



## NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, April 2, 2024

TIME: 6:30pm

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

### AGENDA

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

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 intermunicipal government agreement with Village of Kimberly regarding Papermaker Pond
5. Review and consider approval of Resolution 2024-5 regarding Papermaker pond
6. Review and consider approval of Resolution 2024-6 regarding papermaker pond
7. Review and consider approval of Resolution 2024-7 regarding Arbor Day
8. Review and consider approval of operator license for B. Herrick and S. Jansen
9. Other business, updates and future agenda items
  - a. Board of Review training for newly elected & re-elected trustees
10. Adjourn

**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 #3

## ADMINISTRATOR REPORT 04/02/24 VILLAGE BOARD

### 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 2<sup>nd</sup> 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.

### April information/projects:

- Spring election – roughly 260 absentee ballots issued < 400 April 2023
- Schedule Board of Review training
- Begin liquor licensing process
- Begin Public Works Director transition/job duties details
- Plan Commission to meet soon to consider recommendation to approve CSM – Wolfinger Estates
- Attend Darboy Sanitary District meeting on 04/09/24 and give an update on the Wolfinger Estates development
- Notify Park Street property owners that all the terrace trees will be removed this fall ahead of the utility and road project in 2025

**DEPARTMENT OF PUBLIC WORKS  
MONTHLY ACTIVITY REPORT**

**Subject:** DPW REPORT 4-2-24

The NWS has recorded a total of **6 inches** of snow fall during the month of March, and as seasonal total of **40"**. The average snow fall for our area is 50 inches. We used 3 tons of salt in March. We have 83 tons of salt in salt-barn and we will be receiving around 100 tons in April.

I Completed the Ms4 storm water report.

Cross connection testing letters to all businesses were sent out.

Finished trimming trees in Coonen Subdivision. Over 400 trees.

Staff cold patched streets throughout the village

Met with sidewalk grinding crew (Safe Step).

Thatched all playing fields at Memorial Park.

Fixed the Scheels advertising boards located on the score boards at Memorial Park.

Opened up the yard waste site.

Swept entire village-52 hours of sweeping.

Park Street utility project televising is completed.

**ANTICIPATED PROJECTS:**

Cold mix patching

Opening all park bathrooms.

Batting cages and back stop nettings

Grass cutting, fertilizing, weed spraying and preparing all playing fields for upcoming year.

Sweeping streets, brush collection (starting April 3rd) and other spring tasks.

Hydrant flushing begins Monday April 15

Ryan Swick

**Item #4**

**INTER-GOVERNMENTAL AGREEMENT  
between the  
VILLAGE OF KIMBERLY  
and the  
VILLAGE OF COMBINED LOCKS**

This agreement is entered into on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the Village of Kimberly and the Village of Combined Locks.

**WHEREAS**, the Village of Kimberly and Village of Combined Locks have applied for an Urban Non-Point Source and Stormwater Construction Grant (the “Grant”) from the Wisconsin Department of Natural Resources (“DNR”) with a project name of “Papermaker Pond” and

**WHEREAS**, the Village of Kimberly and Village of Combined Locks desire to construct the “Papermaker Pond” project for the purpose of reducing the discharge of sediment and phosphorus pollutants into the Fox River; and

**WHEREAS**, the local-share funds for the “Papermaker Pond” project are already included specifically in the Village of Kimberly and Village of Combined Locks’ adopted budgets; and

**NOW, THEREFORE**, the parties agree as follows:

1. The Village of Kimberly & Village of Combined Locks endorse the Urban Non-Point Source and Storm Water Construction Grant and agree to each fund 50% of the local share of the Grant.
2. The **Village of Kimberly** will be responsible for the following activities:
  - Sign the Runoff Management Grant Agreement with the DNR.
  - Establish the Grant account
    - a. Village of Kimberly’s bank account will be used for this purpose.
  - Negotiate, sign, and oversee professional services contract.
  - Local development, approval, and submittal to DNR of grant products and final report.
  - Manage Grant account including invoices, payments, and reimbursements.
    - a. The Village of Kimberly will be responsible for paying invoices, submitting DNR reimbursement requests, and handling DNR reimbursements.
    - b. The Village of Kimberly & Village of Combined Locks intend to utilize funds from their respective Stormwater Utilities to pay for the local share.
    - c. The Village of Combined Locks will reimburse the Village of Kimberly for any invoices paid.
    - d. The Village of Kimberly will reimburse the Village of Combined Locks for DNR reimbursements
  - Project records retention as required by s. NR 153.29, Wis. Adm. Code.
3. All projects listed in the grant application are to be completed by December 31, 2026.

Village of Combined Locks

Village of Kimberly

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village President

**Item #5**

**VILLAGE OF COMBINED LOCKS  
RESOLUTION 2024-5  
URBAN NON-POINT SOURCE & STORMWATER GRANT PROGRAM  
VILLAGE OF COMBINED LOCKS, OUTAGAMIE COUNTY, WISCONSIN**

**WHEREAS**, the Village of COMBINED LOCKS is interested in obtaining a Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban stormwater runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

**WHEREAS**, a cost-sharing grant is required to carry out the project:

**THEREFORE, BE IT RESOLVED**, that Village of Combined Locks

**HEREBY AUTHORIZES**, the Village Administrator to act on behalf of the Village of Combined Locks to:

- Submit and sign an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the Village of Combined Locks and the Department of Natural Resources;
- Submit reimbursement claims along with necessary supporting documentation;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Combined Locks that the Village of Combined Locks shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Approved this 2<sup>nd</sup> day of April, 2024

I hereby certify that the foregoing resolution was duly adopted by the Combined Locks Village Board at a legal meeting on this 2<sup>nd</sup> day of April, 2024.

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John Neumeier, Village President

Attest:

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Racquel Shampo-Giese, Village Administrator/Clerk/Treasurer

**Item #6**

**VILLAGE OF COMBINED LOCKS  
RESOLUTION 2024-6  
URBAN NON-POINT SOURCE & STORMWATER GRANT PROGRAM  
VILLAGE OF COMBINED LOCKS, OUTAGAMIE COUNTY, WISCONSIN**

**WHEREAS**, the Wisconsin DNR has determined that excessive sediment and phosphorus are impacting surface water quality and designated uses for the Lower Fox River; and

**WHEREAS**, the Wisconsin DNR developed a Total Maximum Daily Load (TMDL) for excess sediment and phosphorus for the Lower Fox River; and

**WHEREAS**, the Village of Combined Locks and Village of Kimberly desire to jointly construct Papermaker Pond in order to help reduce excess sediment and phosphorus discharging into the Lower Fox River; and

**WHEREAS**, the Papermaker Pond project will assist landowners and the two Villages with NR 216 Stormwater Permit compliance; and

**WHEREAS**, the Village of Kimberly conducted public education and outreach activities with landowners located in the immediate project area, and the Village of Combined Locks discussed the Papermaker Pond project during a Village Board meeting; and

**WHEREAS**, the local-share funds for the Papermaker Pond project are already included specifically in the Village's adopted budget and the Village has included the project's anticipated costs in its adopted Capital Improvement Plan; and

**NOW THEREFORE BE IT RESOLVED**, that the Village of Combined Locks hereby supports submittal of an Urban Non-Point Source & Storm Water (UNPS&SW) Construction Grant Application to the Wisconsin Department of Natural Resources (DNR) for the Papermaker Pond project.

Approved this 2<sup>nd</sup> day of April, 2024

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John Neumeier, Village President

Attest:

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Racquel Shampo-Giese, Village Administrator/Clerk/Treasurer

**Item #7**

**VILLAGE OF COMBINED LOCKS  
RESOLUTION 2024-7  
ARBOR DAY PROCLAMATION**

WHEREAS, dating back to the 1800's, the legislature of this state has adopted an Act designating Arbor Day, and by the Act has designated the last Friday in April as Arbor Day; AND

WHEREAS, it is the purpose of the designation of this day throughout the nation to encourage the planting of shade trees, to encourage the harvesting of our forest crops by approved conservation methods and to encourage the protection of our forests from the scourge of devastating fires, insects, and diseases that destroy the beauty and usefulness of our woodlands as well as their wildlife; AND

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, AND

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, AND

WHEREAS, the trees in our Village increase property values and beautify our community, AND

WHEREAS, through the cooperation of all residents of this Village, the beneficial effects of tree plantings, proper conservation practices in harvesting timber and the protection from natural enemies of the forest can materially be increased, and we can pass on an enduring heritage of a vital natural resource to succeeding generations;

NOW, THEREFORE, the Village Board of the Village of Combined Locks does hereby proclaim Friday, April 26, 2024, as Arbor Day in the community and urges everyone able to do so to observe this day by the planting of one or more trees and to participate in one or more programs that the sponsors of Arbor Day may provide.

Approved this 2<sup>nd</sup> day of April, 2024

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

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

**Item #8**

**APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE**

July 1, \_\_\_\_\_ to June 30, 2025

**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>Herrick Brittany M</u>		Former Name(s):	
Street Address <u>606 Steilman Ave</u>	City <u>Appleton</u>	State <u>WI</u>	Zip Code <u>54915</u>
Driver's License Number <u>H626-0739-</u>		State License Issued In:	
Date of Birth <u>06.05.</u>	Gender <u>F</u>	Home Phone Number <u>920574</u>	Cell Phone Number
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>MillTown Still 101 Darby Rd Combined Locks WI 54113</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)

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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)  
DUI<sup>x2</sup> - THC 2014-2016

**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 Brittany Herrick

Date Signed Feb 9th 2024

Application Received by Reginal Shampo-Liese

**FOR OFFICE USE ONLY**

Police Department Complete By: <u>OUSO</u>	Background Check Completed Date: <u>2/14/2024 @ 0638 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 <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, 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 \$50

**Section 1 - APPLICANT INFORMATION**

Applicant Name (Last, First, MI) <u>Jansen Sara Ann</u>		Former Name(s): <u>Vander Velden, Vogels</u>	
Street Address <u>219 S. John St</u>	City <u>Kimberly</u>	State <u>WI</u>	Zip Code <u>54136</u>
Driver's License Number <u>J525-7817</u>	State License Issued In: <u>WI</u>		
Date of Birth <u>11/23</u>	Gender <u>F</u>	Home Phone Number	Cell Phone Number <u>920-915</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kamps 303 Williams St Combined Locks, WI 54113</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)  
speeding IL Hwy 11

**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: Sara Jansen

Date Signed: 3.29.24

Application Received by: Randy Stangor-Giese

**FOR OFFICE USE ONLY**

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

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