



## MINUTES OF VILLAGE BOARD MEETING

**DATE:** Tuesday, May 5, 2020

**TIME:** 6:30pm

**LOCATION:** Combined Locks Civic Center

Mark Van Thiel Room, 405 Wallace Street

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### MINUTES

- A. Call to order:** Meeting called to order by President Neumeier at 6:30pm
- B. Pledge of Allegiance:** Pledge recited
- C. Roll call:** Board members present – Neumeier, Vander Zanden, Vander Wielen, Rietveld, Stutzman, Schinke, and Krueger. Board members absent – none. Village staff present – Administrator Shampo-Giese, Public Works Director Swick, Fire/EMS Chief Wiedenbauer, and EMS Lieutenant Doyle. Also present – Phil Kleman of McMahon Associates and several property owners/residents of Ruys Woods subdivision (Rothe, Anhalt, Van Grinsven, Woelfel, Ley, Roberts, Karls, Kilgas, Overholt)
- 1. Public comment for matters not on the agenda:** No public comments were received
  - 2. Swear in newly elected trustees:** Ken VanderWielen, Tim Stutzman, and Mike Rietveld recited the oath of office and were sworn in
  - 3. Review and consider approval of minutes & bills:** J. Krueger made a motion to approve the minutes as presented. T. Stutzman seconded the motion, and it passed unanimously. C. Vander Zanden made a motion to approve the bills as presented. M. Rietveld seconded the motion, and it passed unanimously.
  - 4. Administrator, Police (LES), Public Works Director, and Fire/EMS Chief reports – accept and file:** Copies of the reports were available to the trustees
  - 5. Review and consider approval of Resolution 2020-6; a final resolution authorizing public improvement assessments and levying special assessments for installation of asphalt streets, concrete curb and gutter, sidewalks, and terrace restoration on properties identified as being part of the Ruys Woods Subdivision Street Construction Project:** The Administrator provided a brief summary of the public hearing that was held on 03/17/20. Property owners at that meeting asked the Board to consider a credit to the long side of the corner lots. President Neumeier allowed property owners/residents to give statements regarding the calculation of the special assessments and emails received by other Ruys Woods property owners were also reviewed. Questions and concerns included: remove sidewalks from courts, rebid the project to try to obtain better pricing, sales prices of corner lots versus other lots, interest rates and payment terms, and equity in special assessments. These concerns were discussed. J. Krueger made a motion to calculate the special assessments for this project by providing a 25% discount on the long side of the corner lots and sharing that remaining cost evenly among the remaining property owners. B. Schinke seconded the motion, and it failed with a 3-4 roll call vote (Aye: J. Krueger, B. Schinke and T. Stutzman – Nay: M. Rietveld, J. Neumeier, C. Vander Zanden, and K. Vander Wielen). After additional discussion, J. Neumeier made a motion to approve Resolution 2020-6 and calculate the special assessment as has been customary, which is based on full lineal feet of frontage. C. Vander Zanden seconded the motion, and it passed with a 6-1 roll call vote (T. Stutzman voting nay).

- 6. Review bids received for Ryan Street and Hartjes Street erosion and drainage repair project and consider award of project:** Phil Kleman of McMahon Associates reviewed the bids with the trustees and noted that the bid allows the Village to repair all of the areas on Hartjes Street instead of 4 of 7 as originally estimated. The Administrator confirmed that the low bid of \$63,854 from Roger Bowers Construction Inc falls within the \$65,000 budgeted for these projects. The matter was discussed. T. Stutzman made a motion to award the project to Roger Bowers Construction Inc for \$63,854. B. Schinke seconded the motion, and it passed unanimously.
- 7. Review information regarding fire truck repair and/or replacement – action, if appropriate:** Fire/EMS Chief Wiedenbauer reported to the trustees that the 2001 fire truck recently failed the pumper testing. It is prohibited from being used for structure fires or any fire where a human is in danger. This pumper has already been repaired when it was approximately 10 years old. At this time, Combined Locks is dependent on Buchanan Fire and Rescue to respond with its pumper truck. The Chief reviewed the estimated repair cost of \$13,000 - \$14,000 and added that the cost to repair the truck could increase once the folks at Rennert's get inside it. He noted that the repairs would take approximately 1 week from the time the truck arrives at Rennert's. The trustees and the Chief also discussed the purchase of a new truck. The estimated cost of a new truck is \$656,000 - \$700,000, and it takes about 10 months to build it. It was noted that this truck is on the capital purchases plan for 2025. The matter was discussed. T. Stutzman made a motion to repair the 2001 truck at a cost of not to exceed \$20,000 and to pursue the purchase of a new fire truck. M. Rietveld seconded the motion, and it passed unanimously.
- 8. Review and consider approval to amend Ordinance Section 7-2-5 regarding liquor licensing fees:** The Administrator reviewed the proposed amendment to Ordinance Section 7-2-5. The added paragraph allows for the liquor license fees to be set by resolution instead of by ordinance. T. Stutzman made a motion to approve the amendment to Ordinance Section 7-2-5 as presented. B. Schinke seconded the motion, and it passed unanimously.
- 9. Review and consider approval of Resolution 2020-7; a resolution establishing liquor licensing fees:** The proposed resolution sets the 2020-2021 licensing fees at the state required minimum or at zero when a minimum fee is not required. J. Krueger made a motion to approve Resolution 2020-7 as presented. C. Vander Zanden seconded the motion, and it passed unanimously.
- 10. Review and consider approval to amend Ordinance Section 7-2-33 regarding operator's license fee; provisional licenses:** The Administrator reviewed the proposed amendment to Ordinance Section 7-2-33. The added paragraph allows for the operator's license to be set by resolution instead of by ordinance. It also removes the mention of Chief of Police and replaces it with Outagamie County Sheriff's Office representative. B. Schinke made a motion to approve the amendment to Ordinance Section 7-2-33 as presented. J. Krueger seconded the motion, and it passed unanimously.
- 11. Review and consider approval of Resolution 2020-8; a resolution establishing operator's license fee:** The proposed resolution sets the 2020-2022 operator's license fee at zero. M. Rietveld made a motion to approve Resolution 2020-8 as presented. J. Krueger seconded the motion, and it passed unanimously.
- 12. Review and consider approval of Resolution 2020-9; a resolution to approve borrowing \$1,000,000 from the Board of Commissioners of Public Lands to reimburse fund balance for DeBruin Road and Martineau Road construction and for construction of new roads in the Ruys Woods Subdivision (note: this resolution overrides Resolution 2020-2 to provide for a lower interest rate):** The Administrator explained that this proposed resolution allows the Village to take advantage of a reduced interest rate that was available before the request to disburse funds was approved. The resolution was read aloud, reviewed and discussed. C. Vander Zanden made a motion to adopt Resolution 2020-9 as presented. T. Stutzman seconded the motion, and it passed with a unanimous roll call vote.

- 13. Review and consider approval of Resolution 2020-10; ratify COVID-19 State of Emergency Declaration.** The Administrator reminded the trustees that President Neumeier had declared a state of emergency regarding COVID-19 as the first step to qualify for potential emergency management funds. This declaration must then be ratified by the full Village Board at its next meeting. T. Stutzman made a motion to approve Resolution 2020-10 as presented. K. Vander Wielen seconded the motion, and it passed unanimously.
- 14. Review and consider approval of Resolution 2020-11; Police Officers Week:** The resolution recognizing the Outagamie County Sheriff's Office Deputies and Sergeant assigned to the Combined Locks/Buchanan contract was read aloud. C. Vander Zanden made a motion to approve the resolution. T. Stutzman seconded the motion, and it passed unanimously. President Neumeier publicly thanked the Outagamie County Sheriff's Office personnel for their exemplary service to the community.
- 15. Review and consider approval of Resolution 2020-12; Public Works Department Week:** The resolution recognizing the Public Works employees was read aloud. President Neumeier publicly thanked the DPW staff for their dedication and "always going the extra mile" service to the community. K. Vander Wielen made a motion to approve the resolution. T. Stutzman seconded the motion, and it passed unanimously.
- 16. Review and consider approval of a 6-month Class B License for Combined Locks Advancement Association:** The Administrator reminded the trustees that this is an annual license for the Advancement Association to sell beer at the concession stand. Although there is still only a possibility to have the summer programs and open the concession stand, CLAA wants to have the license in place and ready to go. B. Schinke made a motion to approve the 6-month Class B license for Combined Locks Advancement Association. C. Vander Zanden seconded the motion, and it passed unanimously.
- 17. Appoint members to Plan Commission, Zoning Board of Appeals and Sex Offender Residence Board:** Current members and the public were invited to complete a brief application showing their interest in being appointed to a commission or board. Two current Plan Commission members excused themselves from reappointment consideration. No new applications were received for any of the positions. T. Stutzman made a motion to approve President Neumeier's recommendations to reappoint Al Leicht, John Weyenberg, Tim Mulry and Cathy Vander Zanden to the Plan Commission, reappoint Roger Kirch to the Sex Offender Residence Board, and reappoint Sharon Wierschke to the Zoning Board of Appeals. M. Rietveld seconded the motion, and it passed unanimously. President Neumeier publicly thanked Dave Casper and Jim Hamilton for their many years of service to the Plan Commission.
- 18. Village Board election of President Pro Tem:** J. Krueger made a motion to elect Cathy Vander Zanden as President Pro Tem. B. Schinke seconded the motion. C. Vander Zanden accepted the nomination, and the motion passed unanimously.
- 19. Review and consider information received from FEMA regarding funding to replace damaged bridge in Memorial Park walking trails; action if appropriate:** The Administrator reported that the FEMA documentation is complete, and funds to repair the pedestrian bridge and recoup debris removal and emergency response wages and equipment use have been approved. T. Stutzman made a motion to begin the process to remove and replace the pedestrian bridge. B. Schinke seconded the motion, and it passed unanimously.
- 20. Other business and updates:**
  - a) Open Book scheduled for Tuesday, June 2, 2020 from 4:00pm – 6:00pm (virtual/telephone meetings)
  - b) Board of Review scheduled for Monday, June 22, 2020 from 5:30pm – 7:30pm (minimum)
- 21. Adjourn:** T. Stutzman made a motion to adjourn the meeting at 9:05pm. K. Vander Wielen seconded the motion, and it passed unanimously.