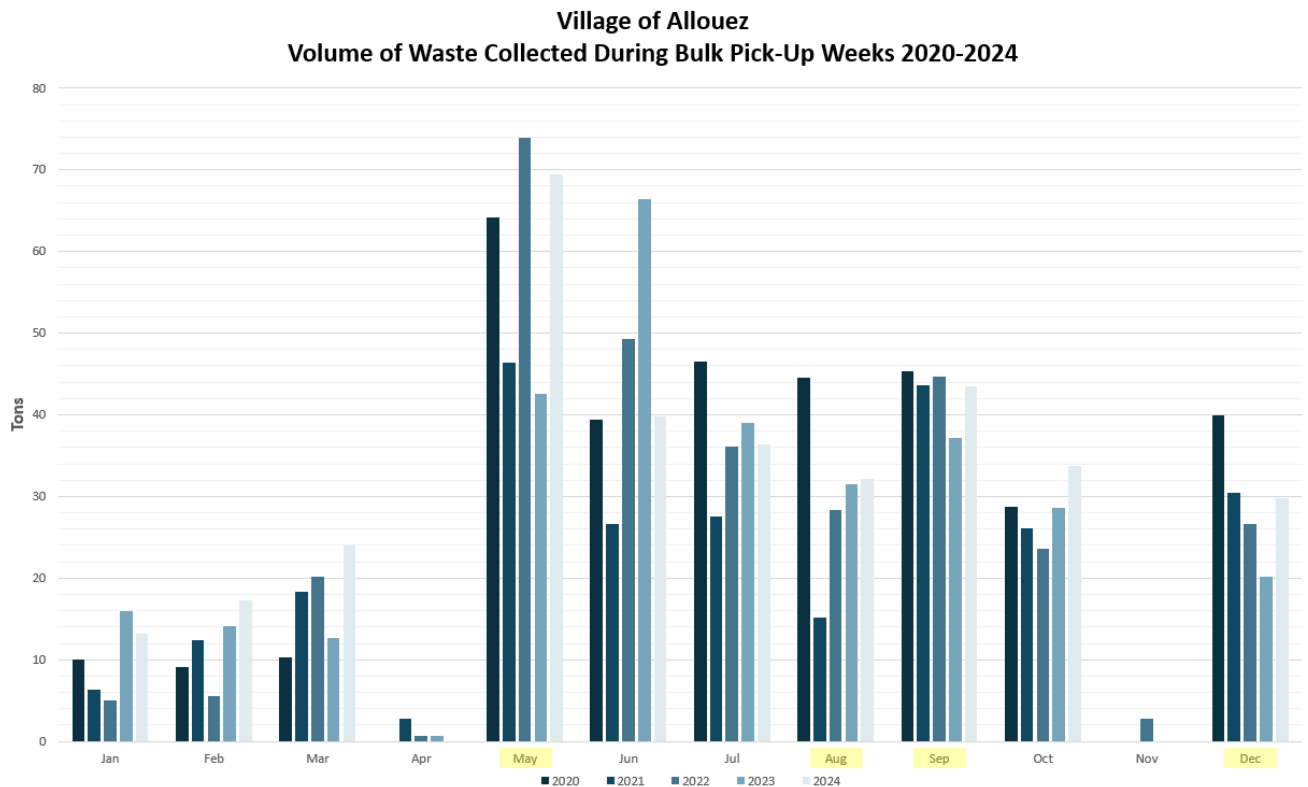
* The City of Green Bay does not follow a set schedule for brush. Collection is continuous and they estimate it takes 4 weeks to complete the entire city.

Pros of New Schedule:

- More effective and efficient operation.
- Open staff availability for other street activities: HMA patching, spot repair of curb and sidewalk, yard waste site maintenance, and street sweeping.
- Less wear and tear on equipment and decreased gas/fuel expense.
- Still offering above-and-beyond services compared to neighboring municipalities.

Cons of New Schedule:

- Initial learning curve for residents and staff members.
- Difficult to change long-standing practices.
- Fewer pickups.



Timeline:

- Take sample schedule and code changes to the Public Works Committee meeting, then to the Village Board for approval.
- Update code to allow new collection schedule.
- Get the new information into the "All About Allouez" magazine (October 2025 deadline)
- Education campaign using the magazine, website, Facebook, and email list.
- Revisit the schedule in June of 2027, revise for 2028 if needed.

2025 Brush / Bulk Collection Schedule

Waste must be out to the curb by 6 a.m. on your garbage day for pick-up, but no sooner than 6 p.m. the day before.



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Bulk Pick-Up

Bulk waste is defined by the Village as "miscellaneous waste material of such size as is not normally collected with garbage, including but not limited to furniture, plumbing fixtures, manufactured-processed wood or wood by-products, and small amounts of concrete waste not exceeding a five-gallon bucket in volume." Bulk does not include appliances, electronics, gas powered equipment, or cardboard.

Brush Pick-Up

Brush is defined by the Village as "trimmings/woody material from shrubs, trees, and stalks from garden plants (e.g., rosebush and bamboo)". Brush does not include tree roots, root balls, yard waste, leaves, or grass.

Spring / Fall Clean-Up

Spring / Fall Clean-Up is the collection of leaves and yard waste which is defined by the Village as "all materials originating in the yard and garden which are capable of natural decomposition (e.g. leaves, plants, flowers, etc.)". Grass is not permitted. There is no brush or bulk collected in April or November during spring and fall clean-up.

☐ The last day to put leaves/yard waste to the curb for pick-up.

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May

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						1
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23	24	25	26	27	28	29

August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

November

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16	17	18	19	20	21	22
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March

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16	17	18	19	20	21	22
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June

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September

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16	17	18	19	20	21	22
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December

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2026 Brush / Bulk Collection Schedule (draft)

Waste must be out to the curb by 6 a.m. on your garbage day for pick-up, but no sooner than 6 p.m. the day before.



January

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April

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July

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23	24	25	26	27	28	29

October

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May

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August

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23	24	25	26	27	28	29

Lefebvre/Beyler moved to recommend to the Village Board the approved amendment to the bulk and brush collection schedule. Motion carried.

WATER UTILITY RATE CASE

S. Gehin:

- The Village Water Utility with the assistance from a local consultant will begin a water rate study. The rate study will determine if water rates are adequate to meet utility operational and maintenance costs. Outcome will likely lead to an application to the Public Service Commission to raise rates.
- A study is necessary due to the increased cost to operate the Village's water distribution system and repair of aging infrastructure. The last water rate case was completed in January of 2022.
- The sanitary sewer utility rates were last raised June of this year and stormwater utility rates last raised May of 2024.

LIBAL STREET RESURFACING PROJECT - ENGINEERING SERVICES

S. Gehin:

- The Village of Allouez has received a Surface Transportation Block Grant (STBG) 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).
- A Request for Proposal (RFP) has been sent to a handful of civil engineering consultants to provide design for the federally funded street improvement project. Those firms include Ayres, JT Engineering, Graef, Mead and Hunt, and RaSmith. The proposals are due by August 15th, 2025.

- A selection committee will rank the firms in order of preference based on qualification criteria, not by price. The consultant's price will be negotiated after the selection process.

WATER SERVICE LINE INVENTORY AND LEAD SERVICE LINE REPLACEMENT

S. Gehin and Josh Ritchie, Water Department Foreman

- Water Service History: Lead historically was used for water services but was phased out in the 1930's and 1940's. In 1984, lead solder used in interior plumbing was phased out. As of 1991 LCR requires lead monitoring/testing. In 2021 LCR requires inventory of water services and in 2024 LCR requires ID & replacement of all lead.
- The Lead-Copper Rule Revision became an EPA requirement in December 2021, with the DNR enforcing it in Wisconsin. Municipal requirements are to inventory all water services – public and private including material, size, age, address, and method of verification. The inventory was submitted to the DNR by October 16, 2024.
- The Village has a plan to identify all unknown services by 2030 with identifying approximately 500 homes/businesses a year. Cross Connection Control Inspections are completing about 300 homes per year with the remaining 200 being done by Water Utility Appointments. Currently working north to south (oldest to newest).
- Known lead services are 65 locations with 49 being utility services and 18 are private services. Known galvanized services are a total of 35 with 8 galvanized downstream of lead.

Lead Service Line Replacement Plan

Year	Project	Est. Lead Services Removed	Est. Cost	Funding
2025	Annual Replacement	8-10	\$30,000	Utility Budget
2026	Annual Replacement	8-10	\$30,000	Utility Budget
2027	Annual Replacement	8-10	\$40,000	Utility Budget
	Street Reconstruct Project	25	\$100,000	2027 Bond
2028	Annual Replacement	8-10	\$75,000	Utility Budget
2029	Annual Replacement	8-10	\$75,000	Utility Budget
Est. Totals		65-75	\$300,000 - \$400,000	

2025 CONSTRUCTION PROJECT UPDATE

S. Gehin

Reconstruction Projects:

- **Park Drive:** Road excavation has been completed with Private Side Sanitary Sewer Lateral installation and concrete work (curb and driveway aprons) to follow. Project is on schedule.
- **St. Francis Drive:** Storm sewer main installation to continue. Temporary water to be installed between Crescent Drive and Webster Avenue later in the week. Watermain installation between Crescent and Webster to follow. Project is on schedule.

- **Crescent Drive:** Road excavation has been completed with Private Side Sanitary Sewer Lateral installation and concrete work (curb and driveway aprons) to follow. Project is on schedule.
- **Greene Avenue:** Watermain installation to continue between Regina and Greenwald. Storm sewer main installation to begin mid-week. Project is slightly behind schedule due to extra work added. Work will be completed by the middle to end of October.
- **Regina Street:** Project to begin after contractor completes work between East River Drive and Greenwald.
- **Webster Avenue Crossing:** Beginning on August 4th, the Village of Allouez, in partnership with the Brown County Highway Department, will be closing the outside north and southbound lanes at Webster Avenue (CTH X) and Greene Avenue intersection. The closure is necessary to make improvements to the existing pedestrian crossing including new ADA curb ramps, rapid flashing beacons, pavement markings and signage.

Sanitary Sewer Lining Project: all the work has been completed

East River Drive Watermain Relay:

- Work has been completed. Road restoration to be completed under separate contract in August.

Street Resurfacing Project:

- **E. Ledgerview Street:** Concrete work has been completed with pavement removal to begin week of August 4th.
- **Gwynn Street:** Concrete work is currently in progress. Minor utility work and pavement removal to follow.
- **Normandy Lane:** Concrete removal and replacement to begin this week with minor utility work to follow.
- **East River Drive:** Concrete removal and replacement to begin soon with minor utility work to follow.
- **Barebourne Court:** Concrete work has been completed with pavement removal to begin week of August 4th.
- **W. Mission Street:** Concrete work has been completed with pavement removal to begin week of August 4th.

FUTURE AGENDA ITEMS

- None

ADJOURNMENT

Genrich/Beyler moved to adjourn at 6:30 p.m. Motion carried.

Minutes submitted by Kim Siudzinski, Deputy Clerk.