

October 6, 2020 (Village Board Meeting)

**ALLOUEZ VILLAGE BOARD MEETING (virtual meeting)  
TUESDAY, OCTOBER 6, 2020  
6:30 P.M., ALLOUEZ VILLAGE HALL**

CALL TO ORDER / ROLL CALL

In the absence of the President Rafter, Baenen called to meeting to order and accepted nominations for a chair.

Green / Genrich moved to nominate and elect Atwood as Chair. Motion carried.

Present: Green, Genrich, Harris, Sampson, Atwood

Also Present: Lange, Gehin, Beauchamp, Zittlow

Excused: Dart, Rafter

MODIFY / ADOPT AGENDA

**Sampson / Harris moved to adopt the agenda as modified. Item #12c, Public Works minutes should be from 9/9/20, not 9/8/20 and reverse items # 7, Sidewalk Clearing and #8, Eighth Amendment to Central Brown County Water Authority Water Purchase and Sale Contract. Motion carried.**

ANNOUNCEMENTS

- a. Retirement of Clerk-Treasurer, Debbie Baenen in January 2021

PRESENTATION

***Audit Report***

Dave Maccoux, CLA

- Provided an overview of the:

- o Independent Auditors' Report
- o Financial Report
- o Management Communications Letter
  - The Village's general fund balance totaled \$2,991,407 on December 31, 2019, a decrease of \$2,367 from the prior year.

The unassigned general fund balance increased \$22,641. The Village's fund balance policy recommends the Village will maintain an unassigned general fund balance of 30% of the subsequent year's budgeted general fund expenditures, or \$2,220,354 as of December 31, 2019. The unassigned balance of \$2,770,998 exceeds the minimum level, which indicates that the Village continues to be in excellent financial condition as it enters the 2020 budget year. If the Village elects to apply general fund balances, we will continue to recommend it be used for one-time projects.

- The Village created the Tax Incremental District (TID) No. 1 on October 18, 2011. The District has a maximum life of October 18, 2038 or 27 years from creation.
- The Sanitary Sewer Utility enterprise fund generated an operating income of \$183,057 in 2019 to an operating income of \$431,766 in the prior year. The utility experienced increases in sewage treatment and maintenance expenses in 2019, resulting in a decrease in their operating income.

Cash provided from operation of \$263,412, along with assessment collections, were not sufficient to fund the Utility's debt service requirement for 2019.

They recommend the Village continue to monitor the results for the fund and implement periodic rate increases, as considered necessary.

- Water Utility recovered from a low rate of return in 2014, which was consistent with the water utilities through the State of Wisconsin, to report a slightly higher rate of return. The Village's latest rate increase was effective on February 1, 2020.
- The Storm Water Utility generated an operating income of \$82,835 in 2019, compared to an operating income of \$71,143 in the prior year. Cash provided from operations of \$334,501, along with assessment collections, were not sufficient to fund the Utility's debt service requirement for 2019.

They recommend the utility review its current rate structure to determine if it is sufficient to meet its debt service requirements.

### ***Review of the 2021 NEW Water Budget***

Tom Sigmund provided an overview

- Protecting our most valuable resource water
- Flows and Loads (running just a little over budget)
- 2021 Proposed Expenses (looking at a 3.7% increase in Operations & Maintenance and a 8.1% increase for Debt Service and Annual Capital)
- Revenue Requirement Scenario Examples
- Municipal Rate Comparison
- 2021 Budget Summary
  - o Recommend a 5.7% increase in budgeted total expenses
  - o Includes new Green Bay Packaging mill discharge
  - o 4.0% increase in Municipal User Fees
  - o O&M expenses increased by 3.7% over 2020 budget
  - o Capital expenses increased by 8.1% over 2020 budget
  - o Contributing \$700,000 to Plant Capital Reserve for future capital projects (so they can have more stability in the rates)
- Process & Next Steps
  - o Customer meeting(s)

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- Budget hearing and adoption (December 2)
- Customer notification

***Review of the 2021 CBCWA Budget and Amendments to Water Purchase and Sale Contract***

Nic Sparacio

- 2021 Budget Goals
- 2021 Budget Influences
  - Issues
    - Recovering from expenditures due to Lake Michigan shoreline erosion
    - Decreased water consumption during COVID lock-down
    - Two main breaks in 2020
    - Potential increases in MPU water purchase costs
    - All reserve/designated funds maintained at compliant levels
  - Opportunities
    - Expenditures for CTH R bridge replacement not needed
    - Projected growth in 2021 water use
    - No debt service increase
    - Another year of solid investment interest
    - Active discussions with potential new members
    - New General Manger hired at MPU
    - All reserve/designated funds maintained at compliant levels
- Water Sales
  - CBCWA Annual Water Sales
  - Projected Future Water Use
  - Allouez Annual Water Consumption History
- Budget and Rates
  - Overview 2021 Proposed Budget Expenditures (total CBCWA Budget ~ \$13 million annually)
  - 2020-2021 Expenditure Comparison
    - Overall budget expenditures, modest decrease (2.2%)
    - CBCWA rate-supported budget increasing by 1.5%
  - 10-year Capital Improvement Program
  - Water Purchase Rate (2020 to 2021 Comparison = 0.2% increase)
  - Member Charges – Allouez
    - Local share of the water supply relatively stable
    - Have generally budgeted close to, but slightly under, actual
    - Slight increase in the water purchase rate for next year
    - 2021 Result: 1% budgeted decrease below 2020
    - Wholesale water purchase portion of water bills – down an average of \$0.32 per month per customer under 2020 water bills (about \$4 for the year)
- Looking Ahead to 2021

PUBLIC COMMENT

- none

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CONTINUITY OF ELECTION OPERATIONS PLAN – BROWN COUNTY MEMORANDUM OF UNDERSTANDING  
(from 9/15/20)

Due to the COVID-19 pandemic, a Memorandum of Understanding was created for Municipal Clerks from Suamico, Howard, Allouez, Wrightstown and Bellevue who agree to assist each other in preparation for the Election and on Election Day in the event that one or more of these Clerks is unable to perform the statutory duties of his or her office due to exposure or infection of COVID-19 or mandated quarantine.

**Genrich / Green moved to approve the Continuity of Election Operations Plan – Brown County Memorandum of Understanding. Motion carried.**

RESOLUTION 2020-26, APPROVING THE EIGHTH AMENDMENT TO CENTRAL BROWN COUNTY WATER AUTHORITY WATER PURCHASE AND SALE CONTRACT

Nic Sparacio

- Overview

- Issue Statement
  - No new members since inception
  - Declining water consumption
  - Resulting in high cost of water
  - Adding new members helps with multiple issues
  - Green Bay Water has out-competed on price
  - Existing Member Agreement is inflexible and unclear toward new members
- Process to Date
- Goal Areas
  - Revenue and Affordability
  - Competitiveness and Clarity
  - Member Equity
  - Review Criteria
  - Geography of Expansion
  - Community/Customer Long-Term Value
- Summary of the 8<sup>th</sup> Amendment (“Clean-up”)
- Preview of the 9<sup>th</sup> Amendment
- Next Steps

**Sampson / Harris moved to adopt Resolution 2020-26, approving the Eighth Amendment to Central Brown County Water Authority Water Purchase and Sale Contract. Motion carried.**

ORDINANCE 2020-09, SIDEWALK CLEARING (from 09/01/20)

The Village of Allouez recently amended its sidewalk snow clearing code. The change addresses the challenge of maintaining sidewalk along Village thoroughfares, improves safety, increases the snowfall depth at which the Village will assist property owners with the clearing of the sidewalk, simplifies Village maintenance efforts and meets budgetary challenges.

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If approved, the owners of property abutting any sidewalk shall receive a letter, copy of the adopted ordinance and map notifying them of the change going into effect this year.

**Green / Genrich moved to adopt Ordinance 2020-09, repealing and recreating Section 350-28, Cleaning of Sidewalks; Removal of Snow and Ice of Code 350, Public Works. Motion carried.**

RECOMMENDATION OF THE FINANCE/PERSONNEL AD HOC COMMITTEE ON FILLING THE VILLAGE CLERK/TREASURER POSITION DUE TO RETIREMENT

On September 14, 2020, the Finance/Personnel Ad Hoc Committee recommended the Village Board approve filling the Clerk/Treasurer position and clean up the wording in the job description regarding maintaining Clerk web page.

**Sampson / Harris moved to accept recommendation of the Finance/Personnel Ad Hoc Committee to fill the Clerk/Treasurer position and clean up the wording in the job description. Motion carried.**

APPOINTMENT OF CARRIE ZITTLOW AS VILLAGE CLERK-TREASURER EFFECTIVE UPON RETIREMENT OF CURRENT VILLAGE CLERK-TREASURER AND SET 2021 SALARY

**Green / Genrich moved to appoint Carrie Zittlow to fill the unexpired Clerk-Treasurer term from January 3, 2021 to May 1, 2021 at a salary of \$64,000. Motion carried.**

APPROVAL OF JOB DESCRIPTION, ADVERTISING AND FILLING DEPUTY CLERK POSITION

**Green / Sampson moved to approve job description, advertising and filling of Deputy Clerk position. Motion carried.**

CONSENT AGENDA

**Harris / Atwood moved to:**

- a. Approve operator's licenses for:  
Samantha M. Bond, 127 S. Platten St. #113, Green Bay, WI 54303  
Ramona L. Marquardt, 1325 Fox River Dr., DePere, WI 54115**
- b. Approve Village Board minutes dated 08/18/20, 09/01/20, 09/15/20**
- c. Accept and Place on File minutes from:
  - i. Public Works Committee dated 08/12/20, 09/09/20**
  - ii. Finance/Personnel Ad Hoc Committee dated 08/24/20, 09/14/20**
  - iii. Economic Development Committee dated 08/07/20, 09/04/20**
  - iv. Parks, Recreation & Forestry Committee dated 08/25/20****
- c. Approve accounts payable dated 08/28/20, 09/04/20, 09/11/20, 09/18/20, 09/25/20  
Motion carried.**

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HALLOWEEN HOURS

Consensus was to allow Trick or Treat to continue on October 31<sup>st</sup> from 4 – 7 pm with a strong recommendation for following guidelines provided by the CDC and Brown County Health Department, preferably choosing the lower risk options.

FUTURE AGENDA ITEMS

- none

CONVENE INTO CLOSED SESSION

**Atwood moved to convene into closed session pursuant to Wis. Statute 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. Roll call vote: Genrich – aye, Sampson – aye, Harris – aye, Green – aye, Atwood – aye. Motion carried.**

RECONVENE INTO OPEN SESSION

**Sampson / Genrich moved to reconvene into open session. Motion carried.**

No action taken.

ADJOURNMENT

**Harris / Sampson moved to adjourn at 8:46 p.m. Motion carried.**

Minutes submitted by Debbie Baenen, Clerk-Treasurer