



## MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, April 20, 2021

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 recited
- C. Roll call:** Board members present – Neumeier, Ponto, Rietveld, Schinke, Stutzman, Vander Zanden (6:35pm), and Krueger (6:45pm). Board members absent – none. Village staff present – Administrator Shampo-Giese and Public Works Director Swick. Also present – Tim Mulry of CLAA.
- 1. Public comment for matters not on the agenda:** T. Mulry asked the trustees to consider adding a small park that would display historical information about the Village, the paper mill and the hydro plant. A suggested site was the vacant lots on Prospect and State Streets currently owned by the paper mill. The construction of a small greenhouse on the south side of the Civic Center was also discussed.
  - 2. Combined Locks Advancement Association discussion about food service plan at Memorial Park concession stand:** T. Mulry reviewed the CLAA policies and procedures in place to reopen the concession stand and asked for additional suggestions. He also noted that the Recreation Program will be following WIAA guidelines with regard to facemasks and social distancing. He reported that CLAA will still be hosting the Light Those Lights adult softball tournament and Village corn roast on Saturday, August 28<sup>th</sup>. He also reported that CLAA donated \$25,000 worth of baseball field improvements and \$3900 in scholarships in 2020 and plans to award \$3600 in scholarships for 2021.
  - 3. Swear in newly elected/reelected trustees:** The Administrator administered the Oath of Office to J. Neumeier, J. Krueger, B. Schinke, and C. Vander Zanden.
  - 4. Review and consider Plan Commission recommendation to approve certified survey map to divide parcel 230035918 into two parcels:** The Administrator reviewed the proposed certified survey map with the trustees and noted that the Plan Commission had unanimously recommended approval of it. She also confirmed that the lots are being divided to return to their original platted status, and there are separate sanitary sewer laterals to serve each recreated lot. M. Rietveld made a motion to approve the CSM as presented. C. Vander Zanden seconded the motion, and it passed unanimously.
  - 5. Review and consider approval of 6-month liquor license for Combined Locks Advancement Association:** The Administrator noted that the expiration date of the license is 11/05/2021 and not 11/05/2022 as printed on the application. T. Stutzman made a motion to approve the 6-month liquor license with an expiration date of 11/05/2021. J. Neumeier seconded the motion, and it passed unanimously.
  - 6. Review and consider approval of Resolution 2021-5 recognizing Administrative Professionals Week:** The proposed resolution was read aloud. T. Stutzman made a motion to approve Resolution 2021-5 as presented. B. Schinke seconded the motion, and it passed unanimously.

**7. Review and consider approval of board/commission appointments as recommended by Village**

**President:** President Neumeier reviewed the appointments with the trustees. J. Ponto made a motion to appoint Ken Heckner to the Plan Commission, Dick Janssen, Roger Kirch and Michael Korn to the Zoning Board of Appeals, and Justin Krueger to the Sex Offender Residence Board. C. Vander Zanden seconded the motion, and it passed unanimously.

**8. Hear information regarding CTH CE/CTH K intersection closure & CTH K reconstruction:**

The Administrator reported that the Outagamie County Highway Commissioner informed her that the CTH CE/CTH K intersection would be permanently closed beginning this summer, and he asked if the Village would consider taking ownership of a section of CTH K between CTH HH and CTH CE after it is reconstructed in 2023. The Administrator was instructed to inform the Highway Commissioner that there is no benefit to the Village taking ownership of that roadway, and the trustees are not interested.

**9. Review conceptual site plan for Locks Business Park new business:**

The trustees reviewed a conceptual site plan for a lot in the Locks Business Park to discuss the ordinance for parking requirements. The consensus of trustee opinion was to amend the ordinance to allow parking in rear yards of the Business Park when the rear yard does not border a residentially zoned property.

**10. Other business and updates:**

- a) Open Book sessions scheduled for May 5<sup>th</sup> and 6<sup>th</sup>; Board of Review scheduled for June 7<sup>th</sup>
- b) Training opportunity, Local Government 101 Webinar, 5/7, 5/21 or 6/4
- c) Board of Review Training scheduled for 5/4 from 9am to noon (Vander Zanden, Schinke, Krueger, and Giese)
- d) Mural update

**11. Adjourn:** J. Ponto made a motion to adjourn the meeting at 7:30pm. B. Schinke seconded the motion, and it passed unanimously.