

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, March 17, 2026

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. Public hearing regarding special assessments for Marcella Avenue property owners
3. Review and consider approval of Resolution 2026-03; final resolution authorizing public improvement assessments and levying special assessments on private property owners abutting Marcella Avenue
4. Review and consider modification to ordinance governing accessory structure maximum size (580-77)
5. Other business, updates and future agenda items
 - a) 3/23 meet with Keller representatives for updates on Fire Department remodel project
 - b) 1st Quarter Water Commission Meeting scheduled for 04/21/26
6. 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 benefits discussion*
7. Consider motion to return to open session; action, if appropriate.
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.

**VILLAGE OF COMBINED LOCKS
RESOLUTION 2026-2**

**PRELIMINARY RESOLUTION
Sanitary Sewer Reconstruction Project
Installation of Required Improvements**

BE IT RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE OF COMBINED LOCKS:

Reconstruction of sanitary sewer laterals at private residences on properties abutting Marcella Avenue in the Village of Combined Locks that will be affected by a sanitary sewer replacement project.

As a complete alternative to all other methods provided by law and as provided in Wis. Stat. 66.0703(1) (a), it is hereby resolved that the Village of Combined Locks intends to exercise its police powers pursuant to said statute for the purpose of levying and collecting special assessments upon the following properties:

All of the properties with defective sanitary sewer laterals and without sump pumps abutting Marcella Avenue that will be affected by a sanitary sewer replacement project.

Because of the special benefits conferred upon the properties by virtue of the following proposed municipal improvements and work:

Replacement of sanitary sewer laterals which are found to be defective according to municipal code and installation of sump pumps for structures with drain tile systems.

The limits of the proposed assessment district shall be as follows:

All of the properties with defective sanitary sewer laterals abutting Marcella Avenue that will be affected by a sanitary sewer replacement project.

The method and number of installments for the payment of said special assessments shall be determined at the public hearing hereinafter provided and shall be apportioned in the manner designated by the Village Board.

The Village Administrator-Clerk-Treasurer is hereby directed to make a report concerning said municipal improvements, which report shall provide for the following:

1. Preliminary or final plans and specifications.
2. An estimate of the entire cost of the proposed work or improvement.
3. A schedule of proposed assessments to be levied against the properties at which defective sewer laterals must corrected and/or sumps must be installed.

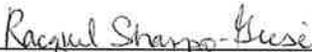
The costs of said improvements shall include the direct costs thereof.

Upon completion and filing of said report, the Village Administrator-Clerk-Treasurer is directed to cause notice of public hearing to be published in accordance with Wis. Stat. Sec. 66.0703(7).

Adopted by a vote of 6 aye, 0 nay, with 1 members absent this 6th day of January, 2026.



John Meumeier, Village President



ATTEST: Racquel Shampo-Giese, Administrator-Clerk-Treasurer



February 11, 2026

Village of Combined Locks
405 Wallace Street
Combined Locks, WI 54113

Re: Village of combined Locks
Contract 2026-01
2026 Utility Reconstruction
Marcella Ave, Glenview Ave, & Buchanan Rd
Letter of Recommendation
McM. No. C0001-09-25-00344

On February 11, 2026 bids were received on the 2026 Utility Reconstruction project. Six bids were received, ranging in price from \$569,999.60 to \$771,382.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract 2026-01 to the low bidder, Donald Hietpas & Sons, Inc., in the amount of \$569,999.60.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return signed and dated copy to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in blue ink, appearing to read "P. Kleman".

Phillip T. Kleman, CPESC
Associate / Municipal & Water Resources Engineer

PTK:car

Enclosures: Notice of Award
Bid Tabulation



2026 Utility Reconstruction
 Marcella Ave, Glenview Ave & Buchanan Rd
 Contract No. MCM C0006 09-25-00344

Don Hietpas & Sons Weekly Schedule	Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Week of	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22	6/29
Traffic Control, Erosion Control, Mobilization, Begin Sanitary Main															
Sanitary Main, Manholes, and Excavated Sanitary Lateral															
Temporary Water, Water Main, Hydrants															
Water Services															
Storm Sewer Spot Repair, Inlets, Storm Laterals															
Pipe Burst Sanitary Laterals															
Concrete Curb & Gutter, Sidewalks, Driveway Aprons															
Asphalt Restoration															
Terrace Restoration															

SANITARY SEWER LATERAL REPLACEMENT PROJECT FREQUENTLY ASKED QUESTIONS

Question: How is my sanitary sewer lateral assessment determined?

Answer: The cost of installing a sanitary sewer lateral will be based on the actual footage from the connection made in your home to the road right of way. You will be billed for the actual footage that is replaced and an excavation and reconnection fee. Additional fees may apply for a sump pump pit, backwater valve or floor drain (where applicable).

Question: When will I know how much my sanitary sewer lateral assessment will be?

Answer: As soon as the utility project has been completed, measurements that were taken of the laterals that were installed will be applied against the per-foot costs to determine the costs attributable to each property. Sump pump pit, backwater valve or floor drain installation costs will also be added, where applicable.

Question: When must I make payment of my sanitary sewer lateral assessment?

Answer: You will get your special assessment by the end of October or early November. You will have roughly one year to either pay the assessment in full or make the first of eight annual installments. The first payment is due 10/31/27, without interest, as long as the due date is met.

Question: What is the interest rate I will pay if I choose to pay in installments?

Answer: The Village's policy is to charge one percent (1%) above the rate at which it borrows the money for the project. The current rate of interest for the State Trust Fund Loan program is 5.75%, so the annual interest that the Village will charge to property owners is 6.75% per year on the unpaid balance for assessments. Payments not made by the due date are charged an additional rate of 12% per annum.

Question: Will the project affect my mail delivery?

Answer: Yes. A bank of mailboxes will be installed at the T-intersection of Marcella Avenue and Buchanan Road (CTH K). UPS, FedEx, and Amazon will continue to make deliveries to your residence.

Question: How will the project affect garbage and recycling collection?

Answer: The County's recycling contractor, GFL, will collect the recycling at 5:00am on collection days. The Village will collect garbage at 6:00am on collection days. Best practice is to place carts in the location you normally use the night before collection. Avoid placing carts behind construction vehicles or other parked vehicles or equipment. Issues with recycling collection should be directed to GFL: 920-759-0501. Issues with trash collection should be directed to the Village: 920-788-7740.

Question: Will I be able to get in and out of my driveway.

Answer: Residents will have access to their driveways for the majority of the project. However, it is important to minimize your trips to and from your home. The contractor or Village representative will give residents as much notice as possible when their driveways will not be accessible. ***If you have special circumstances like difficulty walking, in-home caregiver, medical treatment or deliveries, etc., please let us know, and we will do our best to accommodate those needs.***

Question: Are terrace trees being removed?

Answer: The goal is to NOT remove terrace trees, but there may be circumstances that require tree removal. Trees will be replaced in 2027 or 2028 if abutting property owners want them and commit to caring for the trees; especially the first few years.

Question: What will the road be like after the utility construction?

Answer: An asphalt patch will be installed when the utility work is completed. Spot concrete work will also be done as part of the utility project. The entire road will get new asphalt in 2027. There are no special assessments for the concrete or asphalt work.

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

RESOLUTION 2026-3

FINAL RESOLUTION

Authorizing Public Improvement Assessments and Levying Special Assessments Against Abutting Property, Under Section 66.0703(1)(a), Wisconsin Statutes 2013-2014.

Reconstruction of sanitary sewer laterals at private residences on property abutting Marcella Avenue in the Village of Combined Locks.

WHEREAS, The Village Board of Trustees, Village of Combined Locks, Outagamie County, Wisconsin, did pass preliminary Resolution 2026-2 on January 6, 2026, declaring intent to exercise special assessment powers under Wisconsin Statute 66.0703(1)(a), Police Powers, for the above identified improvements, and did publish the required statutory Notice of Hearing on Special Assessments in the Times-Villager, and did further mail copy of said notice to all property owners within the required statutory time; AND

WHEREAS, The Village Board of Trustees, Village of Combined Locks, Outagamie County, did hold a public hearing at the Combined Locks Civic Center, Combined Locks, Wisconsin, on March 17, 2026, at 6:30pm pursuant to the published notice mailed to property owners for the purpose of hearing all interested persons concerning the preliminary resolution and the report of the Village Administrator on the proposed improvements on Marcella Avenue; and did further hear all persons desiring audience at said hearing; and that proposed improvements shall be upon the following street right-of-ways within and owned by the Village of Combined Locks, and upon private property abutting the project area, all as follows:

PROPERTY OWNERS WITH PROPERTY ABUTTING ON Marcella Avenue WHO HAVE BEEN NOTIFIED OF THE REQUIREMENT TO REPLACE DEFECTIVE SANITARY LATERALS AND INSTALL SUMP PUMPS.

NOW, THEREFORE, BE IT RESOLVED, By The Village Board of Trustees, Village of Combined Locks, Outagamie County, Wisconsin, as follows:

- (1) That the report as prepared by the Village Administrator pertaining to the construction of the above described public improvements, being plans and specifications thereof, as modified, is hereby adopted and approved.
- (2) That the employees and agents of the Village of Combined Locks are hereby directed and delegated to carry out and complete the work of such improvements in accordance with the report of the Village Administrator.
- (3) That payment of said improvements be made by assessing the actual costs to the abutting property owners, under Section 66.0703(1)(b), Wisconsin Statutes.

- (4) That the proper persons have advertised for bids for the project, and that work is directed to be completed for such improvements, all as aforementioned.
- (5) That all costs to abutting property owners, as outlined on the report of the Village Administrator, as modified, are true and correct and have been determined on a reasonable basis and are hereby confirmed.
- (6) That the assessments to correct sanitary laterals that are found to be defective per ordinance and installation of sump pumps where none currently exist, shall be based on the actual cost of said work.
- (7) That the assessments shall be paid in cash in eight (8) annual installments to the Village of Combined Locks, deferred payments to bear interest at the rate of 1% above the rate at which the Village is able to borrow monies for this project, per annum on the unpaid balance. Installments not paid when due shall bear additional interest from the date due, at the rate of 12% per annum.
- (8) The Village Administrator of the Village of Combined Locks, is further directed to publish this resolution as a Class 1 notice, in the Times-Villager.
- (9) The Village Administrator of the Village of Combined Locks, is directed to mail a copy of this resolution and a statement of the final assessment against property to the property owners whose names appear on the assessment roll at the time the bill is calculated.

Adopted by a vote of ____ aye, ____ nay, with ____ members absent this 17th day of March, 2026.

John Neumeier, Village President

ATTEST: Racquel Shampo-Giese, Administrator-Clerk-Treasurer

Item #4

A recurring question to the Administrator's office is what is the maximum accessory structure/shed size? The answer is 12' x 14' or 168 square feet. The current ordinance does not directly refer to maximum height. Does the Village Board want to consider allowing a larger shed with a specific maximum height?

Current Ordinance:**§ 580-77. Accessory uses or structures.**

- A. Principal use to be present. An accessory use or structure in any zoning district shall not be established prior to the principal use or structure being present or under construction. Any accessory use or structure shall conform to the applicable regulations of the district in which it is located, except as specifically otherwise provided.
- B. Placement restrictions: residential district. An accessory use or structure in a residential district may be established, subject to the following regulations:
- (1) Accessory building number limits. In any residential district, in addition to the principal building, an attached or detached garage may be constructed to serve each residential unit so long as the yard requirements of the district are met. One additional accessory (shed) building may also be built on a lot.
 - (2) Accessory building size limits.
 - (a) An unattached garage shall not exceed the height of the main structure on the parcel with a maximum height not exceeding 18 feet and shall not exceed 30 feet by 30 feet in area. Other accessory (shed) buildings shall not exceed 12 feet by 14 feet in area. Unattached garage structures and other accessory (shed) structures shall not occupy more than 30% of the required rear yard (see definition of "rear yard"), to be located within three feet of any other accessory building, principal building, or lot line. No accessory building will be allowed except in conjunction with a residence.
 - (b) A variance to code would be required if the proposed garage structure(s) would occupy more than 30% of the required rear yard. The application for a variance to the rule limiting the percentage of a rear yard that can be occupied by structures would at a minimum have to address the following:
 - [1] Effect of stormwater runoff on abutting properties; and
 - [2] Aesthetic impact on neighborhood.
 - (3) Attached accessory buildings. All accessory buildings which are attached to the principal building shall comply with the yard requirements of the principal building.
 - (4) Accessory structures setbacks. Notwithstanding residential driveways and parking lots, unless otherwise provided by this chapter, no structure shall be located within three feet of any accessory building, principal building, or lot line.
- C. Use restrictions — residential district. Accessory uses or structures in residential districts shall not involve the conduct of any business, trade or industry except for home occupations

§ 580-77 as defined and authorized herein and shall not be occupied as a dwelling unit.

§ 580-77

- D. Reversed corner and corner lots. An accessory building, structure or use on a corner lot, a reversed corner lot or a through lot, shall be set back from the property line adjoining a street the distance required for a front yard unless otherwise required herein for a specific permitted or conditional use.
- E. Landscaping and decorative uses. Accessory structures and vegetation used for landscaping and decorating may be placed in any required yard area. Permitted structures and vegetation include flag poles, ornamental light standards, lawn furniture, sun dials, bird baths, trees, shrubs and flowers and gardens.
- F. Temporary uses. Temporary accessory uses such as real estate sale field offices or shelters for materials and equipment being used in the construction of the permanent structure may be permitted by the Zoning Administrator, and shall be removed within 30 days of occupancy of the project.
- G. Garages in embankments in front yards. Where the mean natural grade of a front yard is more than eight feet above the curb level, a private garage may be erected within the front yard, following approval by the Village Board, provided as follows:
 - (1) That such private garage shall be located not less than five feet from the front lot line;
 - (2) That the floor level of such private garage shall be not more than one foot above the curb level; and
 - (3) That at least 1/2 the height of such private garage shall be below the mean grade of the front yard.
- H. Outdoor lighting. Outdoor lighting installations shall not be permitted closer than three feet to an abutting property line and, where not specifically otherwise regulated, shall not exceed 15 feet in height and shall be adequately shielded or hooded so that no excessive glare or illumination is cast upon the adjoining properties.
- I. Lawn accessories. Walks, drives, paved terraces and purely decorative garden accessories such as pools, fountains, statuary, flag poles, etc., shall be permitted in setback areas but not closer than three feet to an abutting property line other than a street line.
- J. Retaining walls. Retaining walls may be permitted anywhere on the lot; provided, however, that no individual wall shall exceed six feet in height, and a terrace of at least three feet in width shall be provided between any series of such walls; and provided further that along a street frontage no such wall shall be closer than three feet to the property line.

Neighboring community regulations:

Kaukauna – 170 square feet

Kimberly – less than principal building; <30% required rear yard; max 15' height

Little Chute – 200 square feet; max 16' height