



AGENDA
PUBLIC WORKS COMMITTEE MEETING
Tuesday, November 4th, 2025 at 5:30 p.m.
Allouez Village Hall, 1900 Libal Street

1. CALL TO ORDER/ ROLL CALL
2. MODIFY/ADOPT AGENDA
3. APPROVAL OF OCTOBER 7TH, 2025 MINUTES
4. ANNOUNCEMENTS
 - a. Joint Public Works Committee / Parks, Recreation, & Forestry Committee Meeting will be held on Wednesday, December 10th, 2025 at 5:30pm
5. PUBLIC APPEARANCES

NEW BUSINESS:

6. DISCUSSION/ACTION RE: 2026 PUBLIC WORKS DEPARTMENT BUDGET
7. DISCUSSION/ACTION RE: DRIVEWAY CONSTRUCTION STANDARD OPERATING PROCEDURES

REPORTS:

8. REPORT RE: WATER DISTRIBUTION SYSTEM – WATER USAGE
9. REPORT RE: 2025 CONSTRUCTION PROJECT UPDATE
10. FUTURE AGENDA ITEMS
11. ADJOURNMENT

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above noticed meeting to gather information; no action will be taken by any governmental body at the above noticed meeting other than the governmental body specifically referred to above in this notice.

PUBLIC WORKS COMMITTEE MINUTES
Tuesday, October 7th, 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 5:30 p.m.

Present: Collison, Genrich, Lefebvre, Leiterman
Excused: Beyler
Also present: Sean Gehin, Jim March

MODIFY/ADOPT AGENDA

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

APPROVAL OF SEPTEMBER 2ND, 2025 MINUTES

Lefebvre/Genrich moved to approve the September 2, 2025 minutes. Motion carried.

ANNOUNCEMENTS

- a. Fall Clean-up, October 20th thru November 21st

PUBLIC APPEARANCES

- None

LEBRUN STREET EXTENSION

S. Gehin:

- The City of De Pere is requesting to either extend LeBrun Street or construct a private driveway east of McCastlen Street to serve a proposed 5.5-acre multi-family residential development. The proposed development is located east of Manitowish Place in the City of De Pere.
- Village and City staff have met multiple times to determine how best to serve the proposed development while minimizing impacts to those abutting the LeBrun Street right-of-way.
- The following roadway access options were reviewed and discussed:
 - o Extension of LeBrun Street from McCastlen Street west 500' to a proposed Cul-De-Sac (Centered in R/W) – Construction of 24-ft wide roadway centered in the vacant street right-of-way. This option includes the engineering and grading of an 8-ft trail along the north side of the roadway for consideration in the future.
 - o Extension of LeBrun Street from McCastlen Street west 500' to a proposed Cul-De-Sac (Offset in R/W) – This option would shift the roadway south limiting the need of Village right-of-way to 5.5 feet. This option would also include the engineering and grading of an 8-ft trail along the north side of the roadway for consideration in the future. **Preferred Option.**
 - o Construction of a Private Driveway in the City right-of-way
 - o Extension of LeBrun Street from McCastlen Street to East River Drive – Option was eliminated due to the number of residential homes in close proximity to the LeBrun Street right-of-way.
- The preferred option works to create a greater buffer from the street to the homes located to the north, ensures the proper maintenance of the roadway pavement in the future, and furthers the collaboration between the Village and the City.

Scott Thoresen, City of De Pere, Public Works Director

- Discussed the proposed multi-family residential development (approximately 60 units) & gave an overview of the proposed plan for utilities.
- Preferred option includes construction of a 24' foot roadway, flange to flange which includes curb and gutter/asphalt & pavement. Due to the narrow roadway, no parking will be allowed on the street.
- If Allouez would like to see a private driveway, the City of De Pere would look at vacating the right-of-way & Allouez would be on their own for future trail or sidewalk.
- Current proposal would allow for joint/share between the City and Village.
- If proposal is agreed upon, intergovernmental agreement will need to be drafted for maintenance purposes.
- No plan to hold public informational meeting(s) (due to no changes to zoning)
- Grant funding available to assist in pedestrian trail/sidewalk

Lefebvre/Genrich moved to suspend the rules. Motion carried.

Cora Haltaufderheid, 3962 Presque Isle Court

- Built home in Allouez around 35 years ago and is disappointed neighbors did not hear about this topic sooner. There was an agreement established in 2013 to have a walking path on Lebrun Street.
- If there is no street parking on proposed driveway, the cul de sacs nearby will become parking lots. Believes LeBrun Street was closed originally due to the number of car accidents.

Joyce Lefebvre, 824 Ontonagon Court

- Height of proposed units/Fire Department access
- Where is cul du sac ending on the Allouez side?

Laurie Larson, 3963 Presque Isle Court

- What is the timeline of this project?
- Believes her property value will drop if LeBrun Street is extended.

Lefebvre/Genrich moved to pick up the rules. Motion carried.

Discussion:

- Proposed sewer and water plan
- Property is already zoned for multi-family use
- Lighting/landscaping requirements
- Difference in road width: 36 feet wide (Le Brun west of McCastlen St.), proposal (East of McCastlen) is 24 feet wide (too narrow for street parking)
- Parking/Sidewalk/Trail Maintenance
- Why doesn't LeBrun St. go all the way through to E. River Drive?

Lefebvre/Leiterman moved to recommend to the Village Board approval of the preferred option layout (Extension of LeBrun Street from McCastlen Steet west 500' to a proposed Cul-De-Sac (Offset in R/W) – option would shift the roadway south limiting the need of Village right-of-way to 5.5 feet. This option would also include the engineering and grading of an 8-ft trail along the north side of the roadway for consideration in the future.) pending City of De Pere and Village of Allouez work out the details and recommend having the developer create a plan to block the street lighting, the traffic noise, and landscaping. Motion carried.

LIBAL STREET ENGINEERING SERVICES AGREEMENT

- The Village of Allouez has received a Surface Transportation Block Grant (STBG) for the resurfacing of Libal Street from LeBrun Street to Hoffman Road.
- Estimated construction cost is \$1,424,100 with federal funding of \$1,139,280 (80%) and local share of \$284,820.
- A selection committee reviewed and ranked the proposals in order of preference based on qualification criteria, not by price.
- raSmith Inc's proposal scored the highest among the 5 proposals received. The qualification-based selection of raSmith Inc was approved by the Public Works Committee and Village Board on September 2nd.
- Proposal for professional fees from raSmith was received in the amount of \$309,269.84, after further review of the contract, Gehin since worked with the firm to lower the cost to \$285,615.89.
- Agreement does not include real estate acquisition services or purchase of.

Collison/Lefebvre moved to approve the Libal Street Engineering Services Agreement with raSmith, Inc. in the amount of \$285,615.89. Motion carried.

Leiterman/Collison moved to table items #7 (2026 Public Works Department Budget, #9 (Report- Water Distribution System- Water Usage) and #10 (2025 Construction Project Update) to the next Public Works Committee meeting due to time constraints. Motion carried.

ADJOURNMENT

Genrich /Lefebvre moved to adjourn at 6:27 p.m. Motion carried.

Minutes submitted by Carrie Zittlow, Clerk/Treasurer

VILLAGE OF ALLOUEZ

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Department of Public Works Draft 2026 Budget

2026 ENGINEERING BUDGET FUND 10-15

The Engineering budget is estimated at \$158,000, an increase of approximately \$30,000 compared to this year's budget amount. Some noteworthy Engineering Budget items include:

- The TDS Project will resume this fall and be completed in 2026. Budget includes TDS Permitting and Inspection Costs. Any expenses (\$60,000) incurred next year to be offset by the permit fees.
- Budget includes partial funding of a Staff Engineer. Expenses to be equally allocated to the engineering, sanitary, water and storm water utility accounts.
- Includes Professional Services at a budgeted expense of \$7,500 for soils reporting, construction material testing and misc. engineering tasks. Any remaining funds from this year to be carried over to next year for the design and preparation of plans for the Taft/Riverside Dr. sidewalk.
- Includes \$10,000 for shared portion of GIS (Ruekert Meilke and ESRI), Autodesk Civil 3D and Adobe Acrobat Pro subscription cost of \$40,000. Remaining cost to be allocated to the sanitary, water and stormwater utility accounts.
- Ongoing effort to update and upgrade GIS Mapping System being funded with ARPA money.

PUBLIC WORKS BUDGET FUND 10-16

Next year's Public Works budget of \$2.4 million is a decrease of approximately \$80,000 compared to this year's budgeted amount. Some noteworthy Public Works Budget items include:

Revenue:

- Next year's estimated State General Transportation Aid funding is \$476,000. An increase of approximately \$36,000 compared to this year's funding levels.
- Recycling Grant funding is anticipated to match this year's funding level - \$98,500.
- ROW Permit Fees. TDS Permit Fees to Generate Revenue Offsetting Village Incurred Expenses (review, permitting and inspection).
- Do not anticipate generating any revenue from the sale of recyclables in 2026.
- Sale of garbage and recycling carts to Village residents is anticipated to generate \$40,000 to offset the purchase of new carts.

Expenditures:

- Mild winters have reduced amount of salt placed on Village streets. Budget includes purchase of Salt in the amount of \$30,000 for the 2026/2027 winter season.
- Street maintenance, repair and paving budgeted amounts are as follows:
 - \$500,000 Street Paving.
 - \$50,000 Street Patching
 - \$25,000 Crack filling
 - \$10,000 for the Spot Repair of Defective Curb and Gutter
 - \$20,000 for the Spot Repair of Defective Sidewalk.
- Cost to clear and repair sidewalk will continue to increase with the construction of new sidewalk. (Libal Street (2024) and Greene Ave. (2025)).
- Anticipate annual street lighting budgeted amount of \$190,000.
- Garbage and Recycling cart expense to be offset by revenue generated by sale of carts (\$70 Each).
- Landfill/MRF disposal cost overall to increase by \$15,000 compared to this year's budget.
 - Garbage - The Brown County landfill tipping fee will increase from \$55.75 to \$57, a CPI increase of approximately 2%. Overall resulting in an annual increase from \$5,000 to dispose of garbage.
 - Recycling - It is anticipated that the Village will pay approximately \$20/ton to dispose of recyclables in 2026 at an estimated cost of \$20,000. A payment of \$10/ton was anticipated this year.

Path Forward

- Bond for larger equipment replacement purchases.
- Continue to bid construction projects early in the year to obtain better unit prices.
- Work to take on more in-house pavement repairs.

SEWAGE TREATMENT FUND 21-16

A rate case completed in June of this year has led to an increase in annual operating revenues (roughly speaking \$250,000). The 2026 forecasted revenue is \$3.5 million. The forecasted operating expenses are \$3.3 million; a \$150,000 increase compared to this year's budget of \$3.15 million.

Some noteworthy Sanitary Sewer Utility Budget items include:

- New Water is proposing a 7% cost increase for the treatment of wastewater (Municipal Users). Weather dependent the Village is estimating to pay approximately \$2.5 million in 2026. An increase of \$150,000 compared to this year's budgeted treatment cost (\$2.35 million).

- Professional Services at a budgeted expense of \$15,000 misc. engineering tasks (Lift Station Evaluation Report, East River Drive Sewer, and Misc., etc.).
- Sanitary Sewer Repair budget of \$60,000. An increase of \$10,000 compared to this year's budget. This is to account for rising material and installation costs.

Path Forward:

- Annual rate increases to keep pace with NEW Water charges with modest rate increases (5%).
- Continued replacement and lining of old sanitary sewer mains and old private sanitary laterals is key to future reductions in infiltration and inflow (I/I) of groundwater.
- Continue the sanitary sewer televising program. Televising will identify areas of I/I and failing sewer.

WATER DEPARTMENT FUND 60-60

A rate case has begun to review annual operating revenues and expenses. The rate case is anticipated to be completed by the end of this year. Any rate increases will go into effect at the beginning of the year. The projected operating cost is \$3.36 million, an increase of \$120,000 compared to this year's budgeted amount of \$3.24 million.

Some noteworthy Water Utility Budget items include:

- Leaks contributing to above average water purchase and water loss have been detected and repaired. And as such the estimated year end water purchase cost is above this year's budgeted amount by \$135,000.
- CBCWA wholesale cost to purchase water will decrease from \$4.42 to \$4.28 per 1000 gals. Next year's projected wholesale water cost is estimated at \$1,603,500. A decrease of \$54,000 from this year's budgeted expense of \$1,657,500.
- Continue with HydroCorp contract services for residential and commercial cross connection inspection. The 2026 budgeted Cross-Connection Inspection cost for residential and commercial inspections is approximately \$21,000 and \$8,000 respectively.
 - Village staff to complete reinspection of residential properties and complete inspection for those reoccurring properties that fail to schedule an inspection.
- Verizon is proposing to install additional antenna to Standpipe. Added equipment will require structural improvements to tank. Cost to review, permit, construct and inspect improvements to be paid by Verizon.
- Roof and overflow repairs to be completed at the Vande Hei and Dauphin reservoirs in 2026. Bond funding was secured this year to pay for project.
- Increase contracted service budgets for the repair of watermain and water services to \$70,000. Funds will be used to repair breaks, leaks and remove lead services.

- Professional services expense next year is estimated at \$40,000. Activity includes leak detection, portion of the audit expense, inventory of water services (mainly privately owned), and the completion of a state mandated risk resilience assessment report.

Path Forward:

- Continued replacement of old cast-iron water main is recommended and included in the capital improvement plan.
- Continue yearly leak detection program to identify leaks and reduce water loss.

STORM WATER UTILITY FUND 61

The 2026 forecasted revenue is \$940,000. The forecasted operating expenses match this year's budgeted amount of \$750,000.

The Stormwater Utility includes the street sweeping program, village storm sewer and water treatment systems.

Some noteworthy Stormwater Utility budget items include:

- The storm sewer repair budget was increased to \$70,000 to keep pace with rising construction costs. An increase of \$10,000 compared to past budgeting efforts.
- 2026 planned Professional Service budget of \$15,000. Tasks include: MS4 Annual Reporting, Private SWMP review and updating of Village wide stormwater plan.
- Pond maintenance expenses will decrease by \$5,000 to \$15,000. Includes maintenance of adjacent prairies and removal of rodents.
- Planning and Engineering of Riverview Pond to continue, with Construction likely beginning in 2027.

EQUIPMENT REPLACEMENT FUND 71

Forecasted revenue of \$680,000 is greater than the estimated operation and maintenance cost is \$580,000. Operation and maintenance cost does not include the cost to replace aged equipment.

- Continue to borrow for larger equipment purchases > \$100,000.

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Department of Public Works

Date: 10/02/2025

Water Usage Update

From the beginning of this year through August undetected leaks within the Village water distribution system have resulted in an above average water purchase from the Central Brown County Water Authority. During that timeframe the average Dailey water purchase was over 1.15 million gallons a day. A typical daily water purchase is roughly 1 million gallons.

A leak detection survey completed early in August discovered 11 leaks. The subsequent repair of those leaks has returned the Village's water daily purchase to normal levels early in September.

This year's budgeted annual and monthly bulk water purchase from Central Brown County Water Authority (CBCWA) is 375,000,000 and 31,250,000 million gallons respectively. As a result of the leaks, the yearend water purchase is estimated to be 405,000,000 gallons. At a billed CBCWA bulk water rate of \$4.42 (1,000 gal) the additional expense to the Utility is estimated at \$135,000.

Sean J. Gehin, P.E.
Allouez DPW

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Department of Public Works

2025 Street and Utility Construction Project Update

October 27, 2025

This 2025 construction season has begun in the Village of Allouez on some or all of the streets listed below:

Reconstruction Projects:

The reconstruction projects include:

- Replacement of existing water main, sanitary and storm sewer where necessary.
- Removal and replacement of existing water, sanitary and storm sewer laterals to the property line.
- Placement of new concrete curb & gutter and driveway aprons. The existing driveway width at the property line will be matched.
- Removal and replacement of the asphalt pavement.
- Voluntary replacement of private side sanitary sewer lateral.
- Construction of new sidewalk on Greene Avenue along the southside of the street from Libal St. to East River Dr.
- Pedestrian crossing improvements at the Greene Ave. and Webster Ave. (CTH X) intersection.

The following streets will be completed this year:

- Park Dr. – St. Francis Dr. to Arrowhead Dr.
- St. Francis Dr. – Langlade Rd. to S. Webster Ave.
- Crescent Dr. – St. Francis Dr. to Arrowhead Dr.
- Greene Ave. - Libal St. to East River Dr.
- Regina St. – Simonet St. to Greene Ave.

Project Update:

Weather permitting the anticipated project schedule is as follows:

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:

Work is substantially completed. Street signs and mailboxes to be reinstalled.

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:

Work is substantially completed. Street signs and mailboxes to be reinstalled.

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:

Work is substantially completed. Street signs and mailboxes to be reinstalled.

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:

Fine grading between Libal St. and Greenwald St. expected mid-week with paving scheduled for the end of the week.

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:

Placement of upper layer of asphalt to be placed by the end of the week. Turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

*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. PLEASE MOW RESTORED AREAS AS NEEDED.

Sanitary Sewer Lining Project:

The sanitary sewer lining projects include:

- CIPP lining of existing sanitary sewer.

The following sanitary sewer segments will be lined this year:

- St. Francis Dr. – Langlade Rd. to S. Webster Ave.
- Crescent Dr. – St. Francis Dr. towards Arrowhead Dr.
- Greene Ave. Sanitary Sewer Easement – Behind Libal St. Mall
- Regina St. – Simonet St. towards Greene Ave.
- E. Ledgeview St. – S. Webster Ave. to S. Clay St.
- Gwynn St. – S. Clay St. to Delahaut St.
- Longview Ave. – Ulmcrest Ct. to East River Dr.
- Riverside Dr. – Spot Repair near Stambaugh Rd.

Project Update:

Weather permitting the anticipated project schedule is as follows:

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

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday June 18th

Project Status:

Work completed.

Crescent Dr. – St. Francis Dr. towards Arrowhead Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday June 18th

Project Status:

Work completed.

Greene Ave. Sanitary Sewer Easement – Behind Libal St. Mall

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday night into Tuesday morning (June 16 & 17).

Project Status:

Work completed.

Regina St. – Simonet St. towards Greene Ave.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday June 9th.

Project Status:

Work completed.

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

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday June 19th.

Project Status:

Work completed.

Gwynn St. – S. Clay St. to Delahaut St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Friday June 20th.

Project Status:

Work completed.

Longview Ave. – Ulmcrest Ct. to East River Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Thursday June 18th.

Project Status:

Work completed.

Riverside Dr. – Spot Repair near Stambaugh Rd.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Thursday July 17th

Project Status:
Work completed.

East River Dr. Watermain Relay:

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

Project Update:

Weather permitting the anticipated project schedule is as follows:

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.

Street Resurfacing Project:

The resurfacing projects include:

- Removal and replacement of the asphalt pavement.
- Replacement of defective concrete curb & gutter, sidewalk, and driveway aprons.
- Evaluation of the existing gravel base and replacement when needed.
- Manhole & catch basin repairs.
- Landscape restoration

The following streets will be completed this year:

- E. Ledgeview St. – S. Webster Ave. to S. Clay St.
- Gwynn St. – S. Clay St. to Libal St.
- Normandy Ln. – Hoffman Rd. to the Cul-De-Sac
- East River Dr. – Hoffman Rd. to Broadview Dr.
- Braebourne Ct. – Du Charme Ln. to the Cul-De-Sac
- W. Mission St. – West of Du Charme Ln. (200 feet)

Project Update:

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:

- Work completed – Tuesday August 26th.

Project Status:
Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

Gwynn St. – S. Clay St. to Libal St.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Wednesday August 27th.

Project Status:
Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

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

Weather permitting the anticipated project schedule is as follows:

- Work completed – Monday September 15th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

East River Dr. – Hoffman Rd to Broadview Dr.

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday September 16th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

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

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday August 26th.

Project Status:

Work completed turf restoration to be monitored. PLEASE MOW RESTORED AREAS AS NEEDED.

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

Weather permitting the anticipated project schedule is as follows:

- Work completed – Tuesday August 26th.

Project Status:

Paving completed restoration to follow.

Sincerely,



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