



NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, January 7, 2025

TIME: 6:30pm

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

AGENDA

ADMINISTRATIVE COMMITTEE – 6:00pm (Neumeier, Heckner, 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 Resolution 2025-1; a preliminary resolution notifying the public of the Village's intent to assess costs of sanitary sewer laterals on Park Street, Paul Court and 507 Buchanan Road
5. Review and consider approval of mileage reimbursement rate for 2025
6. Review and consider operator licenses for A. Sanchez and M. Bosch
7. Other business, updates and future agenda items
 - a) Spring election ballot order
 - b) Request for support from Bertram Communications - broadband
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.

Item #2



MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, December 3, 2024

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, Ponto, Schinke, Krueger, and Heckner (via telephone). Board members absent – Stutzman. Village staff present – Administrator Shampo-Giese, Public Works Director Swick and Assistant Public Works Director Weyenberg. Others present – Judy Hebbe of the Times Villager, resident Dave Hopfensperger, and Mike Rietveld and Kathy Richards.
- 8. Public comment for matters not on the agenda:** None
- 9. Swear in newly appointed trustee: Justin Krueger:** The Administrator administered the Oath of Office to Justin Krueger.
- 10. Appreciation plaque presentation to Mike Rietveld:** President Neumeier presented Mike Rietveld with a plaque and gift for his years of service as a trustee for Combined Locks.
- 11. Review and consider approval of minutes and bills:** J. Ponto made a motion to approve the minutes as presented. A. Leicht seconded the motion, and it passed unanimously. B. Schinke made a motion to approve the bills as presented. J. Krueger seconded the motion, and it passed unanimously.
- 12. 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.
- 13. Review and consider adoption of Ordinance Number 1, Series of 2024; adopt updated code of ordinances:** The Administrator reviewed the Ordinance with the trustees and noted that the proposed updated code of ordinances has been available for public viewing and comment since November 12, 2024. No comments have been received. J. Ponto made a motion to adopt Ordinance Number 1, Series of 2024. A. Leicht seconded the motion, and it passed unanimously.
- 14. Review and consider motion to adopt 2025 Water Utility Budget:** The trustees reviewed the proposed budget, which includes water main replacement on Park Street and Fairway Street. J. Krueger made a motion to adopt the 2025 Water Utility Budget. J. Ponto seconded the motion, and it passed unanimously.
- 15. Review and consider motion to adopt 2025 Sanitary Sewer Utility Budget:** The trustees reviewed the proposed budget, which includes sanitary sewer main and lateral replacement on Park Street. B. Schinke made a motion to adopt the 2025 Sanitary Sewer Utility Budget. J. Ponto seconded the motion, and it passed unanimously.
- 16. Approve lease agreement for cell tower:** Trustees reviewed the cell tower land/ground lease agreement. A. Leicht made a motion to approve the agreement with the Village President and Village Administrator as signatories. J. Krueger seconded the motion, and it passed unanimously.
- 17. Review and consider approval of operator licenses for A. Phillipson and J. Dwyer:** A. Leicht made a motion to approve the operator licenses as presented. K. Heckner seconded the motion, and it passed unanimously.
- 18. Other business, updates and future agenda items**
- a. Schedule or cancel additional December meetings:** The December 17th meeting was canceled.

19. Consider motion to recess Village Board meeting and convene 4th Quarter Water Commission meeting: J. Krueger made a motion to recess the Village Board meeting and convene the 4th Quarter Water Commission meeting. B. Schinke seconded the motion, and it passed unanimously.

20. Adjourn: J. Krueger made a motion to adjourn the meeting. J. Ponto seconded the motion, and it passed unanimously. The meeting adjourned at 7:15pm.

Item #3

**ADMINISTRATOR REPORT
01/07/25 VILLAGE BOARD**

December information/projects:

- Tax rates were not finalized by Outagamie County Treasurer’s Office as of 11/26/24, but known information is:

2024 Lottery Credits	Kimberly Schools	\$ 154.99	\$ 189.60	\$ (34.61)
	Kaukauna Schools	\$201.09	\$205.52	\$ (4.43)
2024 1st Dollar Credits	Kimberly Schools	\$ 48.14	\$ 50.94	\$ (2.80)
	Kaukauna Schools	\$ 62.45	\$ 55.21	\$ 7.24
2024 Assessment Level		97.52%	80.33%	17.19%

Final tax rates: \$11.70 Kimberly Schools, \$13.51 Kaukauna Schools

- Tax collection and year-end reporting are main tasks for December and January
- Meeting with building inspection service provider on 12/04/24
- Santa tour scheduled for Wednesday, December 11th starting at 5:30pm – Santa Tracker
- Work with Baird for 2025 debt issue – start meetings and paperwork late January
- Will complete and submit the 2024 Tree City application
- Will start special assessment and notification process for 2025 Park Street and Paul Court projects in early January

January information/projects:

- Tax collections for December at an estimated 44% compared to 39% December 2023
- Tax settlement for December collections due 01/15/25
- Recreation registration begins 01/13/25
- Engineer expecting to have bids open at the end of January and award the projects at the 02/04/25 meeting
- Developer expects to start Wolfinger Estates infrastructure in early February
- Plan Commission or Village Board will hold a public hearing to formally rezone the Wolfinger Estates; zoning classification during annexation was technically only temporary
- Village of Kimberly is looking at a Water Rate Study with a potential rate increase 4th quarter 2025

**COMBINED LOCKS
DPW REPORT
JANUARY 7, 2025**

Crew did one last leaf pick up and is swept all the main streets.

Crew did many Cross connection and 10 year meter tests.

Cold mix pot holes

Hauled extra woodchips to a farm in Harrison

Put up all Christmas decoration.

Updates to the Santa trailer were finished.

Received 7.5" of snow and there was also 1.2" of rain. Used 25 tons of salt in Dec. with 145 tons left in our shed.

ANTICIPATED PROJECTS:

Winter maintenance tasks-

We will be chipping up Christmas Trees On Wednesdays the 8th and Wed. the 29th of January.

Tree trimming and tree removals-

Start working on the following reports: MS4, Chemical storage and cross connection.

Water valve repairs

Park St Project prep

Ryan Swick



OUTAGAMIE COUNTY SHERIFFS OFFICE

Total CAD Calls Received, by Nature of Call in Zone

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Misdiad	10	3.24
Vehicle Accident	3	0.97
Law Alarms - Burglary Panic	1	0.32
Animal Bite	1	0.32
Animal Call	2	0.65
Assist Citizen or Agency	10	3.24
Bleeding B-Boy Response	2	0.65
Bleeding D-David Response	1	0.32
Breathing Problem D-David	2	0.65
Burglary	1	0.32
Chest Complaint D-David	1	0.32
Civil Process	2	0.65
Carbon Monoxide Alarm	1	0.32
Crime Prevention	158	51.13
Disturbance	1	0.32
Falls A-Adam Response	1	0.32
Follow Up	8	2.59
Harassment	3	0.97
Vehicle Lockout	2	0.65
Lost or Found Valuables	1	0.32
Motorist Assist	1	0.32
Ordinance Violation	2	0.65
Parking Enforcement	13	4.21
Parking Request	7	2.27
PNB E-Edward Response	1	0.32
Medical Pre-Alert	2	0.65
Scam	2	0.65
Sick C-Charles	1	0.32
Stroke C-Charles	3	0.97
Suspicious Incident	1	0.32
Traffic Enforcement	41	13.27
Traffic Stop	19	6.15
Trespassing	1	0.32
Unconscious D-David	2	0.65
Wanted Person or Apprehension	1	0.32
Welfare Check	1	0.32

Total reported: 309

Report Includes:

All dates between '00:00:01 12/01/24' and '22:59:59 12/31/24', All nature of incidents, All cities matching 'CLV', All types, All priorities, All agencies matching 'OU', All zones

Item #4

**VILLAGE OF COMBINED LOCKS
RESOLUTION 2025-1**

**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 property abutting Park Street, Paul Court and 507 Buchanan Road 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 Park Street, Paul Court and 507 Buchanan Road 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 Park Street, Paul Court and 507 Buchanan Road 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 ____aye, ____nay, with ____members absent this 7th day of January, 2025.

John Neumeier, Village President

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

Item #5

Recommendation: set mileage reimbursement rate to match IRS standard rate:

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional [standard mileage rate](#) for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for [active-duty members of the Armed Forces who are moving](#).

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- **70 cents per mile driven for business use, up 3 cents from 2024.**
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

Item #6

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, 2025 to June 30, 2026
Jan 21

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 \$15.00

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Sanchez, Alicia H</u>		Former Name(s):	
Street Address <u>W2563 Buchanan Road</u>	City <u>Appleton</u>	State <u>WI</u>	Zip Code <u>54915</u>
Driver's License Number <u>080660</u>	State License Issued In: <u>Nevada</u>		
Date of Birth <u>01-30-</u>	Gender <u>F</u>	Home Phone Number	Cell Phone Number <u>559-909-</u>

Name & Address of Establishment(s) Where You Will Be Selling Alcohol
applying for jobs, looking at Mill Town

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 [Signature]
 Date Signed 10-18-24
 Application Received by [Signature]

FOR OFFICE USE ONLY

Police Department Complete By: <u>Hambly #579</u>	Background Check Completed Date: <u>12/23/24</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:

APPLICATION FOR OPERATOR'S (BARTENDER) LICENSE

July 1, Jan 7, 2025 to June 30, 2026

Combined Locks

<input type="checkbox"/>	1-Year Operator's License \$32
<input checked="" type="checkbox"/>	2-Year Operator's License \$50
<input checked="" type="checkbox"/>	60-Day Provisional License \$15

New Applicant

Renewal Applicant

Fee Paid \$65.00

Section 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Bosch, Megan M</u>		Former Name(s):	
Street Address <u>W1710 Oakleaf Ct</u>	City <u>Kaukauna</u>	State <u>WI</u>	Zip Code <u>54130</u>
Driver's License Number <u>B200-5539-</u>		State License Issued In:	
Date of Birth <u>09/01</u>	Gender <u>F</u>	Home Phone Number	Cell Phone Number <u>920-637-</u>
Name & Address of Establishment(s) Where You Will Be Selling Alcohol <u>Miltoinn Still & Grill</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)
owii - 2011 possession of THC - 2011
drug paraphenelia - 2011

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 Megan Bosch

Date Signed 12/20/24

Application Received by [Signature]

FOR OFFICE USE ONLY

Police Department Complete By: <u>Hambly #278</u>	Background Check Completed Date: <u>12/23/24</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.****

Item #7

Nomination and Declaration of Candidacy documents are due at 5:00pm on Tuesday, January 7, 2025. At approximately 6:15pm, the Administrator-Clerk-Treasurer will administer the drawing of candidate order for the Spring Election. The order will be drawn by random lot from candidates who completed and returned their election documents. The public is invited to attend as witnesses.