

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, April 1, 2025

TIME: 6:30pm

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

AGENDA

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

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

VILLAGE BOARD – 6:30pm

- A. Call to order
 - B. Pledge of Allegiance
 - C. Roll call
1. Public comment for matters not on the agenda
 2. Review and consider approval of minutes and bills
 3. Administrator, Public Works Director and Law Enforcement reports – accept and file
 4. Review and consider approval of option to reduce sidewalk dimensions to accommodate power poles on Park Street
 5. Review and consider approval of budget amendment to purchase boiler for Public Works garage
 6. Consider approval to amend Village Ordinance Section 215-6(B) and 215-6(C) regarding leash requirements
 7. Review and consider approval of Special Event Application – Bike to the Beat – August 1 & 2, 2025
 8. Review and consider approval of operator licenses for L. Hemmersbach, T. Baril and D. Verhasselt
 9. Other business, updates and future agenda items
 - a. Board of Review training for re-elected and/or newly 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. 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.

ADMINISTRATOR REPORT
04/01/25 VILLAGE BOARD

March information/projects:

- SB44: Prohibiting Chicken & Quail Bans is back on the legislative docket
- Preparation for 04/01/25 Spring Election – *506 absentee ballots issued*
- Sgt. Hambly will be hosting a Prescription Drug Take Back Event on 04/26/25 from 8:00am to Noon. *I was unable to secure a vendor to also host an electronics and appliance recycling event at the same time.*
- Spring newsletter mailed 03/19/25 – *included information about interest in commissions and boards*
- Construction started for Culver's

April information/projects:

- Close out the spring election.
- Pre-construction meeting for residents on Fairway Street, Park Street and Paul Court scheduled for 04/08/25. Work to begin the week of April 14th, depending on weather.
- 2024 financial audit April 23-25
- Finalize developer agreement for Wolfinger Estates – construction to start soon
- Continue to provide administrative support for Recreation Department

Item #4

DPW Co-Director Keith Weyenberg discussed the utility pole location issue with the trustees at the 03/18/25 meeting. He met with Kaukauna Utilities on 03/20/25 to discuss options for the pole locations on Park Street. KU representatives believe that the cost to place power underground in the 400 block of Park Street is an estimated \$100,000.

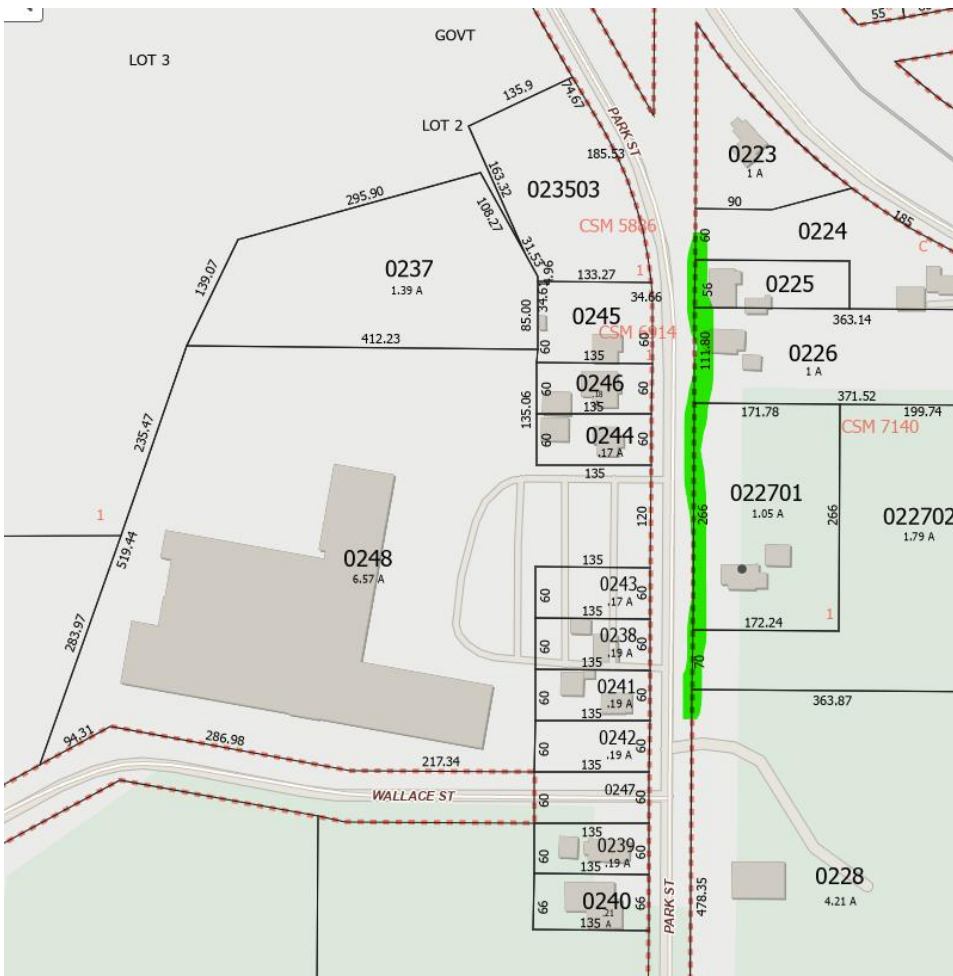
The Village is required to follow WI Department of Transportation standards for the road construction because of the \$400,000 grant it will be receiving. 5' integral sidewalks are not allowed per DOT standards.

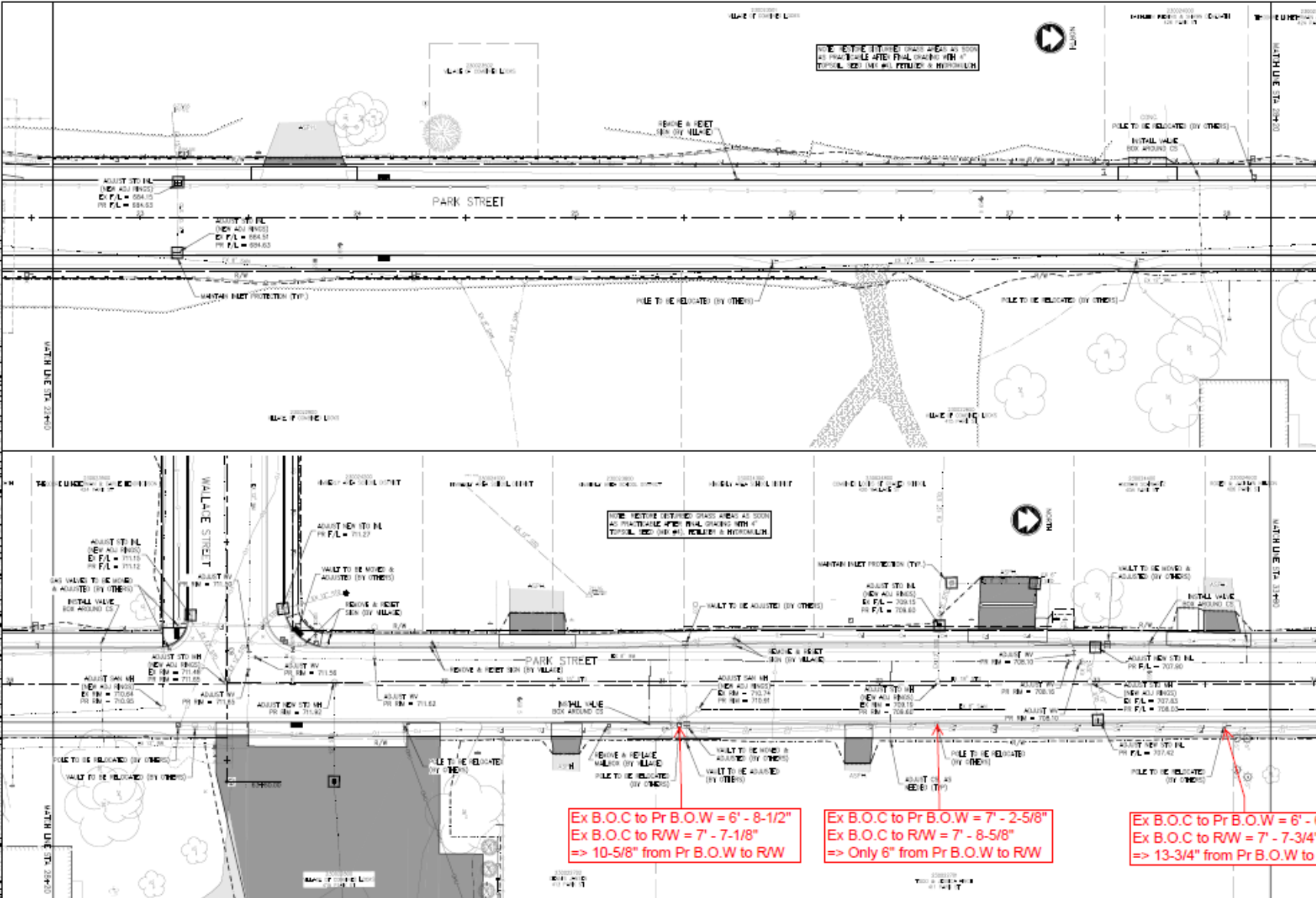
Option 1

Reduce sidewalk blocks to 4' wide instead of 5' wide as required by ordinance. This will allow for a small terrace for utility poles.

Option 2

Eliminate sidewalks between Lindberg Park and 401 Park Street.





Item #5

Administrator Giese is requesting a budget amendment to replace the in-floor heat boiler at the Public Works Building. The quote from Energy Controls is \$12,575. The final cost could be higher if electrical services are needed.

The Buildings Maintenance Fund has a balance of \$60,998. If approved, the cost of the boiler replacement would be paid from this reserve account.



ENERGY CONTROL & DESIGN, INC

3137 N Roemer Road, Appleton WI 54911
www.energycontroldesign.com



March 26, 2025

Village of Combined Locks Public Works Garage
Attn: Mike King
300 Park Street
Combined Locks, WI 54113

Re: In-floor heat boiler – Boiler Replacement

Dear Mike,

Energy Control & Design is pleased to provide the following proposal regarding boiler replacement. Currently the boiler serving the in-floor heat has failed and needs to be replaced. The following proposal outlines the boiler replacement project we discussed.

The cost to complete the **Combined Locks Public Works In-Floor Heating Boiler Replacement** proposal is: **\$12,575.00 (Twelve Thousand, Five Hundred Seventy-Five Dollars).**

The **Combined Locks Public Works In-Floor Heating Boiler Replacement** proposal includes the following:

- Removal and disposal of the failed boiler.
- Installation of one (1) NTI Boiler.
- Provide and install one (1) Expansion Tank.
- Provide and install one (1) Boiler Stand.
- Venting connections to adapt to the existing venting.
- Water Pipe connections to adapt to the existing.
- Gas pipe connections.
- Relay's to run both zone pumps off of the boiler.
- Line voltage from disconnect switch to the boiler.
- Start-up and commissioning.
- Truck and travel expenses.
- One (1) year warranty.

The above offered pricing does not include the following items:

- Repair or replacement of any electrical equipment (e.g., starters, disconnects, breakers, etc.).
- Second shift, third shift or overtime labor.
- Air or water balancing.
- Power wiring.

Proposal: ☐ Accepted ☐ Not accepted Initials: _____

Company Representative's Signature

Date

The above pricing is effective for 30 days. Due to the potential imposition of tariffs on imported materials, the prices quoted in this proposal are subject to adjustment. Should any tariffs be applied or modified after the date of this proposal, a change order will be issued to offset these unforeseen costs. If you would like to proceed with the proposal, please check, initial and sign above and email this letter back to: ldalebroux@energycontroldesign.com. Please also include all applicable paperwork and/or purchase orders that may be necessary.

Thank you for continually allowing Energy Control and Design to serve your building automation /HVAC service needs and to provide this estimate. We look forward to working with you and the rest of your team to implement this proposed upgrade. If you have any questions or need any additional information, please feel free to contact me at the number listed below.

Thank you,

ENERGY CONTROL & DESIGN, INC.

Lee Dalebroux

Lee Dalebroux

Service Manager

Office: [1-920-739-6885](tel:1-920-739-6885) x201 Cell: [1\(920\) 841-0097](tel:1(920)841-0097)

ldalebroux@energycontroldesign.com

**VILLAGE OF COMBINED LOCKS
OUTAGAMIE COUNTY, WISCONSIN**

ORDINANCE NUMBER 1, SERIES OF 2025

**AN ORDINANCE AMENDING SECTIONS 215-6 B AND 215-6 C
“RESTRICTIONS ON KEEPING DOGS, CATS, FOWL, AND OTHER ANIMALS”**

BE IT ORDAINED by the Village Board of Trustees, Village of Combined Locks, Outagamie County, Wisconsin as follows:

1. Ordinance Sections 215-6 B and 215-6 C as set forth in Exhibit 1 attached hereto is hereby amended as set forth below.

§ 215-6. Restrictions on keeping of dogs, cats, fowl and other animals.

ANIMALS

- A. Restrictions. It shall be unlawful for any person within the Village of Combined Locks to own, harbor or keep any dog, cat, fowl or other animal which has been determined to be a public nuisance as defined in § 215-1 or allow the animal to run at large in the Village.
- B. Required confinement or restraint. The owner or custodian of any animal shall confine or restrain the animal so that the unprovoked animal does not run at large, attack, molest, or cause bodily harm to any person or other animal.
- C. Responsibility of owners and custodians. All owners and custodians shall exercise proper care and control of their animals under their ownership, possession, or custody to prevent them from becoming a public nuisance animal.
 - (1) All dogs, cats or other domestic animals shall be kept on a leash, which is under the control of animal's owner or custodian, at all times when off the premises of its owner.
- D. Special female animal precautions. Every female dog or cat in heat shall be confined in a building or secure enclosure, or otherwise restrained, in such a manner that such female dog or cat cannot come into contact with another unneutered male of the same species, except for planned breeding.
- E. Owner's liability for damage caused by dogs; penalties. The provisions of § 174.02, Wis. Stats., relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are hereby adopted and incorporated herein by reference.

Severability. The provisions of this ordinance are declared to be severable, and if any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any remaining provisions or applications of this ordinance.

Effective Date. This Ordinance shall take effect upon passage and publication as provided by law.

Date introduced: March 18, 2025

Approved and adopted: April 1, 2025

Village of Combined Locks

John Neumeier, Village President

SEAL

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

EXHIBIT 1

Amended 215-6 B and 215-6 C

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- B. Required confinement or restraint. The owner or custodian of any animal shall confine, restrain or ~~maintain control over~~ the animal so that the unprovoked animal does not run at large, attack, molest, or cause bodily harm to any person or ~~domesticated~~ animal.
- C. Responsibility of owners and custodians. All owners and custodians shall exercise proper care and control of their animals under their ownership, possession, or custody to prevent them from becoming a public nuisance animal.
 - (1) All dogs, cats or other domestic animal shall be kept on a leash, which is under the control of the animal's owner or custodian, at all times when off the premises of its owner.
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- E. Owner's liability for damage caused by dogs; penalties. The provisions of § 174.02, Wis. Stats., relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are hereby adopted and incorporated herein by reference.

**Village of Combined Locks
SPECIAL EVENT
PERMIT APPLICATION**



405 Wallace Street
Combined Locks WI 54113
(920) 788-7740 Voice
(920) 788-7749 Fax

PERMIT FEE \$50.00

(Permit form and fee must be submitted a minimum of 30 days prior to event date)

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7740 with questions regarding this special event permit.

Event sponsor: Fox Communities Credit Union

Event name: Bike To The Beat

Check one: ☐ Parade ☐ Run/Walk ☐ Festival ☐ Tournament ☒ Other Bike Ride

Dates needed: August 1st & 2nd Times needed: 6a-6p
(Please include beginning and end times, if different times are needed on different dates please specify.)

Buildings, parks, shelters, open space needed: N/A

Will you be requesting street closure or use of street right of way? YES _____ NO X
If yes, what streets (submit mapped route and/or area requested)? _____

Will tents or other temporary structures be erected? Yes

Will you be having any kind of animals, performances or amusement rides? No

Will you be selling or serving alcohol? Yes Does your event include fireworks? No

Number of people attending: 3,000 *Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.*

Other requests: Event at Christ The King Church - 601 S Washington St.

Indemnification Agreement

The applicant/organization shall indemnify, defend, and hold harmless the Village of Combined Locks (Village) and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirement and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

Melanie Draheim

Officer of Sponsoring Organization - Name

Signature

Date

Address 2201 E Enterprise Ave Appleton WI 54913

Work Phone 920-993-3921 Cell Phone _____ Home Phone _____

RETURN FORM and \$50.00 PERMIT FEE TO: Village of Combined Locks Clerk's Office, 405 Wallace St, Combined Locks WI 54113

Date Received:

Amount Received:

Received By:

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$

Application Date: 01/24/2025

☐ Town ☒ Village ☐ City of Combined Locks

County of Outagamie

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/02/2025 and ending 08/02/2025 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Fox Cares Foundation

(b) Address 3401 E Calumet St. Appleton WI 54915

(Street)

☐ Town

☐ Village

☐ City

(c) Date organized 06/16/2016

(d) If corporation, give date of incorporation 06/16/2016

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President John Wanie 3524 S. Bobolink Lane, Appleton, WI 54915

Vice President James Kilsdonk 772 Blackmoor Circle, Neenah, WI 54956

Secretary Ryne Lodi 3 Reef Ct. Appleton, WI 54915

Treasurer James Kilsdonk 772 Blackmoor Circle, Neenah, WI 54956

(g) Name and address of manager or person in charge of affair:

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 601 S Washington St.

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

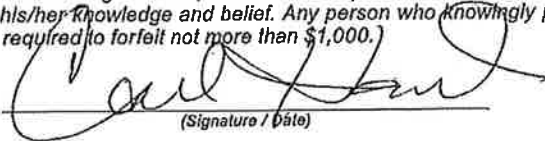
(a) List name of the event Bike To The Beat

(b) Dates of event 08/02/2025

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer



(Signature / Date)

Fox Cares Foundation

(Name of Organization)

Date Filed with Clerk 03/18/25

Date Reported to Council or Board 04/01/25

Date Granted by Council

License No.

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>Lindsay Hemmersbach</u>		Former Name(s): <u>Gospodarek</u>	
Street Address <u>513 Margaret St</u>		City <u>WI</u>	State Zip Code <u>WI 54113</u>
Driver's License Number <u>45602522828</u>		State License Issued In: <u>WI</u>	
Date of Birth <u>10/5/</u>	Gender <u>F</u>	Home Phone Number <u>920277</u>	Cell Phone Number <u>8</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Lox club combined locks</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

Date Signed

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):	
<u>3/13/2025</u>	<u>Hambly #279</u>	<u>No Violations Found</u>	Violations Found
Village Board:	Approve	Deny	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 \$15.00

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) Baril Tiffany Marie		Former Name(s):	
Street Address 1127 W. 4th St.	City Kimberly	State WI	Zip Code 54136
Driver's License Number B640-8138-		State License Issued In: WI	
Date of Birth 06/191	Gender F	Home Phone Number 920-810--	Cell Phone Number 920-810--
Name & Address of Establishment(s) Where You Will Be Selling Alcohol Milltown Still and Grill 101 Parkway Rd Combined Locks			

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)
 DUI - 1st offense * Convicted on 11/7/2024 (NH)

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 Tiffany Baril

Date Signed 31/31/2025

Application Received by [Signature]

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 #275	3/21/2025	<input checked="" type="checkbox"/> No Violations Found	<input type="checkbox"/> Violations Found
Village Board: <u>[Signature]</u>	Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Date:	Signature:

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

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, _____

Combined Locks

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

New Applicant ☒

Renewal Applicant ☐

Fee Paid \$15.00

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Verhasselt, Danae D.M.</u>		Former Name(s):	
Street Address <u>1825 Travis Ln</u>	City <u>Kaukauna</u>	State <u>WI</u>	Zip Code <u>54130</u>
Driver's License Number <u>VL24-1647-</u>		State License Issued In: <u>WI</u>	
Date of Birth <u>02/01/</u>	Gender <u>F</u>	Home Phone Number <u>920-843-</u>	Cell Phone Number <u>920-843-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Milltown STILL & GRILL, 101 Darboy 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) _____

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)
1996, Lincoln County, Misdemeanor battery - no longer on my record

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>Danae Dm Verhasselt</u>
Date Signed <u>3/21/25</u>
Application Received by <u>[Signature]</u>

FOR OFFICE USE ONLY

Police Department Complete By: <u>Hambly 279</u>	Background Check Completed Date: <u>3/21/2025</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.****