



NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, March 5, 2024

TIME: 6:30pm

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

AGENDA

ADMINISTRATIVE COMMITTEE – 6:00pm (Neumeier, Vander Zanden, Schinke)

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

VILLAGE BOARD – 6:30pm

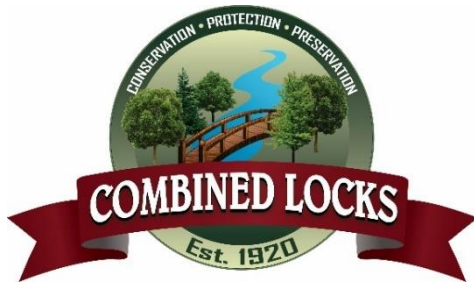
- A. Call to order
- B. Pledge of Allegiance
- C. Roll call
1. Public comment for matters not on the agenda
2. Review and consider approval of minutes and bills
3. Administrator, Public Works Director and Law Enforcement reports – accept and file
4. Review and consider approval of Resolution 2024-4; establishing Ward 6 for election purposes
5. Review and consider approval of incentive payment to Coonen Development – TID 3
6. Review and consider approval of operator licenses for K. McMains, I. Schinke, R. Giese, and A. Appleton
7. Review of changes to absentee ballot envelopes - informational
8. Other business, updates and future agenda items
 - a. Open Book: Tuesday, July 23 - tentative
 - b. Board of Review: Wednesday, August 28 - tentative
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. *Employee performance and wage discussion*
10. Consider motion to return to open session; action if appropriate
11. Adjourn

Public Notice: Agendas are posted in the following locations: Combined Locks Civic Center main entrance and Village website: 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.

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, February 6, 2024

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, Rietveld, Stutzman, Schinke, Vander Zanden, Ponto, and Heckner (via telephone). Board members absent – none. Village staff present – Administrator Shampo-Giese, LES Sgt. Ross and Public Works Director Swick. Others present – J. Hebbe of the Times Villager.
- 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. B. Schinke seconded the motion, and it passed unanimously.
 - 3. Administrator, Public Works Director and Law Enforcement reports – accept and file:** Administrator Giese, Public Works Director Swick and Sgt. Ross reviewed the activities happening in the Village during the previous month and expected activities for the current month. All reports were accepted and are on file in the Clerk’s Office.
 - 4. Review and consider approval of Ordinance Number 1, Series of 2024; 8-3-5 Preparation for Collection; curbside tire collection:** The Administrator reviewed the ordinance with the trustees and noted that the printed version included a revision to item (n) as suggested by Trustee Heckner. Trustees reviewed and discussed the original item (n) and the revised (n). T. Stutzman made a motion to adopt Ordinance Number 1, Series of 2024; 8-3-5 with the original item (n) which includes verbiage that limits curbside tire collection to tires that are no larger than 20”. M. Rietveld seconded the motion, and it passed unanimously.
 - 5. Review and consider approval of Resolution 2024-3; curbside tire collection fee:** The Administrator reviewed the resolution with the trustees and explained that the resolution supports the ordinance that was just adopted. M. Rietveld made a motion to approve Resolution 2024-3 as presented. C. Vander Zanden seconded the motion, and it passed unanimously.
 - 6. Review updated information regarding Wolfinger Estates:** The Administrator and trustees reviewed the latest map from the developer for the Wolfinger Estates Subdivision. Road access for the proposed apartment complex and public safety were noted. More information will be shared when a final map is presented.
 - 7. Review and consider approval of operator licenses for R. DeGroot and J. Witt:** B. Schinke made a motion to approve the operator licenses as requested. T. Stutzman seconded the motion, and it passed unanimously.
 - 8. Other business, updates and future agenda items:** Consensus of trustee opinion was to cancel the 02/20/24 meeting with no pressing business on the agenda.

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. *Employee performance and wage review*:** J. Ponto made a motion to move into closed session. T. Stutzman seconded the motion, and it passed unanimously.
10. **Consider motion to return to open session; action if appropriate:** M. Rietveld made a motion to return to open session. T. Stutzman seconded the motion, and it passed unanimously. No action was taken.
11. **Adjourn:** T. Stutzman made a motion to adjourn the meeting. C. Vander Zanden seconded the motion, and it passed unanimously. The meeting adjourned at 7:33pm.

Item #3

ADMINISTRATOR REPORT 03/05/24 VILLAGE BOARD

February information/projects:

- Tax settlement mid-month
- Year-end reporting and audit preparation – audit scheduled March 6-8
- Meet with staff to identify future capital needs and staffing needs; look at financing – **met with Baird on Monday**
- Meet with engineer to discuss construction plans for Park Street & Paul Court – **haven't met yet**
- Plan Commission and JRB to meet as soon as possible once revised Wolfinger Estates plat is completed – **revised plat has been submitted to new financial advisors at RW Baird for review**
- **Attended election training – 3 of 6 hours needed to keep certification**

March information/projects:

- Met with potential contractor for yard waste debris removal
- Met with RW Baird to discuss future debt and revised debt structure
- Audit
- Spring election tasks (training, absentees, registrations)
- Newsletter – mailed by 3/19
- Meet with Buchanan and Sheriff's Office as annual review of Law Enforcement Contract
- Recreation Department administrative support & apparel sales – will establish an online store for next year
- Combined Locks is now in the 2nd Assembly District based on the newly approved legislative maps. Our new representative is [Shae Sortwell](#). He will be at the 03/19/24 meeting to introduce himself.



- **[AB-723 Bidding Thresholds](#)**. (Rep. Brooks and Senator Stroebel) This bill increases the local government competitive bidding thresholds from \$25,000 to \$50,000 and requires school districts to utilize competitive bidding.
★ Passed Assembly and concurred in by the Senate. The bill is now available to be sent to the Governor.

**MONTHLY
DEPARTMENT OF PUBLIC WORKS
ACTIVITY REPORT**

Subject: DPW REPORT 3-5-24

The NWS has recorded a total of approximately 2.7 inches of snowfall and during the month of February, and as seasonal total of **33.5** inches of snow, 44" in 2023 and 30" in 2022. We used approximately 4 tons of salt in February. So far this winter we have used 70 tons compared to 113 tons-2023, 84-2022. We currently have 87 tons in the salt shed and have not purchased any this year.

Lots of prep work for the Ms4 storm water report.

Checked outfalls and cleaned up around all ponds.

Continuing to trim trees in the Coonen subdivision approximately 310 total trees. Also, removed 10 terrace trees.

We had 1 water break

Installed new base boards in Memorial Park shelter and bathrooms.

Keith watched many sanitary and storm sewer videos and made updates to our GIS and added all infrastructure in Riverview Ridge.

Cleaning and televising sanitary sewers

ANTICIPATED PROJECTS:

Cold patching streets and crack filling inspections and bids

Forestry Maintenance Tasks- Removals and trimming

Pond maintenance work-removal of any unwanted trees and cattails.

Ms4 report

Sidewalk inspections and bid sheets

Ryan Swick

Item #4

**VILLAGE OF COMBINED LOCKS
RESOLUTION 2024-4
ESTABLISHING WARD 6 FOR ELECTION PURPOSES DUE TO ANNEXATION**

WHEREAS, in June 2023 the Village of Combined Locks, via unanimous consent, did annex parcel numbers 030062200, 030068200, and 030069400 from the Town of Buchanan; and

WHEREAS, these parcel numbers are in Outagamie County Supervisory District 11 and the balance of the Village of Combined Locks is in Outagamie County Supervisory District 9; and

WHEREAS, electors are to remain in their current districts when an annexation occurs mid-census; and

WHEREAS, the parcels are now identified as 230158002, 230158000 and 230158001; and

WHEREAS, the Village of Combined Locks has worked with Outagamie County Planning Department to place these annexed parcels in the newly created Ward 6 to conform to the guidelines required by Wisconsin State Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Combined Locks that Ward 6 be created in the Village of Combined Locks for election purposes.

Approved this 5th day of March, 2024

John Neumeier, Village President

Attest:

Racquel Shampo-Giese, Village Administrator-Clerk-Treasurer

Item #5

Information used to calculate developer incentive payment:

Tax Increment Worksheet showing total of increment levied on 2023 tax bills:

Form PC-202	2023 Tax Increment Worksheet				WI Dept of Revenue
Report Type ORIGINAL	Co-muni Code 44111	County OUTAGAMIE Muni Type VILLAGE Municipality COMBINED LOCKS	Account No. 1200	Total Equalized TID Value Increment 9,878,300	This worksheet is for all TIDs in this municipality

Taxing Jurisdiction	Col. A Apportioned Levy	Col. B Equalized Value (less TID Value Increment)	Col. C Interim Rate	Col. D Equalized Value (with TID Value Increment)	Col. E Total Levy Amount (use on Mill Rate Worksheet)	Col. F Col. E - A = Tax Increment
1. County						
OUTAGAMIE	\$1,363,309.98 /	450,127,300.00 =	0.003028721 X	460,005,600.00 =	\$1,393,228.62	\$29,918.64
2. Special Districts (metro, sanitary, lake)						
HEART OF THE VALLEY METRO SEWER DISTRICT	\$0.00 /	450,127,300.00 =	0 X	460,005,600.00 =	\$0.00	\$0.00
3. Tax District (town, village, city)						
COMBINED LOCKS	\$1,930,578.00 /	450,127,300.00 =	0.004288960 X	460,005,600.00 =	\$1,972,945.62	\$42,367.62
4. School Districts						
SCH D OF KAUKAUNA AREA	\$902,093.58 /	147,041,990.00 =	0.006134939 X	152,973,490.00 =	\$938,483.03	\$36,389.45
SCH D OF KIMBERLY AREA	\$1,715,392.13 /	303,085,310.00 =	0.005659767 X	307,032,110.00 =	\$1,737,730.20	\$22,338.07
5. Technical College Districts						
FOX VALLEY TECHNICAL COLLEGE APPL	\$332,281.26 /	450,127,300.00 =	0.000738194 X	460,005,600.00 =	\$339,573.37	\$7,292.11
6. Tax Increment Total						
	\$6,243,654.95				\$6,381,960.84	\$138,305.89

Calculation used to separate TID 2 and TID 3 increment:

2023 Tax Incremental District (TID) Certification – Municipality/County									
County	CoMun	TVC	Municipality	TID #	Base Yr.	Current Value	Base Value	Increment	
OUTAGAMIE	44111	VILLAGE OF	COMBINED LOCKS	002	2015	19,677,100	15,736,800	3,940,300	0.399147065
OUTAGAMIE	44111	VILLAGE OF	COMBINED LOCKS	003	2019	6,007,500	76,000	5,931,500	9,871,800 0.600852935
									138305.89 Total Increment
								\$ 55,204.39	TID 2
								\$ 83,101.50	TID 3
								\$ 138,305.89	

Item #6

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, Feb 20, 2024 to June 30, 2025

Combined Locks

<input type="checkbox"/>	1-Year Operator's License \$32
<input checked="" type="checkbox"/>	2-Year Operator's License \$50
<input type="checkbox"/>	60-Day Provisional License \$15

New Applicant Renewal Applicant

Fee Paid _____

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>McMains, Katie, F</u>		Former Name(s):	
Street Address <u>943 West 10th Str</u>	City <u>Kaukauna</u>	State <u>WI</u>	Zip Code <u>54130</u>
Driver's License Number <u>M255-5060-</u>		State License Issued In: <u>WI</u>	
Date of Birth <u>08-13-</u>	Gender	Home Phone Number <u>920-949-</u>	Cell Phone Number " "
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kwik Trip</u>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony? Yes No
If Yes, when, where and what type of violation? (Please be specific) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? Yes No
If Yes, when, where and what type of violation? (Example: speeding, OWI) _____

Section 3 - PENALTY NOTICE

I, the undersigned, make application for an Operator's License as provided by Wisconsin State Statute 125.17. I am familiar with the laws, ordinances and regulations, and I hereby agree, if granted said license, to obey all provisions of said laws. I understand that any false information made a s part of this application may be cause for denial.

Applicant's Signature Katie McMains

Date Signed 2-5-24

Application Received by [Signature]

FOR OFFICE USE ONLY

Police Department Complete By: <u>DUSO</u>	Background Check Completed Date: <u>2/6/24 @ 1251 hrs</u>	Violations found to be directly related to the responsibilities of serving alcohol (Please circle one): <u>No Violations Found</u>	
Village Board:	Approve Deny	Date:	Signature:

****Read information on reverse side and sign to acknowledge.****

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, 2025

Combined Locks

- | |
|--|
| <input type="checkbox"/> 1-Year Operator's License \$32 |
| <input checked="" type="checkbox"/> 2-Year Operator's License \$50 |
| <input type="checkbox"/> 60-Day Provisional License \$15 |

New Applicant

Renewal Applicant

Fee Paid _____

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Schinke, Isabel, T</u>		Former Name(s):	
Street Address <u>W5680 Vans Rd</u>	City <u>Appleton</u>	State <u>Wi</u>	Zip Code <u>64915</u>
Driver's License Number <u>5520-4180-</u>	State License Issued In: <u>Wisconsin</u>		
Date of Birth <u>12-17-</u>	Gender <u>F</u>	Home Phone Number	Cell Phone Number <u>(920)427-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kamps Bar and Grill, 303 William St, (Combined Lock, Wi)</u>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony? Yes No

If Yes, when, where and what type of violation? (Please be specific) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? Yes No

If Yes, when, where and what type of violation? (Example: speeding, OWI) _____

Section 3 - PENALTY NOTICE

I, the undersigned, make application for an Operator's License as provided by Wisconsin State Statute 125.17. I am familiar with the laws, ordinances and regulations, and I hereby agree, if granted said license, to obey all provisions of said laws. I understand that any false information made a s part of this application may be cause for denial.

Applicant's Signature Isabel Schinke

Date Signed 02-15-2024

Application Received by [Signature]

FOR OFFICE USE ONLY

Police Department Complete By: <u>OUSA</u>	Background Check Completed Date: <u>2/19/2024 @ 1100hrs</u>	Violations found to be directly related to the responsibilities of serving alcohol (Please circle one): <u>No Violations Found</u>	
Village Board:	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date:	Signature:

****Read information on reverse side and sign to acknowledge.****

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, _____

Combined Locks

- | |
|---|
| <input type="checkbox"/> 1-Year Operator's License \$32 |
| <input checked="" type="checkbox"/> 2-Year Operator's License \$50 |
| <input checked="" type="checkbox"/> 60-Day Provisional License \$15 |

New Applicant

Renewal Applicant

Fee Paid _____

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <i>GIBBE RYAN H</i>		Former Name(s):	
Street Address <i>908 STATE ST</i>	City <i>KAUKAUNA</i>	State <i>WI</i>	Zip Code <i>54130</i>
Driver's License Number <i>G200 7289</i>		State License Issued In: <i>WI</i>	
Date of Birth <i>06/18/</i>	Gender <i>M/ME</i>	Home Phone Number <i>920 228</i>	Cell Phone Number
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <i>KAMP'S BAR + GRILL 303 WILLIAMS ST</i>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony? Yes No

If Yes, when, where and what type of violation? (Please be specific) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? Yes No

If Yes, when, where and what type of violation? (Example: speeding, OWI)
*OWI, LITTLE CHUTE/KIMBERLY 2020, OPEN INTOX (x2), OSHKOSH 2018
SPEEDING, INDIANA (2019), UNDERAGE 2014, LITTLE CHUTE*

Section 3 - PENALTY NOTICE

I, the undersigned, make application for an Operator's License as provided by Wisconsin State Statute 125.17. I am familiar with the laws, ordinances and regulations, and I hereby agree, if granted said license, to obey all provisions of said laws. I understand that any false information made a s part of this application may be cause for denial.

Applicant's Signature *Ryan G*

Date Signed *2/22/24*

Application Received by *Raquel Shamp - Gibbe*

FOR OFFICE USE ONLY	
Police Department Complete By: <i>OU50</i>	Background Check Completed Date: <i>2/22/24 @ 1147hrs</i>
Violations found to be directly related to the responsibilities of serving alcohol (Please circle one): <i>No Violations Found</i>	
Village Board:	Signature:
Approve	Deny
Date:	Signature:

****Read information on reverse side and sign to acknowledge.****

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, 2025

~~ED~~ March 5, 2024

Combined Locks

- 1-Year Operator's License \$32
- 2-Year Operator's License \$50
- 60-Day Provisional License \$15

New Applicant

Renewal Applicant

Fee Paid _____

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Appleton, Amber R</u>		Former Name(s):	
Street Address <u>209 Elm St</u>	City <u>Combined Locks</u>	State <u>WI</u>	Zip Code <u>54113</u>
Driver's License Number <u>A143-0168-</u>	State License Issued In: <u>WI</u>		
Date of Birth <u>3-6-</u>	Gender <u>F</u>	Home Phone Number <u>920-809-</u>	Cell Phone Number
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kamp's Bar + Grill</u>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony? Yes No


If Yes, when, where and what type of violation? (Please be specific) _____

Have you EVER been convicted of a misdemeanor or ordinance violation? Yes No

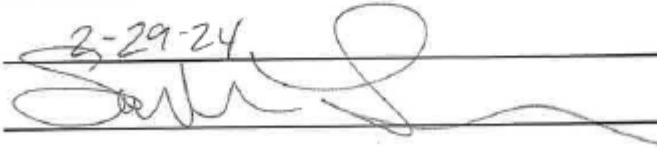
If Yes, when, where and what type of violation? (Example: speeding, OWI)
Car accident in 2023

Section 3 - PENALTY NOTICE

I, the undersigned, make application for an Operator's License as provided by Wisconsin State Statute 125.17. I am familiar with the laws, ordinances and regulations, and I hereby agree, if granted said license, to obey all provisions of said laws. I understand that any false information made a s part of this application may be cause for denial.

Applicant's Signature 

Date Signed 3-29-24

Application Received by 

FOR OFFICE USE ONLY		Violations found to be directly related to the responsibilities of serving alcohol (Please circle one):	
Police Department Complete By: <u>OUSD</u>	Background Check Completed Date: <u>3/1/24 @ 1005 hrs</u>	<input checked="" type="checkbox"/> No Violations Found	Violations Found
Village Board:	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date:	Signature:

****Read information on reverse side and sign to acknowledge.****

Item #7



The image shows two pages of the "Official Absentee Ballot Certificate & Application" form. The left page is labeled "old" in blue ink and contains the "OFFICIAL ABSENTEE BALLOT APPLICATION CERTIFICATION" section. It includes instructions for voters to place their ballot inside the envelope and seal it, and to provide their voting address. The right page is labeled "new" in blue ink and contains the "Official Absentee Ballot Certificate & Application" section. It is divided into three parts: 1. Clerk or Voter must complete this part (Voter Information), 2. Voter must complete this part (Certification of Voter and Assistant), and 3. Witness must complete this part (Certification of Witness). The form includes fields for name, address, and signature, as well as checkboxes for various requirements.

Item #8

Draft of notice that will be printed in the March newsletter:

**VILLAGE OF COMBINED LOCKS TAXPAYERS
2024 is a Market Revaluation Year**

(all dates listed below are tentative – final dates will be published in the June newsletter)

Accurate Appraisal is conducting a Village-wide market revaluation for 2024. All properties in Combined Locks will be reassessed. A Notice of Assessment will be mailed to all property owners in July. This document notifies you of your property's new assessed value. The new assessed value is then used to calculate your 2024 tax bills.

Pursuant to Wis. Stats. §70.45, the assessment roll for the Year 2024 assessments will be open for examination starting on the 23rd day of July, 2024 at 12:00pm until the 21st of August, 2024. The Roll Book will also be available online beginning 07/23/24. Visit: accurateassessor.com/roll-books The Roll Book may also be viewed at the Clerk's Office, Combined Locks Civic Center, 405 Wallace Street.

You may set an appointment to talk to an assessor by visiting accurateassessor.com then click on **APPOINTMENTS**. Appointments will be conducted over the phone. An assessor will call you at your appointed time. Calls will take about 15 minutes.

Instructional material will be available at the Clerk's Office in July for persons who wish to object to valuations under Wis. Stats. §70.47.

Notice of Board of Review Meeting

The Board of Review will meet on Wednesday, August 28, 2024 beginning at 5:30pm at the Combined Locks Civic Center Council Chambers, 405 Wallace Street, Combined Locks WI 54113 for the purpose of calling the Board of Review into session and hearing scheduled appeals.