



NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, March 19, 2024

TIME: 6:30pm

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

AGENDA

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 to submit Annual Report under MSF (Municipal Separate Storm Sewer System)
3. Review and consider approval of Memoranda of Understanding regarding HOVMSD Interceptor System Rehabilitation
4. Review TID 3 Amendment proposed timeline
5. Other business, updates and future agenda items
 - a) Spring Election tasks underway & in-person absentee voting opened at 8:00am
6. Consider motion to recess Village Board meeting and convene 1st Quarter Water Commission meeting
7. Consider motion to reconvene Village Board meeting
8. 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 review*
9. Consider motion to return to open session; action if appropriate
10. Adjourn

1st QUARTER WATER COMMISSION MEETING

1. Review and consider approval of 4th 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 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. 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

See separate attachment

Item #3

See separate attachment

Item #4

Village of Combined Locks

TID#3 Territory Addition Amendment Timeline

<i>Monday, March 4, 2024</i>	Consulting service agreement executed. Direction to proceed.
<i>Tuesday, March 5, 2024</i>	Draft Territory Addition Creation Timeline sent to village staff for review.
<i>Friday March 8, 2024</i>	Draft Preliminary project plan template available for village staff review (maps excluded)
<i>Friday March 15, 2024</i>	TID boundaries finalized.
<i>Friday March 22, 2024</i>	Mapping complete and delivered to Baird
<i>Friday, March 29, 2024</i>	Baird complies draft project plan
<i>Wednesday, April 3, 2024</i>	Final village staff/Baird comments/changes to draft project plan due.
<i>Thursday, April 4, 2024</i>	Class 1 Notice of Joint Review Board (JRB) Meeting and Class 1 Notice of Public Hearing due to Village official newspaper.
<i>Friday, April 5, 2024</i>	Draft Version of the project plan available for public review/distribution.
<i>Monday April 8, 2024</i>	Copy of the Notice of Public Hearing sent via First Class mail, from the Village to all taxing entities (county, school, and technical college district officials). Provide DOR with copies of the cover letters that were sent with the notices or a clerk's certification that the letters and notices were distributed on the same date. (After Project Plan Amendments are available & before publication date)
<i>Wednesday April 10, 2024</i>	Publication date for notices/hearings of Village official newspaper. Publication of Class I Notice of Public Hearing. (must be published at least 7 days prior to the Public Hearing).
 	Publication of Class I Notice of Joint Review Board Meeting. (must be published at least 5 days prior to the JRB meeting).
<i>Tuesday April 16, 2024</i>	JRB holds its first meeting. The Board's Chairperson and public members are selected (must be within 14 days after the notice publication, before public hearing).
<i>Wednesday April 17, 2024</i>	Village Plan Commission Public hearing regarding the project plan amendments. Must be held at least one week (7 days) after publication of public hearing notice.
<i>Wednesday April 17, 2024</i>	Plan Commission adopts resolutions and submits it to the Village Board for approval.
<i>Thursday April 18, 2024</i>	Class I notice of JRB meeting due to newspaper.
<i>Tuesday April 23, 2024</i>	The Village Board considers Plan Commission recommendation. Project plan approved. Village Board adopts resolution. The clerk provides the JRB with a copy of the resolution and financial information.
<i>Wednesday April 24, 2024</i>	Publication of Class I Notice of JRB meeting (must be published at least 5 days prior to the JRB meeting).
<i>Tuesday April 30, 2024</i>	Final action by JRB. (Within 45 Days after receiving Resolution)
<i>Wednesday, May 1, 2024</i>	JRB notifies the village of its decision. (Within 7 Days of JRB action)
<i>Friday, May 3, 2024</i>	Submit written notice to DOR of TID approval. (Within 60 Days of Approval)
<i>Submitted by October 31, 2024</i>	Submit completed application to DOR for base value certification.

Item #5

Effective at 8:00am on Tuesday, March 19, 2024:



In-Person Absentee Voting is open in the Combined Locks Clerk's Office. The hours are 8:00am to 4:00pm, Monday through Friday. The Clerk's Office is open until 5:00pm on 03/28/24 and 03/29/24. In-Person Absentee Voting ends at 5:00pm on 03/29/24. Voters must show proper photo identification to obtain a ballot.

Water Commission

Water Commission - Item #1

FOURTH QUARTER WATER COMMISSION
DECEMBER 5, 2023

The fourth 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, Brad Schinke, and Mike Rietveld.

Also present was Public Works Director Ryan Swick and Village Administrator Racquel Shampo-Giese.

The first item on the agenda was to review and consider approval of the minutes from the third quarter meeting. J. Ponto made a motion to approve the minutes. C. Vander Zanden 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: five (5) water break repaired this quarter making eight (8) 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 90 valves, fire flow testing 45 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. Dustin Diedrick will complete the water certification process in 2024. There are no utility projects scheduled for 2024.

The next item on the agenda was to review the water loss and sanitary sewer inflow and infiltration data. The Public Works Director reported an estimate of 8% water loss so far into the fourth quarter 2023, and the sanitary sewer inflow and infiltration data shows a 47.71% estimated loss for so far in 2023. Loss numbers have improved through the summer months.

T. Stutzman made a motion to adjourn the meeting. K. Heckner seconded the motion, and it passed unanimously.

Water Commission - Item #2

FIRST QUARTER WATER COMMISSION

March 20, 2024

So far, in 2024 we have had 5 water breaks. We had 1 break at this time last year. The Village averages around 18 water main breaks a year.

Past yearly totals:

2023 - 10

2022 - 35

2021 - 11

2020 - 16

2019 - 20

2018 - 18

2017 - 10

Listened to curb boxes in concrete. No leaks were found.

Dustin will be taking his water certification test on Tuesday, March 26.

Keith and Dustin will continue to do the residential cross connection survey testing and meter changes.

By October of 2024 we have to turn into the WDNR a service line material inventory report for each property within the village. We started taking inventory about 4 years ago when we would do CCC testing and meter change outs.

MCO scheduled to perform the following tasks.

- a. Valve operating on approximately 90 valves, which is one-third of our valves.
- b. Fire flow testing on 41 hydrants during the flushing period
- c. Test, inspect and repair our backflow devices (4).

Village crew will be flushing hydrants the week of April 15 and again in the fall.

All routine monitoring requirements for safe drinking water performed in 2024 have passed inspection for safe drinking water. We have had two complaints on the year.

I finished our yearly cross connection survey report for the DNR.

Sanitary Survey Report for our water supply with DNR went real good.

We will begin water testing for Disinfection By-Products.

Sewer work:

Speedy Clean finished cleaning and televising the 2024 sanitary sewer areas. This included all streets off of Park Street and also, Ryan St and Buchanan Rd.

They also televised Park Street storm sewer for next year's project and jetted a storm line that was full of dirt and leaves near Fairway Street.

Hietpas and Sons repaired approximately 6 feet of storm sewer pipe on Elm Street that was damaged and cleaned up a blocked culvert pipe along Elm St/Prospect St.

\$75,000 budgeted for manhole rehab work in 2024.

Water Commission – Item #3

2023	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)
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	22,346,661	-499,630	\$ 1,189	23,681,000	19,621,163	1,947,528	-2,112,309
10/01/23 - 12/31/23	19,335,254	70,198	21,606,009	2,270,755	\$ (5,404)	29,653,000	20,551,615	1,054,394	-8,046,991
Totals	82,798,828	\$ 298,148	80,685,044	-2,113,784	\$ 5,031	142,773,000	76,501,515		-62,882,688
Gallon Loss/Unbilled	2,113,784	or	2.55%						Loss 44.04%
Cost of Loss	\$ 5,031	using wholesale rate of \$3.18 per 1000 gallons							Cost of Loss - Volume Only \$ 47,979
Per 2023 audit: estimate 2% - 3%									
2022	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)
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%									
2021	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)
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%									