

## NOTICE OF VILLAGE BOARD MEETING

DATE: Tuesday, March 4, 2025

TIME: 6:30pm

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

### AGENDA

#### **ADMINISTRATIVE COMMITTEE – 6:00pm (Neumeier, Krueger, Leicht)**

1. Review and consider approval of monthly bills
2. Adjourn

#### **VILLAGE BOARD – 6:30pm**

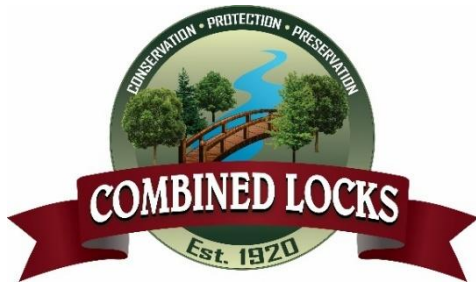
- A. Call to order
  - B. Pledge of Allegiance
  - C. Roll call
1. Public comment for matters not on the agenda
  2. Review and consider approval of minutes and bills
  3. Public hearing for sanitary sewer lateral special assessments on Park Street, Paul Court and 507 Buchanan Road
  4. Review and consider approval of Resolution 2025-5; final resolution authorizing public improvement assessments and levying special assessments for private property sewer laterals to be replaced.
  5. Administrator, Public Works Director and Law Enforcement reports – accept and file
  6. Review and consider approval of incentive payment to Coonen Development – TID 3
  7. Other business, updates and future agenda items
    - a. Open book – 04/17/25; Board of Review – 05/07/25; dates confirmed
  8. Adjourn

**Public Notice:** Agendas are posted in the following locations: Combined Locks Civic Center main entrance and Village website: [www.combinedlocks.wi.gov](http://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](mailto: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, February 4, 2025

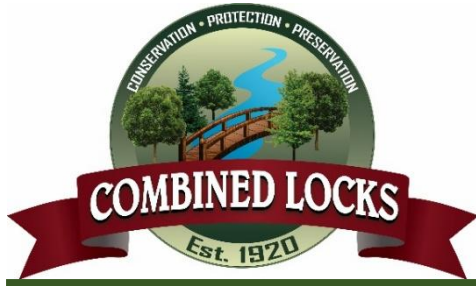
TIME: 6:30pm

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 Stutzman. Board members absent – Heckner. Village staff present – Administrator Shampo-Giese, Public Works Director Swick, Public Works Co-Director Weyenberg, and LES Sergeant Hambly. Others present – Dave Kittle of City of Kaukauna, and residents Dave Hopfensperger and Nick Oasen.
- 1. Public comment for matters not on the agenda:** None
  - 2. Review and consider approval of minutes and bills:** J. Krueger made a motion to approve the minutes as presented. B. Schinke seconded the motion, and it passed unanimously. T. Stutzman made a motion to approve the bills as presented. J. Ponto seconded the motion, and it passed unanimously.
  - 3. Public hearing for rezoning of recently annexed land from Residential Temporary Unclassified to Residential Single – Family (19.79 acres) and Residential Multi-Family (10.45 acres):** President Neumeier introduced the public hearing matter and opened the floor to comments and questions from the audience. Dave Kittel, representing the City of Kaukauna expressed the City's wish for a north/south street along the east side of the development. In their opinion, this would help to connect future development to the south of the Wolfinger Estates Development. A north/south street was included in the original development prior to the addition of multi-family housing. With no other comments or questions from the audience, the President opened the floor for staff and trustees. Staff reminded the trustees of the previously platted north/south street that still ended in a cul de sac; not connected to Green Haven Drive/Coonen Drive. The matter was discussed. The Administrator was directed to discuss the potential to replace the north/south street with the Village's engineer. A. Leicht made a motion to close the public hearing. J. Krueger seconded the motion, and it passed unanimously.
  - 4. Consider approval of rezoning request:** T. Stutzman made a motion to rezone recently annexed land as presented. J. Krueger seconded the motion, and it passed unanimously.
  - 5. Review bids received for 2025 Utility Replacement (Park Street, Paul Court and Buchanan Road) and consider award of project:** Bids were opened on 01/29/25. Nine bids were received with the lowest being Carl Bowers & Sons Construction for \$1,078,652.00. The Village engineer's recommendation is to award the project to Carl Bowers & Sons Construction. It was noted that this company has done work for developers within the community but not as a contractor directly for the Village. A. Leicht made a motion to award the utility replacement project to Carl Bowers & Sons. B. Schinke seconded the motion, and it passed unanimously.

- 6. Hear and consider approval of request for Kimberly Baseball Organization to host baseball tournament at Memorial Park June 6 and 7, 2025:** Nick Oasen addressed the trustees with a request for Kimberly Baseball Organization (KBO) to use the baseball fields at Memorial Park on June 6<sup>th</sup> and June 7<sup>th</sup> for a fundraiser baseball tournament. The matter was discussed. J. Ponto made a motion to approve KBO's
7.  
use of the baseball fields on June 6<sup>th</sup> and 7<sup>th</sup>. T. Stutzman seconded the motion, and it passed unanimously. It was noted that the \$100 rental fee applies to this rental/use.
- 8. 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. Special Note: Sgt. Hambly will host a drug take back/collection day in conjunction with National Prescription Drug Take Back Day on 04/26/25.
- 9. Review and consider operator license for V. Fischer:** T. Stutzman made a motion to approve the operator license for V. Fischer. B. Schinke seconded the motion, and it passed unanimously.
- 10. Other business, updates and future agenda items:** T. Stutzman provided a summary of the Fire Department remodel kick-off meeting that was held 01/29/25.
- 11. Adjourn:** J. Krueger made a motion to adjourn the meeting. B. Schinke seconded the motion, and it passed unanimously. The meeting adjourned at 7:31pm.



## MINUTES OF VILLAGE BOARD MEETING

DATE: Tuesday, February 18, 2025

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, Ponto (arrived 6:45pm), Heckner, Krueger (arrived 6:50pm), and Stutzman. Board members absent – Schinke and Leicht. Village staff present – Administrator Shampo-Giese, Public Works Director Swick and Public Works Co-Director Weyenberg. Others present – Lee Hammen representing McKinley Paper, Doug DeValk, Michael Rabetski, RJ Talbot, Dave Hopfensperger, Wendy and Bob Diedrich, and Jill Trentlage.
- 1. Public comment for matters not on the agenda:** Jill Trentlage asked the trustees what improvements will be constructed on DeBruin to accommodate pedestrian traffic safely. Keith Weyenberg explained that DeBruin Road will be urbanized in 2027 (tentatively). The project will include sidewalks on both sides of the road. Lee Hammen of McKinley Paper presented some information about the matter floating in the Fox River due to the treated waste water McKinley discharges under its DNR permit. He explained that the matter seems to be floating due to the current low water levels of the Fox River. Typically, this treated waste water is discharged into the river and is unseen. Mr. Hammen assured the trustees that the DNR is aware of the issue and has taken their own samples from the floating matter to confirm that it consists of the same materials identified within the permit.
  - 2. Review and consider approval of recommendation to limit parking on Kamps Street:** Staff and residents discussed the need to limit parking on Kamps Street. Staff's recommendation is to prohibit parking on the north side of the street because it will be easier to install signs but agrees that it could be prohibited on either side. Residents stated that there are fire hydrants on the north side so it would make sense for there to be no parking on the north side. Other residents stated that they preferred the no parking to be on the south side of the street. T. Stutzman made a motion to prohibit parking on the south side of Kamps Street. K. Heckner seconded the motion, and it passed unanimously.
  - 3. Review and consider approval of Resolution 2025-3; adoption of Outagamie County Hazard Mitigation Plan 2024-2029:** The resolution was reviewed. J. Krueger made a motion to approve Resolution 2025-3 as presented. J. Ponto seconded the motion, and it passed unanimously.
  - 4. Review and consider approval of Resolution 2025-4; Adult Crossing Guard Recognition Week:** The resolution was reviewed. J. Ponto made a motion to approved the resolution as presented. T. Stutzman seconded the motion, and it passed unanimously.
  - 5. Review bids received for 2025 Street Reconstruction (Park Street) and consider award of project:** Bids were opened on 02/12/25. Three bids were received with the lowest being Vinton Construction Company for \$1,797,084.31. The Village engineer's recommendation is to award the project to Vinton Construction Company. It was noted that Vinton was the contractor for Steven Street and Elm Street. T. Stutzman made a motion to award the project to Vinton Construction Company for \$1,797,084.31. K. Heckner seconded the motion, and it passed unanimously.

6. **Hear feedback from recent Fire Department remodel meeting:** The Administrator recapped the meeting that was held on 02/12/25. The next step is to have the Chief and Administrator meet with an architect from McMahon who is familiar with Fire Department facilities.
7. **Discuss continued involvement in Heart of the Valley Wellness Partnership (Kim-Com ATODA):** The Administrator was directed to find a worthy cause in which to donate the Village's portion.
8. **Other business, updates and future agenda items**
  - a) **Public hearing for sanitary sewer lateral special assessments 03/04/25**
    - a. b) **Utility replacement contractor plans to start work the week of 03/17/25**
9. **Adjourn:** T. Stutzman made a motion to adjourn the meeting. K. Heckner seconded the motion, and it passed unanimously. The meeting adjourned at 7:36pm.

**Item #3**

Village of Combined Locks  
Outagamie County, Wisconsin

Notice of Hearing on Special Assessments  
Park Street, Paul Court and 507 Buchanan Road  
Sanitary Sewer Laterals

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR THE REPLACEMENT OF SANITARY SEWER LATERALS AT PRIVATE RESIDENCES ON SEVERAL INDIVIDUAL PROPERTIES ABUTTING PARK STREET, PAUL COURT AND 507 BUCHANAN ROAD.

PLEASE TAKE NOTICE that the Village Board of the Village of Combined Locks, Outagamie County, Wisconsin, has declared its intention to exercise its police powers under section 66.0703(1)(a), Wisconsin Statutes, to levy special assessments upon real estate for improvements conferred upon said real estate, which special assessments when levied shall be based upon a reasonable basis, being construction costs, administrative costs, and attorney's fees, resulting from the design and construction of the improvements listed above upon the following properties within the Village of Combined Locks , all as follows:

**Properties with defective sanitary sewer laterals abutting Park Street, Paul Court and 507 Buchanan Road in the Village of Combined Locks.**

The report of the municipal official for the Village of Combined Locks, showing preliminary and final plans and specifications, estimated costs of said construction, and proposed assessments is on file (after 03/04/25) in the office of the Village Clerk for the Village of Combined Locks. Said report may be inspected at the Village Clerk's Office, 405 Wallace Street, Combined Locks, on any business day between the hours of 7:30 a.m. to 12:00 noon, and from 12:30 p.m. to 4:00 p.m.

YOU ARE FURTHER NOTIFIED that the Board of Trustees of the Village of Combined Locks, will hear all persons interested or their agents or attorneys concerning matters contained in the preliminary resolution authorizing such assessments and the report of the Village official, at **6:30 p.m. on the 4<sup>th</sup> day of March, 2025, at the regularly scheduled meeting to be held at the Combined Locks Civic Center, Council Chambers, 405 Wallace Street, Combined Locks, Outagamie County, Wisconsin.** All objections will be considered at said hearing and thereafter the amount of the assessments will be determined by the Board of Trustees, pursuant to any final resolutions levying special assessments as voted upon and passed at said meeting of the Board of Trustees of the Village of Combined Locks.

Dated this 19th day of February, 2025.

VILLAGE OF COMBINED LOCKS  
Outagamie County, Wisconsin

Racquel Shampo-Giese, Administrator

**Item #4**

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

**RESOLUTION 2025-5**

**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 Park Street, Paul Court, and 507 Buchanan Road in the Village of Combined Locks.

WHEREAS, The Village Board of Trustees, Village of Combined Locks, Outagamie County, Wisconsin, did pass preliminary Resolution 2025-1 on January 7, 2025, 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 4, 2025, 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 Park Street, Paul Court, and 507 Buchanan Road; 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 PARK STREET, PAUL COURT, and 507 BUCHANAN ROAD 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 4<sup>th</sup> day of March, 2025.

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John Neumeier, Village President

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ATTEST: Racquel Shampo-Giese, Village Administrator



**Item #5**

ADMINISTRATOR REPORT  
03/04/25 VILLAGE BOARD

February information/projects:

- Pre-construction meeting with utility project contractor tentatively scheduled for the week of April 7<sup>th</sup>; usually 5pm with staff and 5:30pm with residents – *contractor may start as early as 04/14/25*
- *Rescheduled audit for April 23-24*
- *02/18/25 Spring Primary Election voter turnout = 268 (10%)*

March information/projects:

- SB44: Prohibiting Chicken & Quail Bans is back on the legislative docket
- Preparation for 04/01/25 Spring Election
- Sgt. Hambly will be hosting a Prescription Drug Take Back Event on 04/26/25 from 8:00am to Noon. I am working to secure a vendor to also host an electronics and appliance recycling event at the same time. Both groups will set up near Memorial Park U-shaped driveway.
- Chief Wiedenbauer and I completed the Fire Dues reporting to secure our State aid for firefighter equipment
- Provide the financial information needed for the MS4 Report
- Spring newsletter mailed out by March 19th
- Hire summer seasonal help for DPW and Baseball/Softball/TeeBall Program

MONTHLY  
DEPARTMENT OF PUBLIC WORKS  
ACTIVITY REPORT

**Subject:** DPW REPORT 3-4-24

The NWS has recorded a total of approximately 19.1 inches of snowfall during the month of February, and as seasonal total of **32.8** inches of snow, 33.5" in 2024 and 44" in 2023. We used approximately 48 tons of salt in February. So far this winter we have used 101 tons compared to 70 tons-2024, 113-2023. We currently have 87 tons in the salt shed and have not purchased any this year.

Working on the Ms4 storm water report.

Prep work for Park and Fairway Streets utility work and street reconstruction.

Checked outfalls and cleaned up around all ponds.

Tree trimming-Margaret, Michael and Barbara. Tree removals on streets and in the parks.

We had 3 water breaks in February and 8 on the year.

Knock out the wall in the fire dept. Re ran duct work and electrical wiring.

ANTICIPATED PROJECTS:

Cold patching streets and crack filling inspections and bids

Forestry Maintenance Tasks- Removals and trimming

Pond maintenance work-removal of any unwanted trees and cattails.

Ms4 report

Sidewalk inspections and bid sheets

Ryan Swick

**Item #6**

TID 3 Increment for 2024 is \$85,490.89. There are currently no other developer agreements finalized. Recommendation: Pay Coonen Development Corporation full 2024 increment amount of \$85,490.89.

2024 Tax Incremental District (TID) Certification – Municipality/County									
County	CoMun	TVC	Municipality	TID #	Yr.	Current Value	Base Value	Increment	Base
OUTAGAMIE	44111	VILLAGE OF	COMBINED LOCKS	002	2015	15,249,400	8,097,400	7,152,000	0.52665297
OUTAGAMIE	44111	VILLAGE OF	COMBINED LOCKS	003	2019	6,504,100	76,000	6,428,100	13,580,100 0.47334703
								\$	180,609.34 Total Increment
								\$	95,118.45 TID 2
								\$	85,490.89 TID 3
								\$	180,609.34

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