

**ALLOUEZ VILLAGE BOARD MEETING MINUTES
TUESDAY, JULY 21, 2026 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, Hohner, Leiterman, Marsch, Rafter
Also Present: Jim March, Julie Beauchamp, Sean Gehin, Trevor Fuller
Attorney Gagan (arrived at 6:50 p.m.)

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by President Rafter.

ADOPT/MODIFY AGENDA

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

ANNOUNCEMENTS

- a. Notice of Fall Partisan Primary on August 11th
- b. Water Rate Case Hearing on July 28th
- c. Movie in the Park on July 24th at Green Isle (*Polar Express*)

President Rafter- Allouez Beautification Committee Fundraiser at Zambaldi Beer on July 29th from 3pm-9pm

PUBLIC COMMENT

Arthur Despins, 1278 Garland Street

- Spoke about his concerns with flock cameras and asked to keep the cameras out of Allouez
- His street flooded again a few weeks ago, recommended the village invest in our infrastructure

2025 AUDIT REPORT

Megan Hovell, CliftonLarsonAllen, Auditor

- Provided an overview of the 2025 Annual Financial Report & Management Communications
- Village received a clean, unmodified audit opinion for 2025, which is the best audit opinion and means the financial statements are materially accurate.
- At the end of 2025, the Village had \$10.2 million in ending cash and an additional \$5.2 million in restricted cash.
- The Village's unassigned fund balance was around \$4.5 million, exceeding the policy requirement of \$2.7 million, indicating a very healthy fund balance.
- The general fund performed better than budgeted, moving from a projected \$281,255 use of fund balance to a positive result of about \$444,879.
- Proprietary funds had positive operating cash flows: Water: \$1.1 million, Sewer: \$1.3 million, and Stormwater: \$577,153.
- The auditors reported no material weaknesses, significant deficiencies, or audit findings related to internal control.

NEIGHBORHOOD COMPLIANCE INSPECTOR REPORT

T. Fuller:

- Recently purchased new code compliance software resulting in improved tracking
- From May 1st- June 30th, there were 271 tags or notifications for items such as long grass, brush placement, animal calls, and parking
- Discussed the three-notification approach
- Plan to provide a more detailed report in the future as more data is gathered

2026 CONSTRUCTION PROJECT UPDATE

- Gehin provided an update on the 2026 Construction projects

2027 STREET UTILITY RECONSTRUCTION PROJECT - ENGINEERING SERVICES

S. Gehin:

- Requested proposal from raSmith for the engineering and preparation of plans for the reconstruction of the following streets in 2027:
 - o Lazarre St. (Riverside Dr. to Du Charme Ln.)
 - o Whitney St. (Du Charme Ln. to Beaumont St.)
 - o Woodrow Way (Mission St. to Allouez Ave.)
 - o Jourdain Ln. (Mission St. to Allouez Ave.)
 - o Karl St. (Libal St. to East River Dr.)
 - o Van Buren St. (Derby Ln. to Catherine St.)
- Engineering services scope includes design, preparation of plans, specifications, cost estimates and training for staff.
- To reduce raSmith's engineering fees, staff will assist with the design and preparation of plans.
- Staff recommends moving forward with raSmith's alternate fee in the amount of \$122,359.

Harris/Genrich moved to approve the Engineering Services Agreement with raSmith for the 2027 Street & Utility Reconstruction Project in the amount of \$122,359. Motion carried.

LANGLADE SCHOOL SITE PLANNING - CONSULTANT SERVICES FOR PUBLIC SURVEY

T. Fuller:

- The Village is scheduled to acquire the former Langlade Elementary School property from the Green Bay Area Public School District in October.
- Initial public engagement and planning will be split into two phases- public survey and conceptual design & master planning.
- Purpose of the public survey is to gather input from residents and stakeholders regarding potential future uses, priorities, and community needs related to the site.
- To assist with this effort, staff requested proposals from 3 consulting firms.
- The consultant will be responsible for developing, administering, and analyzing the survey results, in addition to providing a summary of findings for consideration by the Community Development Authority (CDA) & Village Board.
- The CDA recommended at their meeting on July 9th to move forward with the proposal from St. Norbert College – Strategic Research Institute.
- A mid-September survey timeline was recommended

Discussion:

- Survey methodology & anonymity
- Response per household; goal is to receive at least 400 completed surveys
- Survey is a great way to listen to our community and find out what residents want

Genrich/Marsch moved to approve consultant services with the Strategic Research Institute-St. Norbert College for the Langlade School Public Survey. Motion carried.

WEBSTER AVENUE STREETSCAPE DESIGN STANDARDS

T. Fuller:

- Over the past few meetings, the CDA discussed the reconstruction of Webster Ave.
- The corridor is anticipated to undergo significant roadway reconstruction over the next decade, creating an opportunity to reimagine the public realm and establish a cohesive vision for the future character of the corridor.
- However, infill development is occurring now, in the north segment of Webster Ave. (between St. Joseph St. and Beaupre St.), before the roadwork will begin.
- Staff would like to develop a Webster Avenue Streetscape Design Standards Plan to guide future public and private investments along the corridor as these infill developments occur.
- The intent is to begin shaping the long-term vision and avoid situations where streetscape elements are installed in the near term only to be removed or replaced during future reconstruction activities.
- The Plan would evaluate existing conditions, surrounding land uses, anticipated future land uses and roadway design standards, existing public plans, and zoning regulations to develop conceptual design directions and streetscape prototypes for Webster Avenue.
- It would focus on the pedestrian realm, including the area between the right-of-way and the back of curb, and would explore options for:
 - o Street trees & greening strategies
 - o Hardscape & paving treatments
 - o Streetscape furnishings & public amenities
 - o Pedestrian-scale lighting & lighting zones
 - o Corridor identity & placemaking features
 - o Accessibility, safety, & pedestrian comfort enhancements
- Staff would like to engage with ISG, a qualified planning and urban design consultant, to provide specialized design expertise, corridor analysis, public engagement, and visual concepts. Proposed funding for this project would be from TID#1.
- CDA recommended at their July 9th meeting approval of the agreement with ISG for the above scope of services, not to exceed \$10,000.

Marsch/Hohner moved to approve the contract with ISG for the above scope of services, not to exceed \$10,000. Motion carried.

RESOLUTION 2026-16, NOTICE OF DISALLOWANCE OF CLAIM OF KARRIE FRELICH-GILLETTE

Leiterman/Harris moved to approve Resolution 2026-16, Notice of Disallowance of Claim of Karrie Frellich-Gillette. Motion carried.

CONSENT AGENDA

Genrich/Marsch moved to:

- a. Approve Village Board minutes dated 6/2/26, 6/16/26
- b. Accept and Place on File minutes from:
 - i. Community Development Authority 1/15/26, 5/7/26
 - ii. Public Works Committee 5/5/26
- c. Approve accounts payable dated 6/12/26, 6/19/26, 6/26/26, 7/2/26, 7/10/26, 7/13/26, 7/16/26. **Motion carried.**

FUTURE AGENDA ITEMS

- None

CONVENE INTO CLOSED SESSION

Hohner/Marsch moved to convene into closed session pursuant to: Wis. Stat. 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. (1901 S. Webster Avenue, 2001 S. Webster Avenue) Roll call vote: Atwood – aye, Harris- aye, Hohner – aye, Leiterman – aye, Genrich – aye, Marsch – aye, Rafter – aye. Motion carried.

RECONVENE INTO OPEN SESSION

Marsch/Leiterman moved to reconvene into open session. Motion carried.

Rafter/Harris moved to approve the Memo of Understanding regarding the property at 1821 S. Webster Avenue, contingent upon review by legal counsel. Motion carried.

Marsch/Leiterman moved to approve the proposed lease agreement with Rodac Construction for the office space at 2001 S. Webster Avenue, contingent upon review by legal counsel. Motion carried.

ADJOURNMENT

Harris/Atwood moved to adjourn at 8:22 p.m. Motion carried.

Minutes submitted by Carrie Zittlow, Clerk/Treasurer