

**Approved – April 16, 2014**

**Town of Algoma  
Winnebago County, Wisconsin  
Monthly Town Board Meeting  
March 19, 2014**

The Town Board Monthly Meeting was called to order at 6:00 p.m. by Chairperson Blake.

The Pledge of Allegiance was recited by all those present.

The following Supervisors were present: Tim Blake, Mike Kierszh, Kristine Timm, Terry Hamann and Joel Rasmussen.

The following were present: Interim Administrator Bill Forrest, Town Attorney Karen Marone, Road/Drainage Coordinator Bill Tollard, Treasurer Sue Drexler and Clerk Deborah Stark.

Dewey Nelson of 2936 Oakwood Lane and the Town's Maintenance Employee reported that a leak developed on the roof near the southeast corner. The company that replaced the roof will be back to repair that area and also install heat tape to assist in melting the snow and ice.

Kathy Chapman of 2849 Sheldon Drive reported that the culvert on Oakwood Road is frozen. She also told how the use of rain gardens could alleviate flooding. She received a letter from a company offering water service line coverage and she was wondering whether or not this is a legitimate business.

Fire Department Chief Scott Groth submitted the department's monthly report. The Board reported that they liked the report format.

A discussion was held concerning the mowing of parcels that are owned by the Town of Algoma. Supervisor Kierszh would like to know where all of these parcels are located.

On a motion by Blake/Kierszh, carried on a voice vote, the Board approved using the RFP process to move forward with a two year lawn maintenance contract. All bids need to be received by April 15, 2014.

On a motion by Kierszh/Hamann, carried on a voice vote, the Board approved the application of Flyte Family Farm to sell produce in the parking lot across from the Town Hall from June 9, 2014 through September 1, 2014.

On a motion by Blake/Hamann, carried on a voice vote, the Board approved the application of Hot Dog Expressions (Thomas and Bonnie Manske) to sell hot dogs and other food items in the parking lot across from the Town Hall from May 1, 2014 through October 1, 2014 during the hours of 10 a.m. until 2 p.m.

and 10 a.m. until 4 p.m. during the summer contingent upon Hot Dog Expressions providing a copy of their liability or umbrella insurance coverage.

A discussion was held concerning the photometric plan and signage for the office building of Krueger Chiropractic at 3180 Omro Road. The Planning Commission has approved the plan and sign. Chair Blake pointed out that this matter should have been approved by the Site Plan Committee first.

A motion made by Supervisor Kierszh to approve the plan and sign died for the lack of a second.

On a motion by Blake/Hamann, carried on a voice vote, the Board sent the matter back to the Site Plan Committee.

On a motion by Kierszh/Timm, carried on a voice vote, the Board approved the amendment to the Planned Development District at 4237 State Road 21, with all permits to be obtained for a bed and breakfast prior to construction as a condition of approval of the amendment.

On a motion by Kierszh/Blake, carried on a voice vote, the Board approved awarding Mike Mathews of Economic Growth Advisors LLC the contract for the Town of Algoma Economic Development Plan.

On a motion and an amendment to that motion by Kierszh/Hamann, carried on a voice vote, the Board directed Road/Drainage Coordinator Bill Tollard to begin the bid and special assessment process for the 2014 paving and seal coating of selected Town of Algoma roads.

Mark Shubak of Strand Associates reported that that Oakwood Road Reconstruction Project would likely go to bid in 2015.

On a motion by Rasmussen/Timm, carried on a voice vote, the Board approved the Task Order for design services by Strand Associates for the Oakwood Road Reconstruction Project.

Jeff Schultz of Martenson & Eisele presented the Relyco Inc. bid for Jones Parks that was accepted by the Parks Committee. He explained why certain items were deleted from the original bid.

On a motion by Rasmussen/Timm, carried on a 3 -2 (Kierszh, Hamann) voice vote, the Board accepted the bid of Relyco Inc. for the construction of Jones Park.

Stephen Hintz of Public Administration Associates and Interim Administrator Bill Forrest presented an organizational chart for the Town of Algoma and job descriptions for Administrator, Clerk and Treasurer.

On a motion and an amendment to that motion by Blake/Rasmussen, carried on a voice vote, the Board approved the job description of the Administrator and chose to not to act on the job descriptions of the Clerk and Treasurer at this time.

Interim Administrator Bill Forrest handed out his monthly report. In the report he highlighted what has happened since the last monthly meeting.

There were no Supervisor statements.

The Site Plan Committee had nothing to report.

The Planning Committee information was acted on earlier in the meeting.

The Parks Committee has been looking at hiring a firm to assist with fund raising efforts.

Mark Shubak of Strand Associates reported that the North Oakwood Road Culvert Project will be let next month. The advertisement will appear in the Northwestern on April 7<sup>th</sup> and April 17<sup>th</sup>. The bid opening is scheduled for April 22<sup>nd</sup>.

Road/Drainage Coordinator Bill Tollard handed out his February/March 2014 report. He reported that the developer of Olde Apple Acres has requested that a double seal be done on his roads the first or second week of June. Tollard told him that this could not happen until the roads were at the proper grade.

On a motion by Kierszh/Timm, carried on a voice vote, the Board approved the March 2014 disbursements.

On a motion by Rasmussen/Timm, carried on a 3 – 0 – 2 (Blake, Hamann) voice vote, the Board approved the minutes of the February 19, 2014 meeting with one correction.

On a motion by Rasmussen/Timm, carried on a 4 – 0 – 1 (Hamann) voice vote, the Board approved the minutes of the February 25, 2014 meeting.

The Board received the Treasurer's report for February 2014.

On a motion by Blake/Kierszh, carried on a 5 – 0 roll call vote, the Board convened in Closed Session pursuant to WI Statutes 19.85 (1)(c) Considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (re: employee compensation) and WI Statutes 19.85 (1)(g) Conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved (re: Anchorage Homes, Inc.) at 7:28 p.m.

At 7:55 p.m., Supervisor Timm excused herself from the meeting.

On a motion by Kierszh/Rasmussen, carried on a voice vote, the Board reconvened in open session at 8:04 p.m.

On a motion by Blake/Rasmussen, carried on a voice vote, the Board approved a salary range of \$60,000 to \$75,000 plus benefits for the Administrator's position.

On a motion by Hamann/Rasmussen, carried on a voice vote, the Board adjourned at 8:05 p.m.

Respectfully Submitted,

Deborah L Stark, WCMC  
Clerk