

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, December 3, 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. Swear in newly appointed trustee: Justin Krueger
 3. Appreciation plaque presentation to Mike Rietveld
 4. Review and consider approval of minutes and bills
 5. Administrator, Public Works Director and Law Enforcement reports – accept and file
 6. Review and consider adoption of Ordinance Number 1, Series of 2024; adopt updated code of ordinances
 7. Review and consider motion to adopt 2025 Water Utility Budget
 8. Review and consider motion to adopt 2025 Sanitary Sewer Utility Budget
 9. Approve lease agreement for cell tower
 10. Review and consider approval of operator licenses for A. Phillipson and J. Dwyer
 11. Other business, updates and future agenda items
 - a. Schedule or cancel additional December meetings
 12. Consider motion to recess Village Board meeting and convene 4th Quarter Water Commission meeting
 13. Adjourn

4th QUARTER WATER COMMISSION MEETING

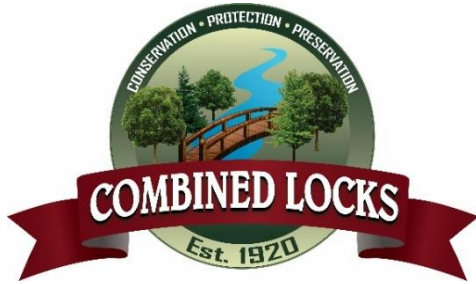
1. Review and consider approval of 3rd quarter meeting minutes
2. Review report of water/sewer operations to date; including 2023 Sanitary Sewer Report to HOVMSD
3. Review water loss and sanitary sewer inflow and infiltration estimates
4. HOVMSD Community Meeting, December 5th at noon in Little Chute
5. 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 # 4



MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, November 12, 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, Stutzman, Leicht, Ponto, Schinke, and Heckner.
Board members absent – none. Village staff present – Administrator Shampo-Giese, Public Works Director Swick and LES Sgt. Hambly. Others present – none.
- 1. Public comment for matters not on the agenda:** None
 - 2. Review and consider approval of minutes and bills:** B. Schinke made a motion to approve the minutes as presented. K. Heckner seconded the motion, and it passed unanimously. B. Schinke made a motion to approve the bills as presented. K. Heckner seconded the motion, and it passed unanimously.
 - 3. Administrator, Public Works Director and Law Enforcement reports – accept and file:** Activities for the previous and current months were reported. Sgt. Nicole Hambly introduced herself as the Village's new Law Enforcement Specialist. All reports were accepted and are on file in the Clerk's Office.
 - 4. Public hearing regarding 2025 General Fund Budget and tax levy for municipal purposes:** Without any members of the public in attendance for the meeting, Village President Neumeier opened the public hearing. Trustees briefly discussed the proposed budget which has a 7% decreased levy and includes more than \$2 million in capital projects and purchases. The public hearing was then closed.
 - 5. Consider motion to approve Resolution 2024-15; adopting the 2024 tax levy for the 2025 General Fund Budget:** T. Stutzman made a motion to approve Resolution 2024-15; adopting the 2024 tax levy for the 2025 General Fund Budget. A. Leicht seconded the motion, and it passed unanimously.
 - 6. Review and consider motion to adopt 2025 Storm Water Fund Budget:** Trustees reviewed the proposed 2025 Storm Water Fund Budget. T. Stutzman made a motion to approve the budget as presented. B. Schinke seconded the motion, and it passed unanimously.
 - 7. Consider motion to approve Resolution 2024-16; establish solid waste special charge:** Trustees discussed the need to increase the solid waste special charge for trash and recycling collection. The tipping fee at the Outagamie County Landfill is increasing 11% over the previous year. The increase in the Village's special charge is necessary to keep pace with the landfill charges and savings for a replacement trash collection truck. J. Ponto made a motion to approve Resolution 2024-16 as presented. A. Leicht seconded the motion, and it passed unanimously.
 - 8. Review and consider motion to adopt 2025 Sanitation Fund Budget:** Trustees reviewed the proposed 2025 Sanitation Fund Budget. B. Schinke made a motion to adopt the budget as presented. K. Heckner seconded the motion, and it passed unanimously.

- 9. Review and consider motion to approve proposal for Nottingham Road improvements:** The Administrator reminded the trustees of the request from a property owner on Nottingham Road for a repair to the road that is highly deteriorated. Public Works Director Swick spoke with several contractors and one presented a repair for an estimated \$9,700. The matter was discussed. It was noted that contingency funds in the 2024 budget would be used to cover this expense, if needed. T. Stutzman made a motion to approve the proposal as presented. B. Schinke seconded the motion, and it passed unanimously.
- 10. Review and consider approval of updated Law Enforcement Contract:** The Administrator provided an overview of the updated Law Enforcement Contract. T. Stutzman made a motion to approve the contract as presented. A. Leicht seconded the motion, and it passed unanimously.
- 11. Trustee Heckner's presentation of October MPO discussion:** Trustee Heckner provided a summary of the October MPO meeting. He reported on some of the transportation projects being approved in the Fox Valley. He also discussed the upcoming Trail Summit scheduled for February 2025. He has been asked to help plan/coordinate the event and asked the Board's permission to accept the invitation. Trustees all agreed that Trustee Heckner is welcome to be as involved in the MPO as much as he wishes and is allowed to.
- 12. Discuss updated Code of Ordinances:** The Administrator reported that the electronic Code of Ordinances is final and available for viewing on the Village's website. It must be available for a minimum of two weeks before it can be adopted. A resolution for adoption will be on the 12/03/24 agenda.
- 13. Other business, updates and future agenda items**
- a. Expiring terms: John Neumeier, Brad Schinke, Ken Heckner and vacant (Al Leicht) plus 1-year trustee term available:** The Spring Election will include one race for Village President, one race for 3 two-year term trustee seats and one race for 1 one-year trustee seat.
- 14. Adjourn:** J. Ponto made a motion to adjourn the meeting. T. Stutzman seconded the motion, and it passed unanimously. The meeting adjourned at 7:15pm.

Item #5

ADMINISTRATOR REPORT 12/03/24 VILLAGE BOARD

November information/projects:

- Finalize special assessments and tax roll
- *Finalize permanent easements on Park Street – ongoing; on school district’s agenda for approval*
- Draft Developer’s Agreement for Wolfinger Estates – TID 2
 - *McMahon reviewed construction documents and recommended some changes
- 2363 voters – 1466 absentee, 897 in-person, 119 new registrations
- Contacted all trustee applicants – Justin Krueger accepted and will attend 12/03/24 meeting to be sworn in
- *Purchased PlanIt Software for better tracking of capital improvement projects and purchases*

December information/projects:

- Tax rates were not finalized by Outagamie County Treasurer’s Office as of 11/26/24, but known information is:

2024 Lottery Credits	Kimberly Schools	\$ 154.99		\$ 189.60	\$ (34.61)
	Kaukauna Schools	\$ 201.09		\$ 205.52	\$ (4.43)
2024 1st Dollar Credits	Kimberly Schools	\$ 48.14		\$ 50.94	\$ (2.80)
	Kaukauna Schools	\$ 62.45		\$ 55.21	\$ 7.24
2024 Assessment Level		97.52%		80.33%	17.19%

- Tax collection and year-end reporting are main tasks for December and January
- Meeting with building inspection service provider on 12/04/24
- Santa tour scheduled for Wednesday, December 11th starting at 5:30pm – Santa Tracker
- Work with Baird for 2025 debt issue – start meetings and paperwork late January
- Will complete and submit the 2024 Tree City application
- Will start special assessment and notification process for 2025 Park Street and Paul Court projects in early January

**COMBINED LOCKS
DPW REPORT
DECEMBER 3, 2024**

Yard waste: Seven loads were hauled away by Fredrickson. That makes 43 loads on the year.
2023 -Total of 30 loads

Leaf Collection: Crews have made it through the village 7 times on the year and cleaned the parks and civic center areas on several occasions. We have dumped 36 loads of leaves. Last year we had 42 loads.

We had one brush day with 20 total stops. That was the last pick up until Christmas trees in January

Large rubbish collection-103 stops

We currently have 170 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 tracker is ready for Wed. the 11th.

Trimmed up flowers and shrubs throughout the village.

Repaired storm water 9 inlets that were either sunken, broken or needed curb repair to allow for proper water flow.

Hauled away some extra woodchips.

ANTICIPATED PROJECTS:

Snow plowing and removal if needed

Tree trimming and tree removals.

Cold mix street patching

Ryan Swick

Item #6

VILLAGE OF COMBINED LOCKS
OUTAGAMIE COUNTY, WISCONSIN

ORDINANCE NUMBER 1, SERIES OF 2024

AN ORDINANCE ADOPTING A REVISION AND CODIFICATION OF THE ORDINANCES OF THE VILLAGE OF COMBINED LOCKS, WISCONSIN

The Village Board of the Village of COMBINED LOCKS does hereby ordain as follows:

§ 1-5. Code adopted; existing ordinances continued.

Pursuant to § 66.0103, Wis. Stats., the ordinances of the Village of COMBINED LOCKS of a general and permanent nature adopted by the Village Board of the Village of COMBINED LOCKS, as revised and codified and consisting of Chapters 1 through 580, together with an Appendix, are hereby approved, adopted, ordained and enacted as the Code of the Village of COMBINED LOCKS, hereinafter referred to as the "Code." The provisions of the Code, insofar as they are substantively the same as those of the ordinances in force immediately prior to the enactment of the Code by this ordinance, are intended as a continuation of such ordinances and not as new enactments. This ordinance and the Code adopted hereby shall supersede and replace the 1997 Code of Ordinances, as amended and supplemented.

§ 1-6. Code on file; additions and amendments.

- A. In accordance with § 66.0103, Wis. Stats., a copy of the Code has been filed in the office of the Village Clerk-Treasurer and made available for public inspection for not less than two weeks prior to adoption of this ordinance, and following adoption of this ordinance such copy shall be maintained and available for public inspection in the office of the Village Clerk-Treasurer.
- B. Additions or amendments to the Code, when adopted in such form as to indicate the intent of the Village Board to make them a part thereof, shall be deemed to be incorporated into such Code so that reference to the "Code of the Village of COMBINED LOCKS" shall be understood and intended to include such additions and amendments.

§ 1-7. Notice; publication.

The Clerk-Treasurer of the Village of COMBINED LOCKS shall cause notice of the passage of this ordinance to be given in the manner required by law. The notice of passage of this ordinance coupled with the filing of the Code in the office of the Village Clerk-Treasurer as provided in § 1-6 shall be deemed, held and considered to be due and legal publication of all provisions of the Code for all purposes.

§ 1-8. Severability.

Each section of this ordinance and of the Code and every part of each section is an independent section or part of a section, and the holding of any section or a part thereof to be unconstitutional, void or ineffective for any cause shall not be deemed to affect the validity or constitutionality of any other sections or parts thereof. If any provision of this

Code or the application thereof to any person or circumstances is held invalid, the remainder of this Code and the application of such provision to other persons or circumstances shall not be affected thereby.

§ 1-9. Repealer.

- A. Ordinances or parts of ordinances inconsistent with the provisions contained in the Code adopted by this ordinance are hereby repealed; provided, however, that such repeal shall only be to the extent of such inconsistency, and any valid legislation of the Village of COMBINED LOCKS which is not in conflict with the provisions of the Code shall be deemed to remain in full force and effect.
- B. The following have been excluded from the Code and are specifically repealed:
 - (1) Section 2-4-4, Solid Waste Commission, of the 1997 Code of the Village of Combined Locks.
 - (2) Title 5, Chapter 1, Law Enforcement, of the 1997 Code of the Village of Combined Locks.
 - (3) Title 7, Chapter 6, Regulation and Licensing of Fireworks, of the 1997 Code of the Village of Combined Locks.
 - (4) Sections 7-7-1 through 7-7-6, Mining, of the 1997 Code of the Village of Combined Locks.
 - (5) Section 11-2-4, Sale and Discharge of Fireworks Restricted, of the 1997 Code of the Village of Combined Locks

§ 1-10. Ordinances saved from repeal.

The adoption of this Code and the repeal of ordinances provided for in § 1-9 of this ordinance shall not affect the following ordinances, rights and obligations, which are hereby expressly saved from repeal:

- A. Any ordinance adopted subsequent to 6-20-2023.
- B. Any right or liability established, accrued or incurred under any legislative provision prior to the effective date of this ordinance or any action or proceeding brought for the enforcement of such right or liability.
- C. Any offense or act committed or done before the effective date of this ordinance in violation of any legislative provision or any penalty, punishment or forfeiture which may result therefrom.
- D. Any prosecution, indictment, action, suit or other proceeding pending or any judgment rendered prior to the effective date of this ordinance brought pursuant to any legislative provision.
- E. Any franchise, license, right, easement or privilege heretofore granted or conferred.
- F. Any ordinance providing for the laying out, opening, altering, widening, relocating, straightening, establishing grade, naming, improvement, acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public place or any portion thereof.
- G. Any ordinance appropriating money or transferring funds, promising or guaranteeing the payment of money or authorizing the issuance and delivery of any bond or other instruments or evidence of the Village's indebtedness.
- H. Ordinances authorizing the purchase, sale, lease or transfer of property or any lawful contract or obligation.

- I. The levy or imposition of taxes, assessments or charges.
- J. The annexation or dedication of property or approval of preliminary or final subdivision plats.
- K. Ordinances providing for local improvements or assessing taxes or special assessments therefor.
- L. All currently effective ordinances pertaining to the rate and manner of payment of salaries and compensation of officers and employees.
- M. Any legislation relating to or establishing a pension plan or pension fund for municipal employees.
- N. Any ordinances adopting or amending the Zoning Map or otherwise rezoning property.
- O. Any charter ordinances.
- P. Any ordinance or portion of an ordinance establishing or amending a specific fee amount for any license, permit or service obtained from the Village.
- Q. Any ordinance or portion of an ordinance establishing or amending a deposit or bond schedule.
- R. Any ordinance or portion of an ordinance establishing or amending rates or charges for water or sewer service.

§ 1-7. Changes in previously adopted ordinances; new ordinances.

- A. In preparing the revision and codification of the ordinances, certain minor grammatical and nonsubstantive changes were made in one or more of said ordinances, and references to state statutes and regulations were updated to reflect the numbering and titles of the statutes and regulations as of the publication of this Code. It is the intention of the Village Board that all such changes be adopted as part of the Code as if the ordinances so changed had been formally amended to read as such.
- B. In accordance with § 66.0103, Wis. Stats., the Code of the Village of COMBINED LOCKS, on file in the office of the Village Clerk, is adopted and incorporated by reference, including the revisions set forth in Schedule A attached hereto and made a part hereof. (Chapter and section number references in Schedule A are to the ordinances as they have been renumbered and appear in the Code.)

§ 1-8. Titles and headings; editor's notes.

- A. Chapter and article titles, headings and titles of sections and other divisions of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.
- B. Editor's notes indicating sources of sections, giving other information or referring to the statutes or to other parts of the Code are inserted in the Code and may be inserted in supplements to the Code for the convenience of persons using the Code and are not part of the legislation.

§ 1-9. Altering or tampering with Code; violations and penalties.

It shall be unlawful for anyone to change, alter or tamper with the Code in any manner which will cause the laws of the Village of COMBINED LOCKS to be misrepresented thereby. Anyone violating this section shall be subject, upon conviction, to a penalty as provided in § 1-3 of the Code.

§ 1-10. When effective.

This ordinance shall take effect upon final passage and publication or posting as provided by law.

Date introduced: November 12, 2024

Date approved and adopted: December 3, 2024

Village of Combined Locks

John Neumeier, Village President

SEAL

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

Item #7**VILLAGE OF COMBINED LOCKS - 2025 WATER UTILITY BUDGET - Proposed**

REVENUES	<u>2022 - Actual</u>	<u>2023 - Actual</u>	<u>2024 - Est</u>	<u>2025</u>
Residential Water Sales	\$ 430,185	\$ 441,203	\$ 445,615	\$ 450,536
Commercial Water Sales	30,279	28,778	29,066	28,566
Industrial Water Sales	89,425	89,727	90,624	92,103
Public Authority Water Sales	16,324	21,866	22,085	17,027
Hydrant Rental	175,752	175,475	177,230	175,838
Forfeited Discounts	3,563	3,563	3,283	3,390
Interest Income	1,848	11,750	10,034	1,500
Debt Proceeds - Main Replacement	-	-	-	362,000
Sewer Fund Contribution to Water Capital	-	-	-	230,000
Reserve Funds	367,000	-	-	270,000
Total Revenues	<u>\$ 1,114,376</u>	<u>\$ 772,362</u>	<u>\$ 777,936</u>	<u>\$ 1,630,960</u>
EXPENSES				
Salaries & Wages	\$ 88,792	\$ 91,886	\$ 93,821	\$ 106,607
Benefits	40,654	42,395	46,118	52,151
Purchased Water	331,521	300,768	310,387	333,364
Distribution System Repairs	75,992	23,116	27,916	40,000
Patch Utility Openings	21,455	4,800	24,717	10,000
Meters	3,855	3,400	2,300	4,000
Transportation Expense	14,888	14,888	14,888	14,888
Office Rent	14,935	14,935	14,935	14,935
Computer Maintenance	2,640	2,640	2,640	2,719
Office Expense	8,500	8,536	7,448	8,000
Outside Services	6,300	7,016	7,537	8,000
Property/Liability Insurance	7,737	10,845	10,697	9,502
GIS - Updates/Maintenance	1,300	1,300	1,300	1,300
Training	1,000	1,251	1,961	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	2,385	6,117	3,000	19,000
Water Risk & Resilience Assessment & Emergency Response Plan - McMahon	-	-	-	-
Hydrant Maintenance - Painting	-	4,455	4,350	4,350
PILOT	58,082	58,626	62,815	64,699
Engineering/Construction Park Street/Paul Court & Fairway Street Utility Replacement	367,000	3,870	53,000	862,000
Valve Turner/Meter Test Bench/Water Tester	-	23,157	-	20,200
Update Meter Reading Technology	6,000	1,575	1,300	1,300
Debt - Principal	26,265	25,015	38,773	37,523
Debt - Interest	7,823	7,329	6,885	5,843
Total Expenses	<u>\$ 1,090,034</u>	<u>\$ 660,830</u>	<u>\$ 739,698</u>	<u>\$ 1,625,790</u>
Audited Net Income	\$ 386,803	\$ 116,542	\$ -	\$ 5,170
Rate of Return	15.38%	4.14%		

Item #8**VILLAGE OF COMBINED LOCKS - 2025 SANITARY SEWER UTILITY BUDGET - Proposed**

REVENUES	2023 - Actual	2024 - Est	2025
Sewer Use Charges 2021 = \$632,293 2022 = \$708,802	\$ 710,263	\$ 705,990	\$ 659,628
Quarterly Fee for I & I Reduction & Rate Stabilization	293,941	296,230	297,046
Kimberly Sewer Use Charges	14,876	14,876	14,000
New Construction Connection Fee	3,200	3,200	5,600
Sewer Lateral Assessments	15,010	10,000	5,000
Debt Proceeds - Main Replacement			
Reserve Fund - Rate Stabilization			
Reserve Fund - I & I Projects & Water Main	-		1,092,000
Forfeited Discounts	6,136	4,320	4,300
Interest Income	26,129	22,670	25,000
Total Revenues	\$ 1,069,555	\$ 1,057,286	\$ 2,102,574
EXPENSES			
Salaries & Wages	\$ 86,381	\$ 93,821	\$ 106,607
Benefits	39,897	46,118	52,151
HOVMSD Disposal Fees & Fog Monitoring	387,709	444,713	474,509
Darboy Sewer Users Payable	36,260	35,223	36,500
Kimberly Sewer Users Payable	4,144	3,737	4,700
Manhole Repair/Replacement	39,367	72,000	75,000
Manhole Inspections - New Technology	-		
Meter Replacement	2,800	2,500	4,000
Main Cleaning & Televising	15,702	14,335	18,000
Computer Maintenance-Software/Hardware	4,500	5,125	5,500
Outside Services	6,188	7,567	7,000
Property/Liability Insurance	10,318	10,697	9,502
GIS - Updates/Maintenance	1,300	1,300	1,300
Training	1,655	825	2,000
Office Rent	14,935	14,935	14,935
Equipment Maintenance	14,888	15,625	16,500
Patch Utility Openings	9,448	9,887	10,000
Engineering/Construction Park Street/Paul Court/Fairway Street Utility Replacement	3,871	53,000	1,092,000
Concrete Cutter	-		-
1/3 Cost-Pickup Truck w/Utility Box	-		-
Update Meter Reading Technology	1,380	1,500	2,000
Depreciation	62,497	64,000	65,000
Debt - Principal & Interest (HOVMSD Improvements)	34,558	34,540	-
Debt - Principal & Interest (DPW Building)	16,130	16,130	16,130
Debt - Principal (Prospect/State/Ryan Mains)	25,014	38,773	37,523
Debt - Interest (Prospect/State/Ryan Mains)	7,329	6,672	5,843
Total Expenses	\$ 826,271	\$ 993,023	\$ 2,056,699
Difference - Net Profit/(Loss)	\$ 243,284	\$ 64,263	\$ 45,875

Item #9

The Administrator has been working with the cell tower company, American Tower Asset Sub, LLC, and the Village's attorney to extend the land lease agreement. An agreement has been obtained. It includes a one-time bonus payment and a 4.5% annual escalation amount. The original lease was signed in 2001 and has a 2051 expiration date, but it's reviewed every 4-5 years. With the State of Wisconsin removing personal property taxes, the cell tower became a real estate tax bill for the Village. We added language in the lease that requires American Tower Asset Sub, LLC to pay the annual tax bill for this site. The recommendation is to authorize the Village President and Village Administrator to sign the updated lease agreement.

Item #10

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, _____

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>Phillipson, Aaron, P</u>		Former Name(s):	
Street Address <u>1319 E Gunn St. Apt 3</u>	City <u>Appleton</u>	State <u>WI</u>	Zip Code <u>54915</u>
Driver's License Number <u>D412-0157</u>	State License Issued In: <u>WI</u>		
Date of Birth <u>7/18/</u>	Gender <u>M</u>	Home Phone Number <u>920-636-</u>	Cell Phone Number
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>LCWIL Trip - Combined Locks 459 DeBruin Rd. 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

[Signature]

Date Signed

11/20/24

Application Received by

Roguel Shygo - House

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>Hambly #279</u>	<u>11/22/2024</u>	<input checked="" type="radio"/> No Violations Found	<input type="radio"/> Violations Found
Village Board:	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date:	Signature:

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, _____

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) Dwyer, Jillian, N		Former Name(s):	
Street Address 1600 E Glendale Avenue	City Appleton	State WI	Zip Code 54991
Driver's License Number D600-4340-		State License Issued In: WISCONSIN	
Date of Birth 11/27/	Gender F	Home Phone Number	Cell Phone Number 920539
Name & Address of Establishment(s) Where You Will Be Selling Alcohol KWIK TRIP 469 Debrun Road, Combined Locks, WI 54113			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony? Yes ☐ No ☒

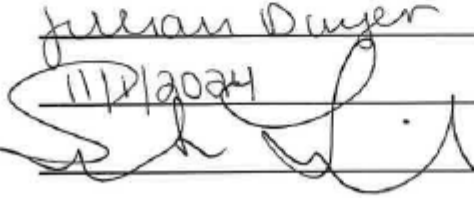
If Yes, when, where and what type of violation? (Please be specific) _____

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 

Date Signed 11/2/2024

Application Received by 

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):	
Hambly 279	11-08-2024	<input checked="" type="radio"/> No Violations Found	<input type="radio"/> Violations Found
Village Board:	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date:	Signature:

Water Commission

WC Item #1

THIRD QUARTER WATER COMMISSION OCTOBER 15, 2024

The third quarter Water Commission Meeting was called to order by Commission Chairman John Neumeier. Commission members in attendance included: Ken Heckner, Al Leicht, Jim Ponto, Brad Schinke, and Tim Stutzman.

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

The first item on the agenda was to review and consider approval of the minutes from the first quarter meeting. J. Ponto made a motion to approve the minutes. M. Rietveld 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 2024 to date. His report included the following information: three (3) water breaks repaired this quarter making ten (10) for the year as compared to three (3) breaks in 2023 and 28 in 2022; staff repaired one (1) leaking service line this past quarter; staff completed the inventory of service line material and sent the report to WI DNR as required. The homes not inventoried have been labeled and identified by comparing other homes on the street. Staff will continue to inventory these homes during utility replacement projects and change of ownership. MCO completed valve exercising and fire flow testing. The Darboy Sanitary District water meter at Berghuis Drive and Block Road still needs to be tested and test four backflow devices. All dead-end hydrants were flushed and listened to for leaks. No leaking hydrants were found. The Director also reported that all routine monitoring requirements for safe drinking water have been performed and passed inspection.

The next item on the agenda was to review the water loss and sanitary sewer inflow and infiltration data. The 2024 first quarter and partial second quarter were reviewed. The water loss is estimated at 7.12% (3,831,777 gallons). This is up from 3% in 2023. The I&I gallons are estimated at 68,744,295 with a cost of \$52,452.

The next item on the agenda was to review and consider approval to replace utilities on Fairway Street in 2025. The Administrator reminded the commission members that Fairway Street was scheduled for 2026. Assistant Public Works Director, Keith Weyenberg reviewed the number of water breaks on Fairway Street. He reported that the watermain was installed in 1977. There have been 30 breaks to date, with the first one happening in 1997. 20 breaks have happened since 2018. A photo of the watermain taken during the most recent break was also provided. The Administrator explained that debt is needed to replace this watermain whether it's done in 2025 or 2026. The matter was discussed. Commission members unanimously agreed to replace the watermain in 2025 and to have general fund or sanitary sewer fund loan the money to the water fund, if possible.

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

WC Item #2

FOURTH QUARTER WATER COMMISSION-DIRECTOR OF PUBLIC WORKS REPORT

December 3, 2024

The Village had 0 water breaks during the last quarter. This gives us a total of 10 breaks on the year. 8 breaks 2023, 32 breaks in 2022 and 11 breaks in 2021.

Crew listened to all hydrants after flushing and all curb boxes in concrete and found zero leaks. 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.

MCO has to complete the back flow testing and then all contractual agreements have been completed.

Dorner Company rebuilt and recalibrated the Darboy meter. This will be done on a 4 year and 8 year basis.

Ten year meter change outs and cross connection testing- Keith and Dustin have done around 100 test, (they are 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 2024 has passed inspection for safe drinking water.

Projects scheduled in 2025- Fairway St water and Park St sewer and water, which includes a portion of Glenview Ave).

Speedy Clean finished CIPP (cured in place pipe) repairs of our sanitary sewer main line, to 13 locations throughout the village

Repaired 9 storm water inlets that were sunken, damaged or had curb issues that weren't allowing water to flow to the inlet.

Hieptas and Sons repaired 80' of storm lateral on Washington St and added 95' of drain tile on State St.

Dukes root control did some initial treatment and retreatments to 1640' of Sanitary mainline.

Ryan Swick

2023 ANNUAL REPORT
VILLAGE OF COMBINED LOCKS
SUMMARY OF I&I REDUCTION EFFORTS DURING 2023

SUMMARY OF NON-CONSTRUCTION PROJECTS

The Village of Combined Locks performed the following clear water projects in 2023.

The Village cleaned and televised the following sewer lines during the past year as part of the 7-year sewer and televising schedule. Approximately 15,341 LF was cleaned and televised.

(1) HARTJES ST	MH 422HR- MH516HR
(2) HIDDEN RIDGES CI	MH 120HDC- MH 103HDC, MH 109HDC- MH 124HDC
(3) HIDDEN RIDGES CT	MH 303HDT- MH D21
(4) HIDDEN RIDGES WAY	MH D24- MH 422HDW, MH 420HDW- MH 330WA
(5) JANSSEN ST	MH 521JA – MH 509PS
(6) PARK ST	MH 419PR- MH 500HR , MH 424PR-MH AC4
(7) PROSPECT ST	MH 517PS-MH 422HR
(8) WALLACE ST	MH 203WA – MH501WS, MH 203WA- MH 402WA MH 402WA- MH C.O SOUTH, 402WA- MH 424PR

During the videoing of the sewer system the Village along with Speedy Clean Drain and Sewer have an agreement that areas of concern are highlighted and solutions to rectify. Speedy Clean recommends the deficiencies.

Speedy Clean did some 4' X 8' Cured in Place Pipe (CIPP) spot repairs to the main lines at nine areas along Wallace Street. These repairs were done to cover infiltration at leaking joints (7) and to cover up fractures in the pipe (2).

Two manholes, 516HR and 427HR were grouted.

Two manholes on Prospect St were vacuumed out and concrete buildup was cleaned from the flow lines.

Repaired a sewer lateral on Cecelia St that was cracked at the top of the riser.

The Village plotted its entire sanitary sewer system into a GIS system in 2014. All manholes and sewer lines were entered into the system. A picture was taken of all manholes located in the area that was cleaned and televised and loaded into the GIS software to help with future inspections. All spreadsheets and field notes were implemented into the GIS system to provide the DPW with easier access and quicker references for possible areas of concern. Any changes and updates that are needed are updated by DPW staff and McMahon Engineering.

The Heart of the Valley Metropolitan Sewer District implemented a Fats, Oil, and Grease (FOG) Control Program to reduce the amount of FOG that enters the sanitary sewer system. With the assistance of Stoeger & Associates, LLC'S the Village inspected all properties that were deemed possible FOG contributors. Seven facilities were required to have a grease interceptor. All seven properties have indeed installed what is required by the HOV. Periodic on-site inspections are done by Stoeger and Associates. The Village crew, on a quarterly basis, checks 4 downstream manholes for grease build up on the sidewalls.

MUNICIPALITY WIDE MONITORING OR OBSERVATIONS

Manhole inspections:

All manholes listed as critical on the SSES report were once again inspected, these include: 619GL, 420WS, 513WS, 511WS, 535WS, 408WA, 215WA, 107WA, 201E 138E, 240KP, 101PS, 107DB, 109PS, A9, AP2, 100F, 623SS, 622BU, 108O, SK0, B27, 130WA, 122PW, 564BU, 112BK, 530M, 112BK, 530M, AC6, 500HR, B1, 620R.

The manholes on Steven St, Richard St, Susan St, Patrick St, Linda St, Karlyn St, and Roger St were all inspected. Manholes were also inspected when residents have concerns, on-site inspection for upcoming projects and when further visual inspections are needed from televising reports.

2023 Summary:

The Village strives to do a mainline replacement project every other year on odd years. All laterals to the homes are also replaced during the projects with PVC pipe. In 2023 no project was done due to a major street replacement project along the mill.

The Village has been trying to institute more spot repairs to problem areas using CIPP technology, 9 this year. It also tried the root foaming treatment which seemed to work really well.

The Village uses the data from the sewer videoing, sewer monitoring, 3D scanning, and less of the visualization checks done in the past, to help identify the streets, manholes and areas that have the highest priority for repairs. We are now relying more on technology than visual inspections. The condition of the street (pacer rating) and the condition of the water main, also factors into what projects that will be completed first.

The Village has made great strides by instituting the 7-year plan to clean and televise the entire sanitary system. The addition of adding the GIS data system will make it easier for personnel to identify areas of concern. 3D scanning of every manhole will also help identify structural changes that may have been missed in years past.

The Village also requires that during sewer reconstruction projects any homeowners' lateral that is not PVC must be replaced from clean out to main line with PVC.

There were no changes to the CMOM.

WC 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)
2024									
01/01/24 - 03/31/24	17,606,485	\$ 64,701	17,677,945	71,460	\$ (227)	36,193,000	17,656,162		-18,536,838
04/01/24 - 06/30/24	20,587,107	74,179	17,820,788	-2,766,319	\$ 8,797	48,227,000	17,570,345	250,443	-30,406,212
07/01/24 - 09/30/24	23,185,008	83,394	20,764,322	-2,420,686	\$ 7,698	43,879,000	19,540,307	1,224,015	-23,114,678
10/01/24 - 12/31/24				0	\$ -			0	0
Totals	61,378,600			-5,115,545	\$ 16,267	128,299,000			-72,057,728
Gallon Loss/Unbilled	61,378,600	or	8.33%			Loss			56.16%
Cost of Loss	\$ 16,267	using wholesale rate of \$3.18 per 1000 gallons				Cost of Loss - Volume Only			\$ 51,665
Per 2024 audit:									
2023									
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:	3.00%								

WC Item #4

Public Works employees Ryan Swick and Keith Weyenberg will be attending this meeting. Trustees should have received the notice via email on 11/20/24.

DISTRICT DIRECTOR:

Brian M. Helminger

SERVING:

Combined Locks
Kaukauna
Kimberly
Little Chute
Darboy S.D.



COMMISSIONERS:

David J. Casper, President
Bruce M. Siebers, Vice-Pres.
Patrick E. Hennessey, Secretary
Kevin P. Coffey
John W. Sundelius

Heart of the Valley METROPOLITAN SEWERAGE DISTRICT

801 THILMANY ROAD
KAUKAUNA, WISCONSIN 54130
(920) 766-5731 FAX (920) 766-5733
www.hvmsd.org

NOTICE OF COMMUNITY MEETING & AGENDA

for the Heart of the Valley Metropolitan Sewerage District

**There will be a Special Meeting of the District's Commission to be held at
12:00 Noon on Thursday December 5, 2024 at the Village of Little Chute
108 W. Main St., Little Chute, Wisconsin; for the subject matters listed below**

- Lunch will be provided
- Please RSVP by Friday, November 29th

1. **12:00 Noon.** Call to Order - Roll Call
2. Introduction by District Director Brian Helminger
3. HOVMSD Updates by District Director Brian Helminger
4. FOG Update by John Stoeger of Stoeger & Associates
5. Interceptor Rehab Project Update; 2024 Progress in Pictures by Scott Schramm of Strategic Municipal Services
6. Outreach & Communications by Kaitlin Foley & Chris Christenson of Leonard & Finco
7. Effluent Disc Filter Project Update
8. General Old or New Business
9. Adjournment