



MINUTES OF PLAN COMMISSION MEETING

DATE: Wednesday, January 6, 2021

TIME: 6:00

LOCATION: Combined Locks Civic Center
Council Chambers, 405 Wallace Street

MINUTES

- A. Call to order:** Meeting called to order by Chairman Al Leicht at 6:03pm.
- B. Present:** Plan Commission members present – Leicht, Vander Zanden, Mulry, and Menting.
Commission members absent: Weyenberg and Maynard. Village staff present – Village Administrator Shampo-Giese and DPW Personnel Carney and Weyenberg. Also present – residents Rodney Jansen and Mike Rietveld, and Trevor Frank of SEH.
- 1. Review and consider approval of minutes and notes from previous meeting:** T. Mulry made a motion to approve the minutes of the 12/02/20 meeting. C. Vander Zanden seconded the motion, and it passed unanimously.
 - 2. Review current update on design and drawing status for Van Zeeland Park Shelter:** Trevor Frank reviewed the drainage plan with the Commission members. The plan includes two storm water ponds and a bio-filter to manage the standing water that currently exists at the park. Discussions about the shelter included the garage doors with sensors, receptacle covers and exterior doors with tempered glass to allow some natural light into the restrooms. Pedestrian walkway lighting was reviewed and options chosen.
 - 3. Discuss site plan review requirements:** It was noted that the site plan would be reviewed by Village staff and the Village's engineer at McMahan.
 - 4. Discuss schedule and State Plan Review dates:** Trevor Frank reported that the goal is to have the plans to Wisconsin Department of Safety and Professional Services (DSPS) by 02/05/21. Plans will take several days to be reviewed and conditionally approved. It is imperative to get the soil borings logs as soon as possible. Plan Commission members were directed to review the plans in detail and forward any comments to the Village Administrator by 01/20/21.
 - 5. Discuss bidding process options – virtual/electronic or traditional:** Trevor Frank will facilitate the bidding process and staff will also be part of the process. Bid documents are expected to be ready for viewing by 02/13/21.
 - 6. Status of geotechnical work and reporting:** PSI began the soil borings today. They will be asked to get the data back to the Village ASAP.

7. **Set next meeting date and agenda items:** The next meeting was scheduled for 6:00pm on Wednesday, January 27, 2021. Commission members were reminded to get their comments to the Village Administrator by 01/20/21.
8. **Adjourn:** T. Mulry made a motion to adjourn the meeting. K. Menting seconded the motion, and it passed unanimously. The meeting adjourned at 7:10pm.