

NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, April 7, 2026

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 amendment to Ordinance Section 580-77; accessory building size
 5. Review proposed Resolution 2026-4; Arbor Day Proclamation
 6. Review and consider approval of Special Event Permit for Bike to the Beat, 7/31 – 8/1
 7. Consider approval to purchase partial 2027 road salt supply to help ensure availability
 8. Other business, updates and future agenda items
 - a) Reminder: Board of Review, 4/28, 5:30pm – 7:30pm
 9. Adjourn

Public Notice: Agendas are posted in the following locations: Combined Locks Civic Center main entrance and Village website: www.combinedlocks.wi.gov. 2015 Wisconsin Act 79 allows the publication of certain legal notices on an internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made with as much advance notice as possible to the Clerk's Office at 405 Wallace Street, 920-788-7740 extension 203 or email at gieser@combinedlocks.wi.gov.

Notice of Possible Quorum: A quorum of the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Board of Review, Zoning Board of Appeals, Plan Commission, or other Village committee will be taken at this meeting.



MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, March 3, 2026

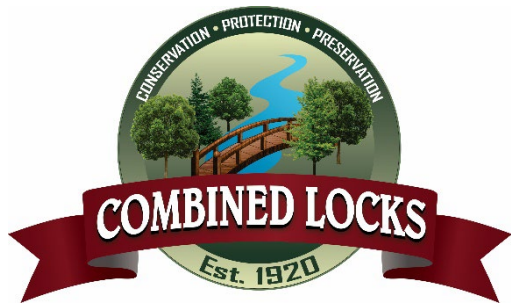
TIME: 6:30pm

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

MINUTES

- A. Call to order:** Meeting called to order by Village President Neumeier at 6:30pm.
- B. Pledge of Allegiance:** Pledge of Allegiance recited.
- C. Roll call:** Board members present – Neumeier, Leicht, Lindberg, Talbot, Schinke, Stutzman, and Krueger. Board members absent – none. Village staff present – Administrator Shampo-Giese and Sgt. Hambly. Others present – residents Dennis Williams and Keith Lindberg, and Judy Hebbe of the Times Villager.
- 1. Public comment for matters not on the agenda:** None
 - 2. Review and consider approval of minutes and bills:** T. Stutzman made a motion to approve the minutes as presented. A. Leicht seconded the motion, and it passed unanimously. J. Krueger made a motion to approve the bills as presented. A. Leicht 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. All reports were accepted and are on file in the Clerk's Office.
 - 4. Nominate and appoint President Pro-Tem:** Village President Neumeier reminded the trustees that Jim Ponto had previously held the President Pro-Tem title. With his resignation, the position is vacant. He nominated Trustee Krueger to be President Pro-Tem. B. Schinke seconded the nomination, and Trustee Krueger accepted. No other nominations were made. J. Neumeier made a motion to appoint Trustee Krueger as President Pro-Tem. T. Stutzman seconded the motion, and it passed unanimously.
 - 5. Review and consider approval of final payment to Vinton Construction for 2025 Park Street reconstruction:** The Administrator reviewed the final payment and noted that all quantities have been confirmed by the Director of Public Works and Utilities. J. Krueger made a motion to approve the final payment as presented. B. Schinke seconded the motion, and it passed unanimously.
 - 6. Review and consider approval to submit Annual Report under MS4 (Municipal Separate Storm Sewer System):** The Administrator provided a brief overview of the report. A. Leicht made a motion to submit the MS4 Report. B. Schinke seconded the motion, and it passed unanimously.
 - 7. Update: status of annexation of parcel 030067904 from Town of Buchanan:** The Administrator reported that the Town of Buchanan may want to meet with the Village Board regarding this annexation request.
 - 8. Update: floor replacement in public safety wing:** First Call Restoration and Floors by Roberts have the project 95% completed.
 - 9. Other business, updates and future agenda items**
 - a) 2026 Open Book is 04/07/26 from 2p – 4p, Board of Review is 04/28/26 from 5:30p – 7:30p (est)**
 - 10. 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:*** B. Schinke made a motion to move into closed session. J. Krueger seconded the motion, and it passed unanimously.

- 11. Consider motion to return to open session; action, if appropriate:** T. Schinke made a motion to return to open session. B. Schinke seconded the motion, and it passed unanimously. No action was taken.
- 12. Adjourn:** T. Stutzman made a motion to adjourn the meeting. L. Lindberg seconded the motion, and it passed unanimously. The meeting adjourned at 7:23pm.



MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, March 17, 2026

TIME: 6:30pm

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

MINUTES

- A. Call to order:** Meeting called to order by Village President Neumeier at 6:30pm.
- B. Pledge of Allegiance:** Pledge of Allegiance recited.
- C. Roll call:** Board members present – Neumeier, Leicht, Lindberg, Talbot, Schinke, Stutzman, and Krueger. Board members absent – none. Village staff present – Administrator Shampo-Giese (via telephone) and Director of Public Works & Utilities Weyenberg. Others present – several Marcella Avenue property owners.
- 1. Public comment for matters not on the agenda:** None
 - 2. Public hearing regarding special assessments for Marcella Avenue property owners:** Village President Neumeier opened the public hearing by having the Administrator review the project needs, cost and general expectations. He then opened the floor to property owner questions. Property owner questions included: apron replacement, explanation of pipe burst, yard excavation and restoration, interest rate, parking, mail delivery, and future road reconstruction. Property owners were encouraged to review the FAQ provided and direct any additional questions to the Public Works Director or Administrator. There being no more questions or comments from the public, the Village President closed the public hearing.
 - 3. Review and consider approval of Resolution 2026-3; final resolution authorizing public improvement assessments and levying special assessments on private property owners abutting Marcella Avenue:** T. Stutzman made a motion to approve Resolution 2026-3 as presented. B. Schinke seconded the motion, and it passed unanimously.
 - 4. Review and consider modification to ordinance governing accessory structure maximum size (580-77):** Trustees reviewed and discussed the accessory structure ordinance. The Administrator was directed to revise the ordinance to allow for a 200 square foot accessory structure and include a recommended maximum height for review at a future meeting.
 - 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:*** J. Krueger made a motion to move into closed session. B. Schinke seconded the motion, and it passed unanimously.
 - 7. Consider motion to return to open session; action, if appropriate:** T. Stutzman made a motion to return to open session. J. Krueger seconded the motion, and it passed unanimously. No action was taken.
 - 8. Adjourn:** J. Krueger made a motion to adjourn the meeting. L. Lindberg seconded the motion, and it passed unanimously. The meeting adjourned at 7:48pm.

ADMINISTRATOR REPORT
04/07/26 VILLAGE BOARD

March information/projects:

- Flooring in Public Safety Wing removed and replaced 2/24-3/2
- Annual audit March 4-6
- Spring newsletter mailed week of March 16th *included information about interest in commissions and boards – received applications*
- Anticipate a public hearing in March or early April for water rate increase
- Marcella Avenue pre-construction meeting with contractors and utilities is March 11th
- Marcella Avenue public hearing for special assessments is March 17th
- Meet with Keller representatives with latest update and OPC for fire remodel project March 23rd *rescheduled to 04/09/26*
- In-person absentee voting begins 3/24; election training scheduled for 3/23, 3/24 and 3/31 *300 absentee ballots issued – down from 500 last spring election*

April information/projects:

- Close out spring election
- Schedule and complete Board of Review training
- Expect review of dental office plans in The Locks Business Park
- Help Ken Heckner with Centennial Book (CL history)
- Finalize plans for Civic Center remodel & present to VB
- Begin process to close TID 2

Department of Public Works

Monthly Report for April 2026

04/07/26

- We received 27.5" of snow over a two-day period March 14 & 15. The Crew did a fantastic job keeping our streets clear and safe, each one worked a total of 45 hour over the course of three days plowing snow.
- Marcella Ave Utility Project started on March 25th. The project is anticipated to be completed by the end of June.
- MS4 and SWPPP reports were both submitted and excepted by the DNR
- We were able to sweep the entire village this month.
- The crew wrapped up trimming and will now concentrate on removing the dead ash trees along Edgewood Lane. We fell a little behind this winter when the chipper broke and was down for close to 4 weeks.
- We did make two rounds through the village patching potholes. More to come!
- Maps were made and delivered to Speedy Clean and our annual sanitary sewer cleaning and televising has been scheduled.
- Meet with Safe-Step to go over the sidewalk maintenance plan for 2026.
- Our part-time employee, Ryan Swick, started on March 24th.

Anticipated Projects:

Tree removals

Cold patching potholes

Sanitary sewer cleaning and televising

Send out bids for crack filling

Hydrant flushing the week of 20th

Park opening and baseball diamond prep

Send out cross connection letters to businesses

VILLAGE OF COMBINED LOCKS
OUTAGAMIE COUNTY, WISCONSIN

ORDINANCE NUMBER 1, SERIES OF 2026

AN ORDINANCE AMENDING SECTION 580-77 "ACCESSORY USES OR
STRUCTURES"

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

- A. Ordinance Section 580-77(B)(2)(a) as set forth in Exhibit 1 attached hereto is hereby amended as set forth below.

§ 580-77(B)(2)(a) Accessory building size limits

(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 200 square feet in area and shall not exceed the height of the main structure on the parcel with a maximum height not exceeding 18 feet. Unattached garage structures and other accessory (shed) structures shall not occupy more than 30% of the required rear yard (see definition of "rear yard"), and shall not 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.

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 17, 2026

Approved and adopted: April, 7, 2026

Village of Combined Locks

John Neumeier, Village President

SEAL

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

EXHIBIT 1

Original 580-77

- 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] Affect 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 as defined and authorized herein and shall not be occupied as a dwelling unit.
- 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.

**VILLAGE OF COMBINED LOCKS
RESOLUTION 2026-4
ARBOR DAY PROCLAMATION**

WHEREAS, dating back to the 1800's, the legislature of this state has adopted an Act designating Arbor Day, and by the Act has designated the last Friday in April as Arbor Day; AND

WHEREAS, it is the purpose of the designation of this day throughout the nation to encourage the planting of shade trees, to encourage the harvesting of our forest crops by approved conservation methods and to encourage the protection of our forests from the scourge of devastating fires, insects, and diseases that destroy the beauty and usefulness of our woodlands as well as their wildlife; AND

WHEREAS, trees can help a community keep pace and ensure our growing communities remain healthy as trees clean our air, cool our cities, create homes for birds bugs and critters, and produce oxygen, AND

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, AND

WHEREAS, the trees in our Village increase property values and beautify our community, AND

WHEREAS, through the cooperation of all residents of this Village, the beneficial effects of tree plantings, proper conservation practices in harvesting timber and the protection from natural enemies of the forest can materially be increased, and we can pass on an enduring heritage of a vital natural resource to succeeding generations;

NOW, THEREFORE, the Village Board of the Village of Combined Locks does hereby proclaim Friday, April 24, 2026, as Arbor Day in the community and urges everyone able to do so to observe this day by the planting of one or more trees and to participate in one or more programs that the sponsors of Arbor Day may provide.

Approved this 7th day of April, 2026

John Neumeier, Village President

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

**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: 7/31 & 8/1 - 2026 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 Melanie Draheim 3/16/26
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:

INDEMNIFICATION AND A CERTIFICATE OF INSURANCE covering the event must be provided by the **Sponsor** upon approval.

To the fullest extent allowable by law, sponsor hereby indemnifies and shall defend and hold harmless the Village of Combined Locks, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after event hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of sponsor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this agreement regardless if liability without fault is sought to be imposed on the Village of Combined Locks, sponsors aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the Village of Combined Locks, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this agreement.

INSURANCE REQUIREMENTS

1) GENERAL LIABILITY COVERAGE

- a) Commercial General Liability
 - i) \$ 1,000,000 general aggregate
 - ii) \$ 1,000,000 products - completed operations aggregate
 - iii) \$ 1,000,000 Personal injury and advertising injury
 - iv) \$ 1,000,000 each occurrence limit B. Claims made form of coverage is not acceptable.

2) BUSINESS AUTOMOBILE COVERAGE

- a) Minimum Limits - \$ 250,000 each person / \$ 500,000 each incident for Bodily Injury and \$ 100,000 for Property Damage OR \$ 500,000 Combined Single Limit for Bodily Injury and Property Damage each incident
- b) Must cover liability for "Any Auto" - including Owned, Non - owned and Hired Automobile Liability

3) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- a) Must carry coverage for Statutory Workers Compensation and Employers Liability minimum limit of:
 - \$500,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$500,000 Disease - Each Employee

4) Liquor Liability – If the event holder is selling alcoholic beverages then Liquor Liability with the following limit coverage must be carried: Minimum Limits - \$ 500,000 each occurrence / \$ 500,000 aggregate

5) ADDITIONAL PROVISIONS

- ***Additional Insured** – On the General Liability Coverage. Village of Combined Locks, and its officers, board members, agents, employees, and authorized volunteers shall be "**Additional Insured's.**"

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: 02/12/2026

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 08/01/2026 and ending 08/01/2026 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 James Kilsdonk 772 Blackmoor Circle, Neenah, WI 54956

Vice President Ryne Lodi 3 Reef Ct. Appleton, WI 54915

Secretary Tracy Williams-Prince W8594 Woodduck Ct, Hortonville WI 54944

Treasurer Trent Woelfel N320 Red Tail Lane Appleton WI 54915

(g) Name and address of manager or person in charge of affair: Amanda Brown - Fox Cares Foundation Executive Director
3401 E Calumet St. Appleton WI 54915

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 08/01/2026

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

Amanda Brown 3/2/26
(Signature / Date)

Fox Cares Foundation

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

The Village of Combined Locks participates in the Wisconsin Department of Transportation's Salt Contract. They have asked municipalities to pre-purchase their salt for 2027 to help ensure availability as a response to this year's delayed supply/shortage. Combined Locks has spent it's budgeted \$10,560 for 2026 but will have sufficient cash flow to pre-pay for the 2027 salt supply.

DEPARTMENT: PUBLIC WORKS							
CATEGORY: STREET MAINTENANCE & STREET LIGHTING							
		2022	2023	2024	2025	Year End	2026
		Actual	Actual	Actual	Budget	Projection	Proposed
Details:	Crack-Fill/Chip-Seal/Cold Mix	\$ 3,360	\$ 9,446	\$ 8,076	\$ 10,000	\$ 8,395	\$ 10,000
53100-370	Salt (120 tons @ \$88 per ton) and Brine	4,471	6,552	7,337	9,720	9,204	10,560
	Salt/Street Maintenance Contingency		-		-		-
	Traffic/Street Signs	1,083	763	626	1,000	888	1,000
	Install Street Light at Nottingham Road/CTH CE	-	3,284	-	-		-
	Bridge & Culvert Inspections	350	780	725	800	717	800
	Weed Control	1,360	1,500	1,500	1,500	1,183	1,500
	Gravel & Clear Stone	524	-	1,482	2,000	1,684	2,000
	Street Paint (estimate 55 gallons @ \$21 per gallon)	862	703	1,073	1,000	745	1,200
	Cones/Barricades/Marking Paint & Flags	729	1,157	770	1,000	828	1,000
Sub-total:		\$ 12,739	\$ 24,185	\$ 21,589	\$ 27,020	\$ 23,644	\$ 28,060
53100-222	Street Lights	\$ 71,438	\$ 73,449	\$ 73,968	\$ 76,000	\$ 75,735	\$ 78,000
Total:		\$ 84,177	\$ 97,634	\$ 95,557	\$103,020	\$ 99,379	\$ 106,060
Notes:							



Division of Transportation System Development
Bureau of Highway Maintenance
4822 Madison Yards Way, 5th Floor - South
Madison, WI 53707-7986

Governor Tony Evers
Secretary Kristina Boardman
Internet: www.dot.wisconsin.gov

Telephone: 608-267-9180

E-mail: saltadmin@dot.wi.gov

March 10, 2025

RE: Participation in 2025-2026 WisDOT Salt Contract and Salt Shed Inspection

Dear Local Official,

This letter provides information on the Department's plan for purchasing salt for the 2025-2026 winter season and information about your salt shed inspections. I encourage you to carefully consider this information before deciding whether your local government will benefit from participation in this WisDOT bid for road salt.

SALT BID INFORMATION:

Please complete and submit the attached Municipal Agreement form by March 24, 2025. (See instructions in the email where this letter was sent.) The Department needs this information to begin the salt procurement process. **We are in process of deciding if will be renewing or going out to bid for this contract.** Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

A challenge for those participating in the bid is determining the quantity of road salt they will request to purchase, with some uncertainty on how much may be needed to finish up the current winter season. When calculating your salt needs for the new bid, remember to include any salt from the last contract that you have committed to or any "vendor reserve" salt that you are planning on purchasing.

Over the past several years all the salt contractors servicing Wisconsin have struggled to keep up with the peak demand during the winter seasons. The transportation system, including ports, depots and private trucking resources has been routinely pushed to capacity. In addition, salt requested by local governments has continued to become more unbalanced with increasing amounts allocated to seasonal deliveries. After talking to our vendors, we are certain that a solution to the late season delivery problems is to take earlier delivery of the salt. **The more salt taken in "early fill" allows for additional dock space and resources to bring salt into the state prior to the Great Lakes and Mississippi River possibly freezing up. Be aware that there are often delays in getting orders filled in January because so many municipalities wait until their new fiscal year to order.**

To help reduce the peak demands, the Department encourages local governments participating in the bid to utilize all available storage by filling the salt storage facilities (sheds) before the December 1, 2025.

WisDOT has a role and responsibility to execute a contract that is fiscally responsible, and to structure the salt contract in a manner that will help aid in timely delivery of salt during the winter season. The process and terms for the WisDOT salt contract may not generate the best results for some local governments, depending on their unique local circumstances. We encourage each local government to carefully consider what approach is best to keep your winter roads as safe as practical.

SALT SHED INSPECTIONS:

The department has retained AECOM Technical Services, Inc. (AECOM) to manage the self-inspections for the department. AECOM will mail instructions for obtaining, performing and filing the site inspection form to the site owners. Please refrain from submitting any completed Trans 277 inspections until after receiving a notice from AECOM as these instructions will contain instructions for submitting the completed inspections.

Thank you for your timely response to this letter and the Municipal Agreement.

MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID (March 2025)

THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY WisDOT BHM
WISDOT **NO LATER THAN 5 PM ON MONDAY, March 24, 2025.**
SUBMIT BY EMAIL ONLY TO: SaltAdmin@dot.wi.gov

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2025-2026 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. **Guaranteed Early Fill** - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Salt contractor is required to complete delivery by December 1, 2025. The contract guarantees the salt contractors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the salt contractor. It obligates the salt contractor to deliver this guaranteed quantity. Early fill salt can be ordered as soon as the contracts are signed by the salt contractor (Typically July 1st) and must be ordered by October 1, 2025, **using form DT2208**. Any unordered salt by these guidelines may result in forfeiture of salt in this category.
2. **Guaranteed Seasonal Fill** - this service is to take delivery of salt that will re-fill the storage facilities between December 1, 2025, and April 30, 2026. The municipality guarantees to purchase from the salt contractor - 100% of the bid quantity shown as "guaranteed seasonal fill" at the price awarded to the salt contractor. The request for delivery is made by the purchasing agency **using form DT2208**. When both guaranteed early fill and guaranteed seasonal fill are contracted, the municipality must take delivery on all early fill salt, before beginning to take delivery of seasonal fill.
3. **Vendor Reserve** - the salt contractor assures that it will have a "reserve" quantity, enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the salt contractor. **Form DT2208 must be used to order salt. The purchaser's "vendor reserve" cannot be more than 20% of the "total guaranteed purchase."**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for the statewide bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Salt Contractor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing this agreement, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The _____ of _____ in _____ County
(Town / City / County) (Name of Municipality) (County)

hereby requests WisDOT to acquire the following quantity of sodium chloride for the 2025-26 winter season and agrees to purchase at least the "guaranteed" quantities shown in the table on the following page and to make payment as contractually required.

CURRENT INVENTORY INFORMATION	
QUANTITY	AMOUNT IN TONS
Overall Storage Shed Capacity How much salt your shed(s) can hold when full	
Current Salt Shed Inventory (approx. what have in shed(s) now)	
Salt yet to be delivered from 2024-2025 contract Include any Guaranteed Seasonal Salt and any Optional Vendor Reserve you plan to receive yet, this Spring	

2025-2026 SALT ORDER SPECIFICATIONS	
GUARANTEED PURCHASES	AMOUNT IN TONS
Guaranteed Early Fill Early fill orders must be placed prior to October 1, 2025 with preferred delivery of any date prior to December 1, 2025	
Guaranteed Seasonal Fill Seasonal fill orders must be placed after December 2, 2025 with preferred delivery of any date prior to April 30, 2026	
Total Guaranteed Purchases (Early + Seasonal)	

OPTIONAL PURCHASE	AMOUNT IN TONS
Vendor Reserve <i>This quantity can be no more than 20% of the total guaranteed purchase (early and seasonal tons).</i> Purchaser may take delivery at its discretion between December 2, 2025 and up to April 30, 2026.	

Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents in June ahead of the new contract starting July 1, 2025.

ALL SALT ORDERS MUST BE E-MAILED TO SALT CONTRACTORS ON A DT2208 FORM (no phone orders).

Salt purchased under this agreement shall only be used on facilities owned and maintained by a municipality. If the municipality has contracted with a private entity to perform winter maintenance, the salt purchased under this agreement shall not be used by the private entity on facilities not owned or maintained by a municipality.

The undersigned authority here agrees to the terms and values of the above agreement:

Signature Approval Authority (electronic signature accepted)

Date

Contact Phone Number
(ex: xxx-xxx-xxxx)

Contact E-mail Address