



NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, May 20, 2025

TIME: 6:30pm

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

AGENDA

VILLAGE BOARD – 6:30pm

- A. Call to order
- B. Pledge of Allegiance
- C. Roll call
1. Public comment for matters not on the agenda
2. Review and consider approval of committee appointments as recommended by Village President
3. Village Board election of President Pro Tem
4. Review update on proposed funding policy for private property storm water projects
5. Discuss and consider revisions to Move In/Move Out fee
6. Discuss request from Fox Valley Metropolitan Police Department to extend storage lease to 12/31/26
7. Discuss and consider approval of request to provide street sweeping service for Town of Buchanan
8. Review and consider approval of operator licenses for K. Brenner, K. Kissling and R. Fiala
9. Other business, updates and future agenda items
 - a) Kimbely High School will use the gate to Hidden Ridges Way for graduation traffic 6/4
 - b) Dave Casper retirement from HOV Metropolitan Sewerage District Commission
10. Consider motion to move into closed session per Wis. Stat. 19.85(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 – *seasonal employee wages* **AND** Wis. Stat. 19.85(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – *storage space lease with Fox Valley Metro Police Department and providing street sweeping service to Town of Buchanan*
11. Consider motion to return to open session; possible action on closed session matters
12. 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.

2025
COMMISSION-COMMITTEE TERMS/ASSIGNMENTS

PLAN COMMISSION		
MEMBER NAME	TERM	TERM EXPIRATION
Ken Heckner - Chair	3 Years	05/01/27
Jeff Maynard	3 Years	05/01/28
Tim Mulry	3 Years	05/01/26
Nathan Romberg	3 Years	05/01/28
John Weyenberg	3 Years	05/01/26
Deane Mader	3 Years	05/01/26
Kevin Carney	2 Years	05/01/28
RJ Talbot	2 Years	05/01/27

Recommendation: reappoint all 3 members for three-year terms
 Appoint Trustee RJ Talbot as 8th member

Boards, Commissions and Committees
2-4-3

Sec. 2-4-3 Plan Commission.

- (a) **Composition.** The Plan Commission shall consist of a chairperson appointed by the Village President and confirmed by the Village Board, a Village Trustee appointed by the Village President and confirmed by the Village Board each year, and up to seven (7), but no less than five, (5) citizens appointed for three (3) years terms. The citizens shall be appointed so that no more than three (3) citizens are appointed annually.
- (b) **Duties.** The Plan Commission shall have such duties as are prescribed by the State Statutes and this Code of Ordinances.

ZONING BOARD OF APPEALS		
MEMBER NAME	TERM	TERM EXPIRATION
Ken Heckner, Chair	3 Year	05/01/28
Michael Korn	3 Year	05/01/26
Chad Pontow	3 Year	05/01/28
Roger Kirch	3 Year	05/01/26
Mike Rabetski	3 Year	05/01/27
Alternate: vacant	3 Year	05/01/27

Appoint Ken Heckner as Chair to 3-year term. Reappoint Chad Ponto to 3-year term.
Appoint Mike Rabetski as regular member with same term date as he already had as alternate.
Dick Janssen resigned.

Boards, Commissions and Committees

2-4-2

Sec. 2-4-2 Zoning Board of Appeals.

- (a) **Establishment.** A Zoning Board of Appeals shall be appointed and governed by the State zoning enabling law as contained in Sec. 62.23, Wis. Stats., the Village Zoning Code and ordinances and this Section. The laws of the State or Village and local ordinances shall prevail in that order. The Zoning Board of Appeals shall consist of five (5) citizen members and one (1) alternate member, appointed by the Village President subject to confirmation by the Village Board, for a three (3) year term of office. The members shall be removable by the Village Board for cause upon written charges and upon public hearing. The Village President shall designate one of the members chairman.

SEX OFFENDER RESIDENCE BOARD		
MEMBER NAME	TERM	TERM EXPIRATION
Roger Kirch	5 Year	05/01/30
Justin Krueger	5 Year	05/01/27
Jennifer Pontow	5 Year	05/01/26
Ken Vander Wielen	5 Year	05/01/28
Racquel Shampo-Giese	5 Year	05/01/27

Reappoint Roger Kirch to 5-year terms.

Ordinance Section 11-2-6

APPOINTMENTS TO SEX OFFENDER RESIDENCE BOARD

The Board shall consist of five citizens, three of whom shall constitute a quorum. The Village President shall annually, between the last Monday of April and the first Monday of May, appoint, in writing to be filed with the secretary of the Board, one member for a term of five years, subject to confirmation by the Village Board. For the initial creation of the Board, the Village President shall appoint one member for a one year term, one member for a two year term, one member for a three year term, one member for a four year term, and one member for a five year term.

Item #3

Trustees will nominate and choose a President Pro Tem

Item #4

The Village Board has previously discussed making funds from the Storm Water Utility Fund available for grants to private property owners for erosion control and/or drainage and grading projects. In light of the recent invoices for pond construction in Village of Kimberly to meet the DNR's Fox River requirements, staff recommendation is to table this discussion for a few years.

Item #5

Staff recommendation to increase Move In/Move Out fee from \$100 to \$250 or higher. The \$100 fee does not sufficiently cover the amount of labor expended to remove piles of junk and unwanted items. If the Village did not offer large rubbish collection, residents would need to rent a dumpster on their own. The average cost for a 6-yard dumpster is \$280. It covers a 20-day rental, delivery and pickup and up to 1 ton of material. A larger, 20-yard dumpster is \$290 to deliver and pickup, \$59/ton of material, and \$1/day rental fee.

Existing ordinance:

☐ § 453-6 **Move-in and move-out regulations.**

- A. Prohibited container use. Any excess debris from moving in to a property or moving out of a property which cannot be placed in the 60 gallon container must be brought to the landfill by the property owner or renter, and disposed of at the landfill at their expense.
- B. Excess materials cost. Any excess material left uncollected after a property has been vacated will be collected by the Village, and the property owner shall be billed at a rate set by the Village Board.
[Amended at time of adoption of Code (see Ch. 1, General Provisions, A

B needs revision based on Board's decision.

Photos of a recent collection site:



Item #6

Administrator Giese met with Little Chute Administrator Beau Bernhoft, FVMPD Chief Meister and FVMPD Captain Slotke to discuss FVMPD's storage at the Combined Locks Civic Center. They are requesting an extension of the lease to 12/31/26, which is one year longer than originally planned. The request comes after they initiated a facility construction process earlier this year, which resulted in options that were cost prohibitive. At this time, it's expected that FVMPD will use the vacated Little Chute Fire Department space once their new fire station is built.

The best estimate of construction timeline for Combined Locks' Fire & Rescue's renovation is completion by August 2026. The project will take 5 to 6 months once approved.

If the lease extension is approved, it will set the CLFD's project back one year.

Item #7

Town of Buchanan has asked if the Village would consider providing street sweeping service on Buchanan's urbanized roads. Town representatives are looking for sweeping in the spring and fall to meet MS4 requirements.

These are some of the issues to consider:

1. Village does not have staff to spare during regular work hours – so this service would be provided using staff overtime rates
2. Village will charge a DOT or FEMA equipment use rate
3. Village will charge to fill sweeper with water
4. Village will charge to haul sweepings

Item #8

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, 2027

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>Brenner Kristin Ellen</u>		Former Name(s):	
Street Address <u>169 Arthur St</u>	City <u>Kaukauna</u>	State <u>WI</u>	Zip Code <u>54130</u>
Driver's License Number <u>B5655059</u>		State License Issued In: <u>WI</u>	
Date of Birth <u>06/11/11</u>	Gender <u>F</u>	Home Phone Number <u>-</u>	Cell Phone Number <u>815-529-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Mill Town</u>			

Section 2 - CONVICTION RECORD

Have you EVER been convicted of a felony?	Yes	<u>No</u>
If Yes, when, where and what type of violation? (Please be specific)		
Have you EVER been convicted of a misdemeanor or ordinance violation?	Yes	<u>No</u>
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

Kristin Brenner
5/9/25

Date Signed

Application Received by

Racquel Shampo-Kiese

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>5/9/2025</u>	<u>No Violations Found</u>	Violations Found
Village Board	Approve	Deny	Signature:

Read information on reverse side and sign to acknowledge.

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, 2027

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☒ 60-Day Provisional License \$15

New Applicant ☒

Renewal Applicant ☐

Fee Paid _____

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) Kissling Kissling, Kailee J		Former Name(s):	
Street Address N9405 Rosella Drive	City Appleton	State WI	Zip Code 54915
Driver's License Number K245-5108-		State License Issued In: WI	
Date of Birth 05-17-	Gender F	Home Phone Number 920-540-	Cell Phone Number →
Name & Address of Establishment(s) Where You Will Be Selling Alcohol Milton			

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

05-09-25

Application Received by

Racquel Shampo-Brese

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	5/9/2025	<input checked="" type="radio"/> No Violations Found	Violations Found
Village Board:	Approve	Deny	Signature:

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

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, _____ to June 30, 2027

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>Fiala, Robin, A</u>		Former Name(s): <u>Leick, Robin, A</u>	
Street Address <u>411 Eden Ave</u>	City <u>Kaukauna</u>	State <u>WI</u>	Zip Code <u>54130</u>
Driver's License Number <u>F400-7217-</u>		State License Issued In: <u>WI</u>	
Date of Birth <u>12-23-</u>	Gender <u>F</u>	Home Phone Number <u>920-841-2161</u>	Cell Phone Number <u>920-841-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Lox Club</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 Robin A. Fiala

Date Signed 5/13/2025

Application Received by Samuel

FOR OFFICE USE ONLY

Police Department Complete By: <u>Humbly #279</u>	Background Check Completed Date: <u>5/14/2025</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.****