

April 17, 2018 (Village Board Meeting)

**ALLOUEZ VILLAGE BOARD MEETING  
TUESDAY, APRIL 17, 2018  
6:30 P.M., ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

President Rafter called the meeting to order at 6:30 p.m.

Present: Harris, Genrich, Atwood, Rafter, Dart, Green, Sampson  
Also Present: Fuller, Clark, Piette, Beauchamp, Lange, DEO Vogel

MODIFY / ADOPT AGENDA

**Genrich / Atwood moved to adopt the agenda as modified. Move item #7,  
Resolution 2018-05 up to #5a. Motion carried.**

PRESENTATION

- a. Award of Certificates of Election to Newly Elected Village Trustees Sampson, Dart, Green and Atwood
- b. Update from Brown County Supervisors representing Allouez – Brusky and Ballard
  - Planning Development and Transportation Committee will be meeting on April 23<sup>rd</sup> at 5:15 p.m. to discuss tree trimming issue on Webster Avenue
  - Shortage of Assistant District Attorneys in Brown County
  - Controversial vote last May on the .50% sales tax / how it could be used without adding debt burden or raising property taxes

ANNOUNCEMENTS

- a. Welcome Code Enforcement Officer, Mike Lauder and Director of Public Works, Sean Gehin
- b. 2018 NAMIWalk on September 22<sup>nd</sup> (recurring event)
- c. Spring Clean-up extended (due to snow - date has yet to be determined)
- d. Brown County Opolo Game \$24.95

Harris

- On behalf of the Board, thanked staff for time and effort put in during and after the snow storm

Lange

- Sidewalk cleanup is starting tonight / borrowed blower from City of Green Bay for Webster Avenue, Riverside Drive and Allouez Avenue
- Street Dept has been dealing with a sewer backup coming from the Green Bay Correctional Institution to the sewer interceptor since last Tuesday

April 17, 2018 (Village Board Meeting)

PUBLIC APPEARANCES

Judy Poh, 2375 Riverside Drive

- Thanked the Board Members who made an appearance at the Book Sale last weekend / they had a very good sale / thanked all those who helped with the event
- Brusky not only does a wonderful job as Brown County Supervisor, she also volunteered many hours to help with preparation for the Book Sale
- Feels when they clear the ice away from her mailbox on Hwy 57 / Riverside Drive that it will fall down. Which department should she contact? (Lange asked that she contact him and he will provide her with a contact)

Jim Orourke, 2339 Oakwood Avenue

- Concerned about the source of street funding for the W St. Joseph reconstruction happening next year
- Questioned the status of the Old Town and Country Supper Club property

Tim Voelker

- Spoke on behalf of his son Scott (also present) who just bought a house at 136 Woodview Lane at the end of October and recently received a notice stating he can not keep ducks in his backyard. He has had the 3 ducks since they were chicks, they are: fenced in, don't make noise, kept clean and don't smell. (Rafter recommended they work with Lange to see if there is anything that can be done)

Harris

- At the last Brown County Planning Commission meeting the next step in the process for the Safe Routes to School around Doty Elementary was passed. We received all of the funds that we were requesting. Therefore that project is continuing forward.

RESOLUTION 2018-05, THANKING CRAIG BERNDT FOR HIS YEARS OF SERVICE AS DIRECTOR OF PUBLIC WORKS

**Green / Dart moved to adopt Resolution 2018-05, thanking Craig Berndt for his years of service as Director of Public Works. Motion carried.**

Berndt

- Appreciated the opportunity to work for the Village of Allouez, feels a lot of good things were accomplished, continue implementing the remainder of the Storm Water Plan, continue moving forward with the Street and Utility Reconstruction Program and thanked the Board for the support given to him and the crew.

POLICY FOR PUBLIC PARTICIPATION AT VILLAGE BOARD AND COMMITTEE MEETINGS (from 03/20/18)

Discussion:

- Staff put together a couple policy options on how to handle public participation during village meetings

April 17, 2018 (Village Board Meeting)

- Comment registration form: Provides another way for those who can't attend the meeting to submit comments to us and allows us to move an agenda item up if we know people are in attendance for that item
- Do we limit how long people can speak
- Should the public appearance section be limited
- Topics allowed (agenda items / non agenda items)
- Keep the policy informal to make less intimidating
- Would eliminate having to suspend the rules and pick up the rules for public input

**Rafter / Green moved that we adopt a policy regarding public participation at a Village Board Meeting.**

Discussion:

- Put together a policy that basically confirms what we do now
- Have the form be part of the process and would need to be filled out prior to the meeting
- Public can speak on an agenda item during Public Appearances
- Set time limit to 3 minutes with the Board being able to extend if necessary
- Establish something on our website where someone can submit something for an upcoming agenda by a time yet to be determined
- If the Board addresses an issue and a member of the public doesn't accept the response, this isn't the place to continue to complain

**Upon the vote, the motion carried.**

Green / Harris moved to open the meeting for public input. Motion carried.

Karen Seas, 805 Allouez Terrace

- Suggested soliciting information from the community. Thanked the Board for their legwork. How do we get more resident input? Education is important – for example residents need to know what terms such as “action” mean on the agenda.

Jim Orourke, 2339 Oakwood Avenue

- Thinks the Public Works Committee needs to include a public comment section and the meetings should be recorded.

Dart / Atwood moved to return to regular order of business. Motion carried.

REQUEST FOR CLASS A FERMENTED MALT BEVERAGE & LIQUOR LICENSE FOR KWIK TRIP, INC. (Kwik Trip 1030 – Agent: Shaun Dix) AT 2203 S WEBSTER AVENUE

**Green / Atwood moved to approve the Class A Fermented Malt Beverage & Liquor License for Kwik Trip, Inc. at 2203 S Webster Avenue. Motion carried.**

April 17, 2018 (Village Board Meeting)

ALLOUEZ BUCCANEERS YOUTH FOOTBALL ORGANIZATION REQUEST TO RECONSTRUCT A SHELTER BUILDING/CONCESSION STAND AT PH MARTIN WEBSTER PARK

Clark

- Does the Village want to allow the Allouez Buccaneers to reconstruct the park shelter/concession building at PHM Webster Park?
- Does the Village want to contribute to the project?
- Does the Village agree to front the balance of the project costs and have an agreement with the organization to repay over a 10 year period (approx. \$115,000)?

Harris / Dart moved to open the meeting for public input. Motion carried.

Paul Ihlenfeldt, President of the Allouez Buccaneers and Rich Otradovec, General Contractor

- Enrollment in the program has significantly increased. Current facility can not support what they are doing. Although they are now self-funded, they like to give back to the community.
- Explained timeline with completion in time for the football season to start

Discussion:

- Could be used by the community when not in use by the Buccaneers
- Funding requested (approx. \$115,000) from the Village would come from the Park Improvement Fund or General Fund
- They will come back to the Board for final approval of Financial Agreement
- The facility will be funded by the Buccaneers and donated to the Village upon completion of construction
- Suggested interest rate be consistent with what we charge residents for special assessments

**Genrich / Atwood moved to allow reconstruction of the park shelter/concession building and front the balance of the project costs with an approved Agreement with the organization for repayment over a 10 year period. Motion carried.**

RESOLUTION 2018-04, WISCONSIN RPC/DNR TREE PLANTING GRANT

\$10,000 tree planting project (for trees along St. Joseph Street)

- Grant amount is \$7,525 / Village match of approx. \$2,600 which is all labor and equipment

**Green / Sampson moved to adopt Resolution 2018-04, Wisconsin Regional Planning Commission and Department of Natural Resources Great Lakes Basin Tree Planting Grant. Motion carried.**

ARBOR DAY PROCLAMATION

**Green / Sampson moved to approve Arbor Day Proclamation. Motion carried.**

April 17, 2018 (Village Board Meeting)

2017 ALLOUEZ PLAN COMMISSION ANNUAL REPORT (from PC on 03/26/18)

Plan Commission reviewed the Annual Report at their March meeting and requested the Board discuss and approve the proposed 2018 work before the commission approves.

**Genrich / Dart moved to recommend approval of the draft of the Plan Commission Annual Draft. Motion carried.**

FAÇADE IMPROVEMENT APPLICATION FOR SANTA FE SALON AT 1701 S. WEBSTER AVENUE

Request from Santa Fe Salon, 1701 S. Webster Avenue for a Façade Improvement Grant to help fund their sign project

- New 7.25' x 4.5' monument sign with reader board and landscaping
- Estimated project cost: \$11,600
- Requested Assistance: \$5,800

**Dart / Harris moved to allocate funds to reimburse up to 50% of the project estimate, not to exceed \$5,800. Motion carried.**

APPROVAL OF CARRYOVER FUNDS AND RESULTING 2018 BUDGET ADJUSTMENTS

Beauchamp

- Provided an overview of carryover requests totaling \$220,231
- Due to the recent snow event, staff would like to include an additional \$50,000 carryover of funds that were not used in 2017 for snow removal

**Atwood / Green moved to approve carryover of \$270, 231 to 2018. Motion carried.**

APPROVAL OF CSM FOR PARCEL AL-55 (2050 Riverside Drive)

**Genrich / Harris moved to approve Certified Survey Map for 2050 Riverside Drive, Parcel AL-55. Motion carried.**

PETITION FOR RESIDENTS AND BUSINESSES TO SUPPORT THE DECOMMISSIONING OF THE GREEN BAY CORRECTIONAL INSTITUTION (from 03/20/18)

**Rafter / Harris moved to support the creation of a petition and distribution of said petition supporting the decommissioning of the Green Bay Correctional Institution. Motion carried.**

PUBLIC WORKS MINUTES DATED APRIL 11, 2018

a. Award Street Repair Contract – AL-2018-01

Public Works Committee recommended the low bid to Northeast Asphalt in the amount of \$713,951.75 and to authorize the use of the remaining funds to do additional curb and gutter work.

**Green / Genrich moved to award contract to Northeast Asphalt in the amount of \$713,951.75 and authorize the use of remaining funds to do additional curb and gutter work as recommended by the Public Works Committee. Motion carried.**

**CITIZEN AND VILLAGE TRUSTEE APPOINTMENTS TO VILLAGE COMMITTEES / BOARDS / COMMISSIONS**

**Atwood / Dart move to appoint and/or re-appoint the following:**

**BOARD OF APPEALS**

**Clarence Matuszek  
Matt Clark (1<sup>st</sup> alt)**

**BOARD OF ETHICS**

**Daniel Humble**

**ECONOMIC DEVELOPMENT COMM.**

**Craig Siminski  
Mark Schumacher  
Andrew Fabry (from 1<sup>st</sup> alt to reg)  
Matthew Honold (from 2<sup>nd</sup> alt to 1<sup>st</sup> alt)  
Dan Fox (2<sup>nd</sup> alt)**

**HISTORIC PRESERVATION COMMITTEE**

**Howard Ropp**

**PARK, RECREATION & FORESTRY**

**Dan Fox**

**BOARD OF REVIEW**

**Gary Straughan  
Dennis Bonk**

**PLAN COMMISSION**

**Heather Nohr**

**BOARD APPOINTMENTS TO COMMITTEES/COMMISSIONS**

**PUBLIC WORKS COMMITTEE**

**Lynn Green  
Jim Rafter  
Jim Genrich**

**ECONOMIC DEVELOPMENT COMMITTEE**

**Penny Dart**

April 17, 2018 (Village Board Meeting)

**PLAN COMMISSION**

**Penny Dart**

**HISTORIC PRESERVATION COMMITTEE**

**Jim Genrich**

**ROOM TAX COMMISSION**

**Matthew Harris**

**CENTRAL BROWN COUNTY WATER COMMISSION**

**Christopher Sampson**

**Lynn Green (alternate)**

**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**

**Matthew Harris**

**Jim Rafter (alternate)**

**PARK, RECREATION & FORESTRY**

**Rob Atwood**

**Motion carried.**

**RE-APPOINTING DEBBIE BAENEN AS VILLAGE CLERK-TREASURER, TERM TO EXPIRE APRIL 30, 2021 (per charter ordinance)**

**Genrich / Atwood moved to re-appoint Debbie Baenen as Village Clerk-Treasurer with term to expire April 30, 2021. Motion carried.**

**OPPORTUNITIES FOR CONTINUED COMMUNICATIONS IMPROVEMENT (from 3/20/18)**

Discussion:

- Ways to improve communication was part of discussion earlier under public participation item
- Could host get-togethers at local businesses for the public to talk about anything they would like
- Hold separate informational presentations on specific topics
- Lack of responses from surveys and they are expensive
- Ask email list participants to pass along to others the opportunity available to receive updates on what is going on in the village

Genrich / Rafter moved to open for public input. Motion carried.

Karen Seas, 805 Allouez Terrace

- Really likes the next door app and encouraged that as a consideration

Jim Orourke, 2339 Oakwood Avenue

April 17, 2018 (Village Board Meeting)

- Issue people want to see and communicate with would be the public works maps, what is going on in their front yard. Making them available online would be good.

Bob Dennis, 211 E Whitney Street

- Suggested the Board work with the Neighborhood Associations to let them know when the meetings will be so they could obtain input from their groups regarding specific issues they would like brought to those meetings and discussed with the Board Members.

Harris / Genrich moved to return to regular order of business. Motion carried.

No action required.

### CONSENT AGENDA

**Green / Genrich moved to:**

**a. Approve operator's licenses for:**

**Judy B. Gorke, 1420 Siverstone Trail, De Pere, WI 54115**

**Melinda S. Wolke, 3508 East River Drive, Green Bay, WI 54301**

**Kim M. Frye, 1525 Cardinal Lane, Green Bay, WI 54313**

**Edward R. Proctor, 2022 Rushway Circle, De Pere, WI 54115**

**Beth M. Stein, 611 E. Briar Lane, Green Bay, WI 54301**

**Evan T. VanGheem, 711 Eliza Street, Green Bay, WI 54301**

**b. Approve Village Board minutes dated 03/06/18 at 5:45 pm, 03/06/18 at 6:30 pm, 03/20/18, 03/27/18**

**c. Accept and Place on File minutes from:**

**i. Plan Commission dated 02/26/18**

**ii. Parks, Recreation & Forestry Committee 03/27/18**

**iii. Economic Development Committee dated 03/02/18**

**d. Approve accounts payable dated 03/02/18, 03/07/18, 03/09/18, 03/16/18, 03/21/18, 03/23/18, 03/30/18, 04/06/18**

**Motion carried.**

PETITIONER WITHDREW REQUEST FOR REZONING OF PARCEL NUMBER AL-864, LOCATED AT 1317 S WEBSTER AVENUE LEGALLY DESCRIBED AS: FARM GARDEN CO'S PLAT LOT 4 BLK 2 FROM "COMMERCIAL" TO "A-RESIDENTIAL" (adjacent to Los Magueyes Mexican Restaurant) (from PC on 03/26/18)

Fuller

- Petitioner has decided to go in a different direction and plans to apply for a Conditional Use Permit for this particular property.

### UPDATE ON GREEN AVENUE PUMP HOUSE

Lange

- Property is for sale again



April 17, 2018 (Village Board Meeting)

- The Firm's offer to purchase included a contingency on inspection. The inspection exceeded the dollar figure they were comfortable with, therefore the offer was withdrawn.

FUTURE AGENDA ITEMS

- None

ADJOURNMENT

**Sampson / Genrich moved to adjourn at 8:55 p.m. Motion carried.**

Minutes submitted by Debbie Baenen, Clerk-Treasurer