



NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, July 2, 2024

TIME: 6:30pm

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

AGENDA

ADMINISTRATIVE COMMITTEE – 6:00pm (Neumeier, Stutzman, Leicht)

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 Annual Reports for TID 2 and TID 3
 5. Discuss preliminary audit results and fund balances
 6. Review and consider approval of operator licenses for K. McKinley and E. Tarket
 7. Other business, updates and future agenda items
 - a. Schedule July meeting date(s)
 - b. Open Book Session, Tuesday, July 23rd from 3:00pm to 7:00pm
 - c. League Conference, October 23-25, Madison
 8. 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.



MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, June 4, 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, Leicht, Rietveld, Schinke, Ponto, Heckner, and Stutzman. Board members absent – none. Village staff present – Administrator Shampo-Giese, Public Works Director Swick, Fire/EMS Chief Wiedenbauer, and LES Sgt Ross. Others present – Judy Hebbe of the Times Villager.
- 1. Public comment for matters not on the agenda:** None
 - 2. Review and consider approval of minutes and bills:** J. Ponto made a motion to approve the minutes as presented. M. Rietveld seconded the motion, and it passed unanimously. M. Rietveld made a motion to approve the bills as presented. K. Heckner seconded the motion, and it passed unanimously.
 - 3. Administrator, Public Works Director, Law Enforcement, and Fire/EMS report – accept and file:** Activities or the previous and current month were reported. All reports were accepted and are on file in the Clerk's Office.
 - 4. Consider no parking request on State Street – Craig Knaack:** Mr. Knaack was not present. The request was not discussed.
 - 5. Review information received from East Central Wisconsin Regional Planning Commission regarding redesignation of the Appleton (Fox Cities) Metropolitan Planning Organization (MPO) Policy Board Structure:** The Administrator provided trustees with information received from ECWRPC regarding the creation of a new MPO consisting of elected officials. This MPO will make decisions about transportation funds. Municipalities with populations 5,000 and larger will have a voting seat on the MPO Policy Board. Municipalities with populations smaller than 5,000 will have advisory seats. The matter will be on the 06/18/24 agenda with a member of ECWRPC in attendance and a supporting resolution to consider.
 - 6. Review and consider approval of Special Event - Bike to the Beat on 08/02/24 – 08/03/24:** The Administrator reviewed the special event application with the trustees. This will be the third year the event has had an anchor location at Christ the King Church. There have been no serious incidents in the past, and the church has agreed to allow the event on its property. J. Ponto made a motion to approve the special event permit. A. Leicht seconded the motion, and it passed unanimously.
 - 7. Review and consider approval of Class A and Class B liquor license renewal applications for Kwik Trip, Lox Club, Kamps Bar & Grill, and Milltown Still & Grill:** Trustees reviewed the liquor license renewal applications. It was noted that recommendations to approve were received from Sgt. Ross, Fire/EMS Chief Wiedenbauer and Building Inspector Hermes. M. Rietveld made a motion to approve the liquor licenses as presented. B. Schinke seconded the motion, and it passed unanimously.
 - 8. Review and consider approval of cigarette license for Kwik Trip:** Trustees reviewed the cigarette license renewal application. B. Schinke made a motion to approve the license as presented. K. Heckner seconded the motion, and it passed unanimously.

9. Other business, updates and future agenda items

a. Schedule July meeting date(s): The 07/02/24 Village Board meeting will remain as scheduled. The 07/16/24 meeting may be canceled. Trustee Leicht asked the Board to consider adding a Village identification sign along the south side of CTH CE.

10. Adjourn: M. Rietveld made a motion to adjourn the meeting. B. Schinke seconded the motion, and it passed unanimously. The meeting adjourned at 7:01pm.



MINUTES OF PLAN COMMISSION MEETING

DATE: Tuesday, June 11, 2024

TIME: 5:30pm

LOCATION: Combined Locks Civic Center,
Council Chambers, 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, Carney, Maynard, Weyenberg, Mader, and Romberg. Plan Commission members absent – None. Staff present – Administrator Shampo-Giese. Others present – Wade Micoley of Tycore Built (via Zoom).
- 1. Review and consider approval of minutes from 05/01/24 meeting:** K. Carney made a motion to approve the minutes as presented. J. Maynard seconded the motion, and it passed unanimously.
- 2. Review and consider recommendation to approve revised Wolfinger Estates Final Plat:** Mr. Micoley reviewed the revised final plat with the commission members. The matter was discussed. There was a question about underground electric versus above ground on DeBruin Road. Mr. Micoley reported that utility plans are being adjusted and bids solicited as soon as possible. T. Mulry made a motion to recommend approval of the revised final plat. K. Carney seconded the motion, and it passed unanimously.
- 3. Schedule next meeting:** The next Plan Commission meeting will be at 5:30pm on 08/13/24 or 09/10/24 depending on needs.
- 4. Adjourn:** D. Mader made a motion to adjourn the meeting. J. Weyenberg seconded the motion, and it passed unanimously. The meeting adjourned at 6:12pm.



MINUTES OF VILLAGE BOARD MEETING and BOARD OF REVIEW

DATE: Tuesday, June 18, 2024

TIME: 6:30pm

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

MINUTES

BOARD OF REVIEW – 6:30

1. **Call Board of Review to order:** Meeting called to order by Village President Neumeier at 7:10pm.
2. **Discuss potential timeline for completion of assessment roll:** The estimated completion of the assessment roll is unknown, at this time.
3. **Adjourn Board of Review until date of mandatory two-hour meeting is known:** M. Rietveld made a motion to adjourn the Board of Review. B. Schinke seconded the motion, and it passed unanimously.

VILLAGE BOARD – 6:30pm

- 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, Heckner, Leicht, Ponto, Schinke, and Rietveld.
Board members present – Stutzman. Village staff present – Administrator Shampo-Giese and Public Works Director Swick. Others present – Kim Biedermann of East Central Wisconsin Regional Planning Commission.
1. **Public comment for matters not on the agenda:** None
 2. **Discuss East Central Wisconsin Regional Planning Commission new MPO Policy Board Structure:**
Kim Biedermann of ECWRPC addressed the Board with the background of forming the new MPO Policy Board Structure. The matter was discussed.
 3. **Review and consider approval of Resolution 2024-13; support of new MPO Policy Board Structure:**
K. Heckner made a motion to approve Resolution 2024-13. J. Ponto seconded the motion, and it passed unanimously.
 4. **Review 2023 Combined Locks Sewage Collection System Compliance Maintenance Annual Report:** The Administrator and Public Works Director reviewed the report with the trustees.
 5. **Review and consider approval of Resolution 2024-14; eCMAR electronic reporting:** A. Leicht made a motion to approve Resolution 2024-14. M. Rietveld seconded the motion, and it passed unanimously.
 6. **Review and consider approval of revised Wolfinger Estates final plat:** The Administrator explained that the final plat has been recommended for approval by the Plan Commission. B. Schinke made a motion to approve the final plat. J. Ponto seconded the motion, and it passed unanimously.
 7. **Review and consider approval of multiple operator licenses:** A list of renewal and new operator licenses was reviewed. A. Leicht made a motion to approve the operator licenses as presented. K. Heckner seconded the motion, and it passed unanimously.
 8. **Other business, updates and future agenda items**
 - a) **DNR funding of the Papermaker Pond:** Combined Locks and Kimberly have been awarded \$150,000 for the construction of Papermaker Pond.
 9. **Consider motion to recess Village Board meeting and convene 2nd Quarter Water Commission meeting:**
M. Rietveld made a motion to recess Village Board meeting and convene the 2nd Quarter Water Commission meeting. J. Ponto seconded the motion, and it passed unanimously.

10. **Consider motion to reconvene Village Board meeting:** K. Heckner made a motion to reconvene the Village Board meeting. M. Rietveld seconded the motion, and it passed unanimously.
11. **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 reviews and wage adjustment consideration:*** J. Ponto made a motion to move into closed session. B. Schinke seconded the motion, and it passed unanimously.
12. **Consider motion to return to open session; action if appropriate:** B. Schinke made a motion to return to open session. M. Rietveld seconded the motion, and it passed unanimously. No action was taken.
13. **Adjourn:** A. Leicht made a motion to adjourn the meeting. K. Heckner seconded the motion, and it passed unanimously. The meeting adjourned at 8:05pm.

Item #3

ADMINISTRATOR REPORT 07/02/24 VILLAGE BOARD

June information/projects:

- Board of Review training = _____
- Finish liquor licensing
- Begin Public Works Director transition/job duties details = *meetings will be finalized before 6/24*
- Finish working with DPW on CMAR
- Work with Baird on borrowing plan for CIP
- Work with Baird to finalize documentation to DOR for TID amendment
- Work with DPW and McMahon on Park Street and Paul Court design
- Begin election tasks for August Partisan Primary on 8/13
- *Attended HOVMSD Community Meeting 06/26/24*
- *Submitted to DOR: TID reports, Maintenance of Effort report, Personal Property Valuation report, and Tax-exempt entity report*

July information/projects:

- Submit to DOR: Liquor License report
- Work with developer to get development started for Wolfinger Estates
- Work with Fire/EMS Chief and personnel on proposed expansion plan
- Start 2025 budgets
- Formulate credit for utility customers affected by high iron content
- Work with McMahon and property owners for permanent easements on Park Street

COMBINED LOCKS DPW REPORT July 2, 2024

Met with McMahons to look through initial plans for Park Street construction and utilities project in 2025.

The crew spent a significant time grass cutting, planting, weeding, and weed spraying to help in the beautification of the Civic Center, Parks and islands throughout the village.

McMahons sprayed the VZ Park drainage areas for heavy patches of thistle

Used the remote mower to cut Business Park Pond, Hidden Ridges Way Dry pond, and archery range.

Safe Step began grinding sidewalks.

Crack filling was completed on the following streets-Hideaway Ct, Cecelia, Carefree Ct, Glenview, Patrick, Linda, Jean and at the DPW building.

The entire Village has now been swept four times, and the portion of the Village that is required to be swept by twice a month per NR 216 storm water requirements has also been completed. A total of **29 tons** of debris has been removed from the streets. 37 tons removed last year.

Fredrickson removed 4-40 yard dumpsters of yard waste in June. Total of 11 dumpsters this year, 10 last year.

Brush collection-92 total calls the first 3 weeks and the fourth week we checked the entire village with storm rolling through the night before.

ANTICIPATED PROJECTS:

Street Sweeping.

Brush Collection

Working on the 2025 operating budget

Pond and trail maintenance

Lighting and sprinkler system for Memorial Park

Woodchips to playgrounds

Ryan Swick

Item #4**TID 2:**

Form PE-300	TID Annual Report				2023 WI Dept of Revenue
Section 1 – Municipality and TID					
Co-muni code 44111	Municipality COMBINED LOCKS		County OUTAGAMIE	Due date 07/01/2024	Report type ORIGINAL
TID number 002	TID type 3	TID name Paper Mill	Creation date 09/15/2015	Mandatory termination date 09/15/2042	Expected termination date N/A
Section 2 – Beginning Balance			Amount		
TID fund balance at beginning of year			\$104,222		
Section 3 – Revenue			Amount		
Tax increment			\$55,204		
Investment income			\$627		
Debt proceeds			\$0		
Special assessments			\$0		
Shared revenue			\$15,377		
Sale of property			\$0		
Allocation from another TID					
Developer guarantees					
Transfer from other funds					
Grants					
Other revenue					
Total Revenue (deposits)			\$71,208		

Form PE-300	TID Annual Report	2023 WI Dept of Revenue
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Section 4 – Expenditures	Amount
Capital expenditures	\$943,629
Administration	\$0
Professional services	\$0
Interest and fiscal charges	\$0
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$0
Principal on long-term debt	\$0
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants	
Developer name McKinley Paper	\$0
Transfer to other funds	
Other expenditures	
Total Expenditures	\$943,779

Section 5 – Ending Balance	Amount
TID fund balance at end of year	\$-768,349
Future costs	\$0
Future revenue	\$65,000
Surplus or deficit	\$-703,349

Form PE-300	TID Annual Report	2023 WI Dept of Revenue
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Section 6 – TID New Construction

Current Year TID New Construction Values				
TID	TID New Construction Increase	TID New Construction Decrease	Prior Year Correction	TID Net New Construction (NNC)
002	\$0	\$0	\$0	\$0
003	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

Current Year Allowable Levy Increase Attributable to TID NNC					
TID	TID Net New Construction	Prior Year Municipal Equalized Value	TID Net New Construction %	Prior Year Adjusted Actual Levy	Allowable Levy Increase Attributable to TID Net New Construction
002	\$0	\$417,033,900	0.00	\$1,578,380	\$0
003	\$0	\$417,033,900	0.00	\$1,578,380	\$0
Total	\$0	\$417,033,900	0.00	\$1,578,380	\$0

Current Year Actual TID NNC Impact to Municipal Levy	
Levy Increase Attributable to TID Net New Construction	Increase per \$100,000
\$0	\$0

TID 3:

Form PE-300	TID Annual Report	2023 WI Dept of Revenue
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Section 1 – Municipality and TID					
Co-muni code 44111	Municipality COMBINED LOCKS		County OUTAGAMIE	Due date 07/01/2024	Report type ORIGINAL
TID number 003	TID type 6	TID name Business Park	Creation date 07/02/2019	Mandatory termination date 07/02/2039	Expected termination date N/A

Section 2 – Beginning Balance	Amount
TID fund balance at beginning of year	\$-109,449

Section 3 – Revenue	Amount
Tax increment	\$83,102
Investment income	\$544
Debt proceeds	\$0
Special assessments	\$0
Shared revenue	\$0
Sale of property	\$0
Allocation from another TID	
Developer guarantees	
Transfer from other funds	
Grants	
Other revenue	
Total Revenue (deposits)	\$83,646

Form PE-300	TID Annual Report	2023 WI Dept of Revenue
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Section 4 – Expenditures	Amount
Capital expenditures	\$0
Administration	\$0
Professional services	\$0
Interest and fiscal charges	
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$0
Principal on long-term debt	\$0
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants	
Developer name Coonen Development	\$83,102
Transfer to other funds	
Other expenditures	
Total Expenditures	\$83,252

Section 5 – Ending Balance	Amount
TID fund balance at end of year	\$-109,055
Future costs	\$1,923,440
Future revenue	\$2,230,794
Surplus or deficit	\$198,299

Form PE-300	TID Annual Report	2023 WI Dept of Revenue
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Section 6 – TID New Construction

Current Year TID New Construction Values				
TID	TID New Construction Increase	TID New Construction Decrease	Prior Year Correction	TID Net New Construction (NNC)
002	\$0	\$0	\$0	\$0
003	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

Current Year Allowable Levy Increase Attributable to TID NNC					
TID	TID Net New Construction	Prior Year Municipal Equalized Value	TID Net New Construction %	Prior Year Adjusted Actual Levy	Allowable Levy Increase Attributable to TID Net New Construction
002	\$0	\$417,033,900	0.00	\$1,578,380	\$0
003	\$0	\$417,033,900	0.00	\$1,578,380	\$0
Total	\$0	\$417,033,900	0.00	\$1,578,380	\$0

Current Year Actual TID NNC Impact to Municipal Levy	
Levy Increase Attributable to TID Net New Construction	Increase per \$100,000
\$0	\$0

**VILLAGE OF COMBINED LOCKS
COMBINED LOCKS, WISCONSIN**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL -
GENERAL FUND**

For the Year Ended December 31, 2023

	Original Budget	Final Budget	Actual	Variance With Final Budget
Revenues:				
Taxes	\$ 857,345	\$ 857,345	\$ 860,447	\$ 3,102
Special assessments	--	--	--	--
Intergovernmental revenues	691,837	691,837	705,967	14,130
Licenses and permits	46,375	46,375	56,705	10,330
Fines, forfeitures, and penalties	2,400	2,400	7,301	4,901
Public charges for services	542,678	542,678	601,884	59,206
Miscellaneous revenues	65,495	65,495	167,444	101,949
Total revenues	2,206,130	2,206,130	2,399,748	193,618
Expenditures:				
Current:				
General government	730,963	730,963	702,179	28,784
Public safety	638,357	638,357	597,710	40,647
Health and social services	1,700	1,700	2,555	(855)
Public works	745,629	745,629	752,024	(6,395)
Leisure activities	89,481	89,481	118,835	(29,354)
Total expenditures	2,206,130	2,206,130	2,173,303	32,827
Excess of revenues over expenditures	--	--	226,445	226,445
Other financing sources (uses):				
Debt proceeds	--	--	--	--
Operating transfers in	--	--	46,313	46,313
Operating transfers out	--	--	(968,822)	(968,822)
Total other financing sources (uses)	--	--	(922,509)	(922,509)
Net change in fund balances	--	--	(696,064)	(696,064)
Fund balances, beginning of year	1,922,064	1,922,064	1,922,064	--
Fund balances, end of year	\$ 1,922,064	\$ 1,922,064	\$ 1,226,000	\$ (696,064)

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE
 July 1, 2024 to June 30, 2026

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>McKinley, Katelyn, Elizabeth</u>			Former Name(s):	
Street Address <u>112 Parkway Drive</u>		City <u>Combined Locks</u>	State <u>WI</u>	Zip Code <u>54113</u>
Driver's License Number <u>M254-5050-1</u>		State License Issued In: <u>Wisconsin</u>		
Date of Birth <u>09/30/</u>	Gender <u>F</u>	Home Phone Number	Cell Phone Number <u>(920) 585-...</u>	
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kwik Trip, 459 DeBruin Road, 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) _____

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 Katelyn Elizabeth McKinley

Date Signed 6/25/24

Application Received by [Signature]

FOR OFFICE USE ONLY	
Police Department Complete By: <u>OUSO</u>	Background Check Completed Date: <u>6/27/2024</u>
Violations found to be directly related to the responsibilities of serving alcohol (Please circle one): <input checked="" type="checkbox"/> No Violations Found <input type="checkbox"/> Violations Found	
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, 2024 to June 30, 2026

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>Tarlet, Eden, N</u>		Former Name(s):	
Street Address <u>Combined Locks</u>	City <u>WI</u>	State <u>54113</u>	Zip Code
Driver's License Number <u>WI 54130</u>	State License Issued In: <u>WI 54130</u>		
Date of Birth <u>06/10/</u>	Gender <u>Female</u>	Home Phone Number <u>(920) 815-7912</u>	Cell Phone Number <u>(920) 815-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Kwik Trip #1061 459 DeBruin Rd, Combined Locks WI 54113</u>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony?	Yes	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 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	<u>Eden Tarlet</u>
Date Signed	<u>06/25/2024</u>
Application Received by	<u>James [Signature]</u>

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):	
<u>OUSO</u>	<u>6/27/2024</u>	<input checked="" type="radio"/> No Violations Found	Violations Found
Village Board:	Approve	Deny	Signature:

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