

## NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, December 5, 2023

TIME: 6:30pm

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

### AGENDA

#### **ADMINISTRATIVE COMMITTEE – 6:00pm (Neumeier, Stutzman, Heckner)**

1. Review and consider approval of monthly bills
2. Adjourn

#### **VILLAGE BOARD – 6:30pm**

- A. Call to order
  - B. Pledge of Allegiance
  - C. Roll call
1. Public comment for matters not on the agenda
  2. Review and consider approval of minutes and bills
  3. Administrator, Public Works Director and Law Enforcement reports – accept and file
  4. Review and consider ordinance allowing UTVs on Village roads
  5. Review and consider motion to approve 2024 Water Utility Budget
  6. Review and consider motion to approve 2024 Sanitary Sewer Utility Budget
  7. Review and consider approval of election inspector appointments
  8. Other business, updates and future agenda items
    - a) Cancel 12/19/23 Village Board meeting
    - b) Expiring terms: Tim Stutzman, Mike Rietveld and Jim Ponto
  9. Consider motion to recess Village Board meeting and convene 4<sup>th</sup> Quarter Water Commission meeting
  10. Consider motion to reconvene Village Board meeting
  11. Adjourn

#### **4<sup>th</sup> QUARTER WATER COMMISSION AGENDA**

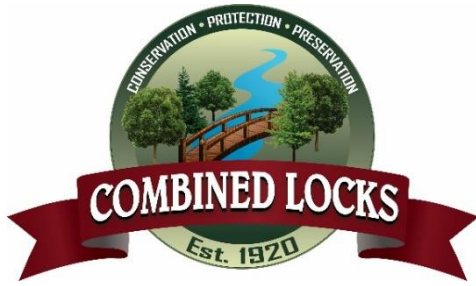
1. Review and consider approval of 3<sup>rd</sup> quarter meeting minutes
2. Review report of water/sewer operations to date
3. Review water loss and sanitary sewer inflow and infiltration estimates
4. Adjourn 4<sup>th</sup> Quarter Water Commission and Reconvene Village Board meeting.

**Public Notice:** Agendas are posted in the following locations: Combined Locks Civic Center main entrance and Village website: [www.combinedlocks.wi.gov](http://www.combinedlocks.wi.gov). 2015 Wisconsin Act 79 allows the publication of certain legal notices on an internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an internet site maintained by the local government.

**Special Accommodations:** Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 405 Wallace Street, 920-788-7740 extension 203 or email at [gieser@combinedlocks.wi.gov](mailto:gieser@combinedlocks.wi.gov).

**Notice of Possible Quorum:** A quorum of the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee will be taken at this meeting.

## Item #2



### MINUTES OF VILLAGE BOARD MEETING

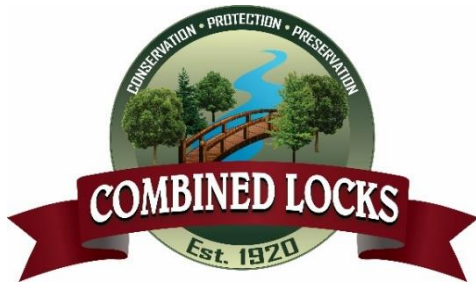
DATE: Tuesday, November 7, 2023

TIME: 6:30pm

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

### MINUTES

- A. Call to order:** Meeting called to order by Village President Neumeier at 6:30pm.
- B. Pledge of Allegiance:** Pledge of Allegiance recited.
- C. Roll call:** Board members present – Neumeier, Schinke, Stutzman, Heckner, Rietveld, Vander Zanden, and Ponto. Board members absent – none. Village staff present – Public Works Director Swick, Administrator Shampo-Giese and Sergeant Ross. Others present – resident D. Hopfensperger.
- 1. Public comment for matters not on the agenda:** None
  - 2. Review and consider approval of minutes and bills:** C. Vander Zanden made a motion to approve the minutes as presented. T. Stutzman seconded the motion, and it passed unanimously. B. Schinke made a motion to approve the bills as presented. C. Vander Zanden seconded the motion, and it passed unanimously.
  - 3. Administrator, Public Works Director and Law Enforcement reports – accept and file:** The Administrator and Public Works Director reviewed the activities within the Village for the previous and current month. Sergeant Justin Ross introduced himself as our new Law Enforcement Specialist and reviewed the October Incident Report. All reports were accepted and are on file in the Clerk's Office.
  - 4. Review draft of letter of opposition to SB455/AB457; consider approval to support:** The Administrator reviewed the draft letter of opposition with the trustees. The matter was discussed. T. Stutzman made a motion to send the letter of opposition to SB455/AB457 regarding storm water and the Public Service Commission. M. Rietveld seconded the motion, and it passed unanimously.
  - 5. Review and consider approval of operator licenses for J. Rivera and Z. Erickson:** J. Ponto made a motion to approve the operator licenses as presented. C. Vander Zanden seconded the motion, and it passed unanimously.
  - 6. Review proposed 2024 General Fund Budget – adjust as necessary:** The Administrator reviewed the budget in detail with the trustees. Several line items were discussed. The expected levy is 5.73% higher than the previous year, and the resulting tax rate is 4.9% higher than the previous year.
  - 7. Review proposed 2024 Water Utility Budget – adjust as necessary:** The trustees reviewed the draft of the Water Utility Budget. It was noted that a water rate increase is not part of the proposed budget.
  - 8. Review proposed 2024 Sanitary Sewer Utility Budget – adjust as necessary:** The trustees reviewed the draft of the Sanitary Sewer Utility Budget. It was noted that a rate increase is not part of the proposed budget, and it can absorb the HOVMSD increased rates for 2024.
  - 9. Other business, updates and future agenda items:**
    - a) 2024 Budget Public Hearing 11/21/23
    - b) Expiring terms: Tim Stutzman, Mike Rietveld and Jim Ponto
    - c) Moving forward with TID 3 amendment to include Wolfinger Development
  - 10. Adjourn:** C. Vander Zanden made a motion to adjourn the meeting. T. Stutzman seconded the motion, and it passed unanimously. The meeting adjourned at 7:50pm.



## NOTICE OF PLAN COMMISSION MEETING

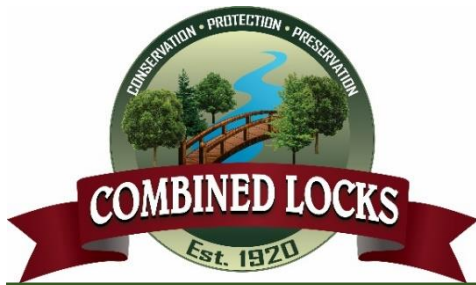
DATE: Wednesday, November 8, 2023

TIME: 6:00pm

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

### MINUTES

- A. Call to order:** Meeting called to order by Plan Commission Chair Ken Heckner at 6:00pm.
- B. Attendance:** Plan Commission members present – Heckner, Mulry, Weyenberg, Mader, Carney, and Romberg. Plan Commission members absent – Maynard. Staff present – Administrator Shampo-Giese.
- 1. Review and consider approval of minutes from 08/09/23 meeting:** J. Weyenberg made a motion to approve the minutes as presented.
  - 2. Review suggestions received from property owners living along Coonen Park:** K. Heckner reported that he attempted to speak with all the residents on Carefree Court whose backyards touch Coonen Park to get their opinions and suggestions about tree planting for privacy. Replies were received from three of eight property owners. Both property owners thought some tree planting along the trail would help with privacy as well as keeping people on park property instead of private property. Commission members discussed the potential for an easement between lots 5 and 6 of the Locks Business Park. The easement would be the future site of a trail connecting the business park to Coonen Park. The matter was discussed. Commission member opinion is to delay any plantings until the location of the easement is known, and plans can be made appropriately.
  - 3. Review 2024 budget items:** The Administrator reported the parks items that are included in the draft 2024 General Fund Budget. Item included are: new signs for Coonen Park and Lindberg Park, new multi-person spinner for Lindberg Park and additional shade tree planting in parks.
  - 4. Identify Plan Commission matters for 2024:** The Administrator predicted a somewhat quiet 2024 for Plan Commission but anticipates future review of these matters: TID 3 amendment, special exception request for lots in the Locks Business Park and minor updates to the Outdoor Recreation Plan.
  - 5. Confirm next meeting date:** The next Plan Commission meeting was tentatively scheduled for 12/06/23 but will only occur if there is a specific matter to address. It was noted that there is a fair chance of the meeting being canceled.
  - 6. Adjourn:** T. Mulry made a motion to adjourn the meeting. J. Weyenberg seconded the motion, and it passed unanimously. The meeting adjourned at 7:20pm.



## MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, November 21, 2023

TIME: 6:30pm

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

### MINUTES

**A. Call to order:**

**B. Pledge of Allegiance**

**C. Roll call**

**1. Public comment for matters not on the agenda:** None

**2. Public hearing regarding 2024 General Fund Budget and tax levy for municipal purposes:** President Neumeier opened the public hearing for the 2024 General Fund Budget and tax levy. No comments were received. President Neumeier then closed the public hearing. The Administrator provided a brief summary of the proposed budget noting that the tax rate is 4.9% higher than the 2022 tax rate (\$5.34 as compared to \$5.09). The increase in the tax rate will be slightly offset by the increase in the lottery credit and first dollar credits from the State. Trustees briefly discussed the proposed budget.

**3. Consider Resolution 2023-9; adopting the 2023 tax levy for the 2024 General Fund Budget:** C. Vander Zanden made a motion to approve the \$1,930,578 tax levy to support the 2024 General Fund Budget. B. Schinke seconded the motion, and it passed with five (5) ayes and two (2) trustees absent – Rietveld and Stutzman.

**4. Review and consider motion to adopt 2024 Storm Water Fund Budget:** The Administrator reviewed the 2024 Storm Water Fund Budget with the trustees and reminded them that it was drafted with the increased ERU fee of \$140.00. The proposed budget was discussed. B. Schinke made a motion to adopt the 2024 Storm Water Fund Budget as presented. K. Heckner seconded the motion, and it passed unanimously.

**5. Review and consider motion to adopt 2024 Sanitation Fund Budget:** The Administrator reviewed the 2024 Sanitation Fund Budget with the trustees. This budget was drafted without an increase in the collection fee. The proposed budget was discussed. J. Ponto made a motion to adopt the 2024 Sanitation Fund Budget as presented. C. Vander Zanden seconded the motion, and it passed unanimously.

**6. Review and consider approval of Social Media Policy/Guidelines:** Trustees reviewed the Social Media Policy/Guidelines that will become part of the new Village Facebook Page. The Administrator noted that the Village's Attorney has recommended approval of the document as presented. J. Ponto made a motion to approve the Social Media Policy/Guidelines. B. Schinke seconded the motion, and it passed unanimously.

**7. Review and consider approval of multiple operator licenses:** B. Schinke made a motion to approve the operator licenses for Kornowske, Maker, Schneider, and Keddel. K. Heckner seconded the motion, and it passed unanimously.

**8. Other business, updates and future agenda items**

a) Santa's Fire Truck Tour – December 6<sup>th</sup> starting at 5:30pm

b) Consider approval of UTV ordinance at 12/05/23 meeting

- 9. Consider motion to move into closed session per Wis. Stat. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, AND per Wis. Stat. 19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**  
***Employee wage & benefits and TID 3 Developer Agreement:*** C. Vander Zanden made a motion to move into closed session. K. Heckner seconded the motion, and it passed unanimously.
- 10. Consider motion to return to open session; action if appropriate:** B. Schinke made a motion to return to open session. C. Vander Zanden seconded the motion, and it passed unanimously. No action was taken.
- 11. Adjourn:** J. Ponto made a motion to adjourn the meeting. B. Schinke seconded the motion, and it passed unanimously. The meeting adjourned at 7:15pm.

**Item #3**

**ADMINISTRATOR REPORT  
12/05/23 VILLAGE BOARD**

November information/projects:

- Create special assessments for tax roll file & finalize tax roll
- Follow-up discussions with attorney regarding ATV/UTV ordinance
- Work with Ehlers on TID 3 amendment
- Attend election training & confirm election inspectors for 2024
- Meet with vendors for new phone system proposals; if approved in budget
- Plan Commission meets 11/08
- There have been 3 instances with prohibited oils being disposed in the waste oil container. This contaminates the oil, and there is potential for significant cost for Village to dispose. May need to consider removing the waste oil container if this continues. *Invoice = \$440*

December information/projects:

- Tax bill information:

			2022	Difference
2023 Tax Rates	Kimberly Schools	\$ 15.63	\$ 14.97	\$ 0.66
	Kaukauna Schools	\$ 16.22	\$ 15.49	\$ 0.73
2023 Lottery Credits	Kimberly Schools	\$ 189.60	\$ 155.02	\$ 34.58
	Kaukauna Schools	\$ 205.52	\$ 167.76	\$ 37.76
2023 1st Dollar Credits	Kimberly Schools	\$ 50.94	\$ 47.23	\$ 3.71
	Kaukauna Schools	\$ 55.21	\$ 51.11	\$ 4.10
2023 Assessment Level		80.33%	87.78%	-7.45%

- Tax collection main task for December and January
- Year-end reporting
- Santa tour Wednesday, December 6<sup>th</sup> starting at 5:30pm – Santa Tracker
- Facebook page published by 12/11/23
- Received donation of fleece-tyed blankets from Kaukauna Utilities
- Applied for LRIP, MSID and MSIS grant funds for 2025 Park Street reconstruction

# **COMBINED LOCKS DPW REPORT DECEMBER 5, 2023**

Yard waste: Seven loads were hauled away by Fredrickson. That makes 30 loads on the year for a cost of \$9,000. 2022 Total of 251 tons to the landfill at 2023 rate would have costed \$9,036. We will be closing the site down the week of the 4<sup>th</sup>.

Leaf Collection: Crews have made it through the village 8 times on the year and cleaned the parks and civic center areas on several occasions. We have dumped 42 loads of leaves. Last year we had 37 loads.

We had one brush day with 28 total stops. Last pick up until Christmas trees.

Large rubbish collection-101 stops

5 water breaks during the month- during fire flow testing

We used 11 tons of salt during the during the snowfall event on Nov. 26. We currently have 146 tons of salt in the salt shed.

Installed all snow plowing markers and performed maintenance to snow equipment. All equipment is ready for the season.

All Christmas lights are up. Santa float and tractor is ready for Wed. the 6<sup>th</sup>.

Riverview Ridge area pavement looks great and will greatly help our operations.

Buchanan Rd street project is completed.

Trimmed up flowers and shrubs throughout the village.

Prepped an area off of Green Way Dr. entrance to plant wild flowers that will be taken care of by Ann Steinmetz

## **ANTICIPATED PROJECTS:**

Snow plowing and removal if needed

Tree trimming- starting in the Coonen subdivision and tree removals. Hopefully we get to do a lot of this work.

Cold mix street patching

Ryan Swick

**Item #4**

**VILLAGE OF COMBINED LOCKS  
OUTAGAMIE COUNTY, WISCONSIN**

**ORDINANCE NUMBER 3, SERIES OF 2023**

**AN ORDINANCE REPEALING AND CREATING CHAPTER 4 OF COMBINED LOCKS CODE  
OF ORDINANCES, "ALL-TERRAIN VEHICLES AND OFF-ROAD MOTOR VEHICLE  
OPERATION"**

**BE IT ORDAINED** by the Village Board of Trustees, Village of Combined Locks, Outagamie County, Wisconsin as follows:

1. Chapter 4, All-Terrain Vehicles and Off-Road Motor Vehicle Operation as set forth in Exhibit 1 attached hereto are hereby repealed.
2. Chapter 4, All-Terrain Vehicles, Utility Terrain Vehicles, and Off-Road Vehicle Operation as set forth below is hereby created and adopted.

**Sec. 10-4-1 Utility terrain vehicles**

**(a) Purpose**

- (1) To create uniform procedures and requirements for the use and operation of utility terrain vehicles on Village of Combined Locks roads.

**(b) Definition of Utility Terrain Vehicle (UTV)**

- (1) In this section Utility Terrain Vehicle means the following:

- (a) A commercially designed and manufactured motor driven device that does not meet federal motor vehicle safety standards in effect on July 1, 2012, that is not a golf cart, low-speed vehicle, dune buggy, mini-truck, tracked vehicle, snowmobile, or all-terrain vehicle, as defined by Wis. Stat. § 340.01(2g), that has been designed to be used primarily off of a highway, and that has, and was originally manufactured with all of the following:

- (1) A weight, without fluids, of 3,000 pounds or less
- (2) Four or more tires
- (3) A steering wheel
- (4) A tail light
- (5) Two headlights
- (6) A brake light
- (7) A width of not more than 65 inches as measured laterally between the outermost wheel rim on each side of the vehicle, exclusive of tires, mirrors, and accessories that are not essential to the vehicle's basic operation.
- (8) A system of seat belts, or similar system, for restraining each occupant of the device in the event of an accident.



- (9) A system of structural members designed to reduce the likelihood than an occupant would be crushed as the result of a rollover of the device.

**(c) Designation and authorization of UTV routes**

- (1) All Village roads, with a speed limit as posted, are authorized UTV routes unless otherwise posted.
- (2) County and state highways located within the Village may be authorized for UTV use by Outagamie County or the State of Wisconsin only.
- (3) The Village Board or its designee may temporarily close any UTV route or portion thereof due to hazard, construction or any other emergency condition.
- (4) The Village Board may permanently close any UTV route or portion thereof for any reason by posting signage for prohibited routes and by providing notice to the public.

**(d) Conditions for use of UTV routes**

- (1) Adoption of limitations as set forth by Wis. Stats. § 23.33
- (2) UTV operators shall observe posted or legal speed limits
- (3) UTV operators shall ride in single file and cannot ride on the shoulder of the road
- (4) UTV operators and riders shall observe all laws of the State of Wisconsin pertaining to the use of UTVs
- (5) UTV operators shall have a valid driver's license and be at least 16 years of age
- (6) UTV operators and riders under the age of 18 must wear a helmet
- (7) UTV operators shall have headlights and taillights on while operating on any Village UTV route
- (8) UTV operation is prohibited from 10:00pm until 7:00am unless actively engaged in snowplowing.
- (9) UTV operators shall have liability insurance in force on any UTV operated on Village roads and shall have proof of insurance in their immediate possession, which shall be displayed upon demand from any law enforcement officer. Liability insurance shall have the following minimum coverages:
  - (a) \$10,000 property damage coverage
  - (b) \$25,000 single injury/death coverage
  - (c) \$50,000 multiple injury/death coverage

**(e) Signage**

- (1) UTV routes shall be marked with route signs in accordance with Wis. Admin. Code § NR 64-12, and all other applicable state and local laws.
- (2) No person may intentionally remove, damage, deface, move, or obstruct any UTV route sign or intentionally interfere with the effective operation of any UTV route sign.

**(f) Unauthorized Off-Road Operation Prohibited**

- (1) The unauthorized off-road operation of a motor vehicle is prohibited.
- (2) Except for authorized maintenance vehicles and utility terrain vehicles (UTVs) operating in areas authorized by the Village Board, it shall be unlawful to operate any minibike, snowmobile, go-kart, all-terrain vehicle (ATV), or any other motor-driven craft or vehicle

principally manufactured for off-highway use on Village streets, alleys, parks, sidewalks, bikeways, parking lots, any public lands, private lands, or parking lots held open to the public. The operator shall at all times have the written consent of the owner before operation of such craft or vehicle on private lands.

#### (g) Enforcement

This section may be enforced by any law enforcement officer authorized to enforce the laws of the State of Wisconsin and is not intended to limit or prohibit any law enforcement officer or Department of Natural Resources warden from proceeding under any other ordinance, regulation, state, law, or order pertaining to the subject matter addressed herein.

### Sec. 10-4-2; **Mini-Bikes and Self-Propelled Vehicles Regulated.**

- (a) **Definitions.** The following definitions shall be applicable in this Section:
- (1) **Mini-Bike.** Any motorized vehicle primarily used for transportation or sport, including, but not limited to, motorcycles, off-the-road trail bikes and motorized bicycles.
  - (2) **Self-Propelled Vehicles.** Any motorized vehicle primarily used for off-the-road use, including but not limited to, go-carts, all-terrain vehicles and all other vehicles not registered pursuant to Chapter 341, Wis. Stats., but not snowmob or UTVs
  - (3) **Motorized Vehicle.** Any self-propelled device in, upon or by which any person or property is or may be transported.
  - (4) **Highway.** All public ways and thoroughfares and bridges on the same. It includes the entire highway right-of-way width, not limited to the actual traveled portion, but also includes the shoulders, ditches and other areas adjacent thereto.
- (b) **Operation of Mini-Bikes and Self-Propelled Vehicles.** No person shall operate a mini-bike or self-propelled vehicle in the Village of Combined Locks in the following manner:
- (1) At a rate of speed that is unreasonable or imprudent under the circumstances.
  - (2) In any careless way so as to endanger the person or property of another.
  - (3) While under the influence of intoxicating liquor, fermented malt beverages, narcotics or other controlled substances.
  - (4) In such a way that the exhaust of the motor makes an excessive or unusual noise.
  - (5) Without a functioning muffler.
  - (6) Upon any public highway, street or alley, or upon any sidewalk or parkway in the Village of Combined Locks unless such vehicle is registered as required by Chapter 341, Wis. Stats., and its operation and operator are specifically permitted to operate the said vehicle by the Wisconsin Statutes.
  - (7) Upon any slide, ski or skating area, except for the purposes of serving the area or crossing the places where marked.
  - (8) Upon any lands owned, operated or leased by the Village of Combined Locks.
  - (9) Upon a cemetery, burial ground, school or church property, without the express consent of the owner.
- (c) **Liability of Parent or Guardian.** No parent or guardian of any child under the age of eighteen (18) years shall authorize or permit such child to violate any of the provisions of this Section. Any child under the age of eighteen (18) years who shall operate a mini-bike

or self-propelled device shall be presumed to be operating said vehicle under the authority of a parent or guardian.

- (d) **Penalties.** Any person who shall violate this Section shall, upon conviction thereof, forfeit for each offense not less than Twenty-five Dollars (\$25.00) nor more than Two Hundred Dollars (\$200.00), together with the costs of prosecution and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail not to exceed thirty (30) days.

**Severability.** The provisions of this ordinance are declared to be severable, and if any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any remaining provisions or applications of this ordinance.

**Effective Date.** This Ordinance shall take effect upon passage and publication as provided by law.

Date introduced: October 17, 2023

Date approved and adopted: \_\_\_\_\_

Village of Combined Locks

\_\_\_\_\_  
John Neumeier, Village President

SEAL

Attest: \_\_\_\_\_  
Racquel Shampo-Giese, Village Administrator/Clerk/Treasurer

**Item #5**

**VILLAGE OF COMBINED LOCKS - 2024 WATER UTILITY BUDGET - Proposed**

<b>REVENUES</b>	<b>2021 - Actual</b>	<b>2022 - Actual</b>	<b>2023 - Est</b>	<b>2024</b>
Residential Water Sales	\$ 441,659	\$ 430,185	\$ 438,608	\$ 463,308
Commercial Water Sales	27,739	30,279	28,524	28,524
Industrial Water Sales	48,885	89,425	59,943	59,943
Public Authority Water Sales	14,597	16,324	21,046	21,046
Hydrant Rental	175,115	175,752	175,593	175,593
Forfeited Discounts	2,895	3,563	3,390	3,390
Interest Income	1,210	1,858	7,978	9,000
Debt Proceeds - Main Replacement	-	-	-	-
Sewer Fund Contribution to Water Capital	100,000	-	-	-
Reserve Funds (ARPA Funds 2022)	77,000	367,000	-	-
<b>Total Revenues</b>	<b>\$ 889,100</b>	<b>\$ 1,114,386</b>	<b>\$ 735,082</b>	<b>\$ 760,804</b>

<b>EXPENSES</b>				
Salaries & Wages	\$ 86,972	\$ 88,792	\$ 91,886	\$ 93,821
Benefits	42,518	40,654	45,395	46,118
Purchased Water	283,122	331,521	322,258	333,364
Distribution System Repairs	32,072	75,992	32,747	40,000
Patch Utility Openings	2,500	21,455	12,000	10,000
Transportation Expense	13,725	14,888	14,888	14,888
Office Rent	14,935	14,935	14,935	14,935
Computer Maintenance	2,640	2,640	2,640	2,640
Office Supplies	8,560	8,500	9,900	10,000
Outside Services	6,865	6,300	7,028	8,000
Property/Liability Insurance	7,400	7,737	10,318	10,697
GIS - Updates/Maintenance	1,300	1,300	1,300	1,300
Training	1,000	1,000	1,252	2,500
Contract - Valve Operations/Fire Flow Tests/Large Meter Testing/Back-Flow Testing	2,910	2,910	2,910	2,910
Hydrant and/or Valve Replacements	250	2,385	3,000	4,000
Water Risk & Resilience Assessment & Emergency Response Plan - McMahon	6,000	-	-	-
Hydrant Maintenance - Painting	-	-	4,350	4,350
Infrared Patch Utility Openings	5,000	5,000	-	-
PILOT	56,739	58,082	59,824	62,815
Engineering/Planning Park Street Utility Replacement	177,000	367,000	-	53,000
1/3 Cost of Ford Pick Up Truck - Utility Specialist	-	-	23,157	-
Update Meter Reading Technology	-	6,000	2,000	-
Debt - Principal	26,265	26,265	26,266	38,773
Debt - Interest	8,289	7,823	7,823	6,672
<b>Total Expenses</b>	<b>\$ 786,062</b>	<b>\$ 1,091,179</b>	<b>\$ 695,877</b>	<b>\$ 760,784</b>

<b>Audited/Estimated Net Income</b>	<b>\$ 386,803</b>	<b>\$ 199,168</b>	<b>\$ 39,205</b>	<b>\$ 20</b>
<b>Rate of Return</b>	<b>15.38%</b>	<b>7.39%</b>		

August 2019 = last rate increase PWAC  
 March 2015 = rate increase Simple - Inflationary  
 August 2011 = rate increase Full  
 August 2009 = rate increase PWAC

**Item #6****VILLAGE OF COMBINED LOCKS - 2024 SANITARY SEWER UTILITY BUDGET**

<b>REVENUES</b>	<b>2022 - Actual</b>	<b>2023 - Est</b>	<b>2024</b>
Sewer Use Charges 2020 = \$591,125 2021 = \$632,293	\$ 708,802	\$ 705,990	\$ 659,628
Quarterly Fee for I & I Reduction & Rate Stabilization	294,136	296,230	297,046
Kimberly Sewer Use Charges	13,192	14,876	14,000
New Construction Connection Fee	800	3,200	4,000
Sewer Lateral Assessments	44,724	10,000	5,000
Debt Proceeds - Main Replacement			
Reserve Fund - Rate Stabilization			
Reserve Fund - I & I Projects & Water Main	-		
Forfeited Discounts	6,259	4,320	4,300
Interest Income	3,310	22,670	25,000
<b>Total Revenues</b>	<b>\$ 1,071,223</b>	<b>\$ 1,057,286</b>	<b>\$ 1,008,974</b>
<b>EXPENSES</b>			
Salaries & Wages	\$ 86,381	\$ 91,886	\$ 93,821
Benefits	39,897	42,395	46,118
HOVMSD Disposal Fees & Fog Monitoring	342,525	418,044	430,000
Darboy Sewer Users Payable	27,726	34,886	35,784
Kimberly Sewer Users Payable	3,610	4,144	4,700
Manhole Repair/Replacement	67,505	75,000	75,000
Meter Replacement	2,800	4,000	4,000
Main Cleaning & Televising	14,547	15,702	18,000
Computer Maintenance-Software/Hardware	4,500	5,125	5,500
Outside Services	6,200	6,188	7,000
Property/Liability Insurance	7,400	10,318	10,697
GIS - Updates/Maintenance	1,300	1,300	1,300
Training	1,655	2,000	2,000
Office Rent	14,935	14,935	14,935
Equipment Maintenance	14,888	15,625	16,500
Patch Utility Openings	8,000	10,000	10,000
Engineering/Planning Park Street & Marcella Avenue Utility Replacement			53,000
Concrete Cutter	-	3,000	-
1/3 Cost-Pickup Truck w/Utility Box	18,333	23,157	-
Update Meter Reading Technology	6,000	2,000	2,000
Depreciation	55,000	60,000	65,000
Debt - Principal & Interest (HOVMSD Improvements)	34,558	34,550	34,541
Debt - Principal & Interest (DPW Building)	16,130	16,130	16,130
Debt - Principal (Prospect/State/Ryan Mains)	26,265	25,014	38,773
Debt - Interest (Prospect/State/Ryan Mains)	7,329	7,329	6,672
<b>Total Expenses</b>	<b>\$ 807,484</b>	<b>\$ 922,727</b>	<b>\$ 991,471</b>
 Difference - Net Profit/(Loss)	 \$ 263,739	 \$ 134,559	 \$ 17,502

**Item #7**

Village of Combined Locks  
Election Inspector Appointments  
January 1, 2024 – December 31, 2025

**Chief Inspectors**

Patti Stapleton, 617 Glenview Avenue

Cathy Huber, 108 Wulgaert Way

Amy Moe, 656 Miranda Street

**Inspectors**

Rich Thiel, 616 Buchanan Road

Stuart Timm, 625 Glenview Avenue

Keith Creel, 552 Berghuis Drive

Val Schmidt, 310 Wallace Street

Ammie Ebben, 660 Miranda Street

Dan Grafmeier, 610 Linda Street

Julie Grafmeier, 610 Linda Street

Dave Hopfensperger, 515 Michael Street

Laura Hopfensperger, 515 Michael Street

Candie Schuh, 505 Susan Street

Tom Vosters, 554 Berghuis Drive

John Stutzman, W2449 Valleywood Lane, Appleton

Jessica Giese, 434 Williams Street

Mike Diamond, 423 Hidden Ridges Way

Ruth Elmer, 427 Hidden Ridges Way (Republican Party Nomination)

Michelle Miller, 649 Roland Street (Republican Party Nomination)

Scott Cieslek, 112 Fairway Street (Republican Party Nomination)

# Water Commission

## **Water Item #1**

THIRD QUARTER WATER COMMISSION  
OCTOBER 3, 2023

The third quarter Water Commission Meeting was called to order by Commission Chairman John Neumeier. Commission members in attendance included: Cathy Vander Zanden, Jim Ponto, Ken Heckner, Tim Stutzman, and Mike Rietveld. Brad Schinke was absent.

Also present was Public Works Director Ryan Swick.

The first item on the agenda was to review and consider approval of the minutes from the second quarter meeting. J. Ponto made a motion to approve the minutes. K. Heckner seconded the motion, and it passed unanimously.

The next item on the agenda was the Public Works Director's report of the utility operations for 2023 to date. His report included the following information: one (1) water break repaired this quarter making three (3) for the year; staff will continue the cross connection inspections and meter changes, listen to all hydrants and curb boxes on a regular basis, start taking inventory of service line material – report due to WI DNR by 10/2024, MCO will complete all the contractual tasks (exercising valves, fire flow testing 41 hydrants, backflow testing, and large meter testing). He also reported that all routine monitoring requirements for safe drinking water have been performed and passed inspection. Lead and copper sampling will be conducted this summer. There have been four water quality complaints so far in 2023 – complaints of white residue on outside fixtures.

The next item on the agenda was to review the water loss and sanitary sewer inflow and infiltration data. The Administrator reported an estimate of 10% water loss through the third quarter 2023, and the sanitary sewer inflow and infiltration data shows a 50.48% estimated loss for so far in 2023. Loss numbers have improved through the summer months.

J. Ponto made a motion to adjourn the meeting and reconvene the Village Board meeting. C. Vander Zanden seconded the motion, and it passed unanimously.



## **Water Item #2**

### FOURTH QUARTER WATER COMMISSION-DIRECTOR OF PUBLIC WORKS REPORT

December 5, 2023

The Village had 5 water breaks during the last quarter. Five of these breaks were on Fairway and Park Streets. These 2 areas are on the 5 year CIPP. This gives us a total of 8 breaks on the year. 33 breaks 2022, 11 breaks in 2021 and 15 breaks in 2020.

Crew listened to all hydrants after flushing and all curb boxes in concrete and found one leaking hydrant.

MCO completed all of their contractual commitments for the year with no major problems. (This includes exercising valves (90), fire flow testing of 45 hydrants, back-flow testing, large meter testing).

Ten year meter change outs and cross connection testing- Keith will do approximately 170 inspections, (he is still in the process of finishing this month).

All businesses, public authority and industries have turned into us their cross connection testing results.

All routine monitoring requirements for safe drinking water performed in 2023 has passed inspection for safe drinking water.

The crew continues working on keeping water loss to a minimum by listening to all curb boxes (concentrating on boxes located in concrete and in the new subdivisions) and all hydrants twice a year.

There are no water and sanitary sewer mainline projects scheduled in 2024.

By October 16, 2024 we have to develop and submit to WDNR a service line inventory report for every customer within the village.

We will have Dustin Diedrich complete the water certification process next year.

Speedy Clean finished CIPP (cured in place pipe) repairs of our sanitary sewer main line, to 9 locations along Wallace St. They also grouted one manhole during this work.

Ryan Swick

### Water Item #3

	Water Purchased	Cost	Water Billed to Residents	Gallon Difference	Cost of Loss	HOV Sewer Volume Charged to CL	Sewer Billed to Residents	Customer Summer Sewer Credit	Difference (I & I)
<b>2023</b>									
01/01/23 - 03/31/23	18,550,182	\$ 67,702	17,988,214	-561,968	\$ 1,337	46,743,000	17,971,452		-28,771,548
04/01/23 - 06/30/23	22,067,101	78,885	18,744,160	-3,322,941	\$ 7,909	42,696,000	18,357,285	386,875	-23,951,840
07/01/23 - 09/30/23	22,846,291	81,363	22,329,188	-517,103	\$ 1,231	23,681,000	13,960,845	1,947,528	-7,772,627
10/01/23 - 12/31/23	6,800,839	24,551	11,691,240	4,890,401	\$ (11,639)	9,883,000	15,059,512	-3,368,272	1,808,240
Totals	70,264,413	\$ 252,501	70,752,802	488,389	\$ (1,162)	123,003,000	65,349,094		-58,687,775
Gallon Loss/Unbilled	-488,389	or	-0.70%			Loss			47.71%
Cost of Loss	\$ (1,162)	using wholesale rate of \$3.18 per 1000 gallons				Cost of Loss - Volume Only			\$ 44,779
Per 2023 audit:									
<b>2022</b>									
01/01/22 - 03/31/22	21,829,122	\$ 78,129	17,310,500	-4,518,622	\$ 10,754	27,672,000	17,300,300	10,200	-10,361,500
04/01/22 - 06/30/22	25,830,688	90,854	18,006,800	-7,823,888	\$ 18,621	19,012,000	17,659,800	347,000	-1,005,200
07/01/22 - 09/30/22	25,648,623	90,275	22,779,438	-2,869,185	\$ 6,829	31,141,000	21,202,938	1,576,500	-8,361,562
10/01/22 - 12/31/22	18,976,226	69,056	20,286,888	1,310,662	\$ (3,119)	29,858,000	19,600,244	686,644	-9,571,112
Totals	92,284,659	\$ 328,313	78,383,626	-13,901,033	\$ 33,084	107,683,000	75,763,282		-29,299,374
Gallon Loss/Unbilled	13,901,033	or	15.06%			Loss			27.21%
Cost of Loss	\$ 33,084	using wholesale rate of \$3.18 per 1000 gallons				Cost of Loss - Volume Only			\$ 22,355
Per 2022 audit:	15.00%								
<b>2021</b>									
01/01/21 - 03/31/21	17,122,188	\$ 63,161	16,576,400	-545,788	\$ 1,299	34,467,000	16,570,000	6,400	-17,890,600
04/01/21 - 06/30/21	21,555,748	77,259	17,141,700	-4,414,048	\$ 10,505	41,357,000	16,567,900	573,800	-24,215,300
07/01/21 - 09/30/21	20,487,293	73,852	19,932,000	-555,293	\$ 1,322	34,445,000	17,913,300	2,018,700	-14,513,000
10/01/21 - 12/31/21	8,169,355	21,502	7,679,700	-489,655	\$ 1,165	6,394,000	7,269,100	410,600	1,285,700
Totals	67,334,584	\$ 235,774	61,329,800	-6,004,784	\$ 14,291	116,663,000	58,320,300		-55,333,200
Gallon Loss/Unbilled	6,004,784	or	8.92%			Loss			47.43%
Cost of Loss	\$ 14,291	using wholesale rate of \$3.18 per 1000 gallons				Cost of Loss - Volume Only			\$ 34,749
Per 2021 audit:	7.15%								

**\*\*10/01/2023 – 12/31/2023 numbers are misleading due to Combined Locks quarterly billing versus Kimberly Utility & HOVMSD monthly billing.**