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**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
MINUTES FOR
SPECIAL TOWN BOARD MEETING
Thursday, April 26th, 2012 at 5:30 PM
Algoma Town Hall
15 N. Oakwood Road, Oshkosh, WI 54904**

1. Call to order.

The meeting was called to order by Chairperson Blake at 5:30 PM.

2. Roll call.

Chairperson Blake	Supervisor Haman
Supervisor Timm	Supervisor Drexler
Supervisor Kierszh - Excused	Atty. K. Marone
Treasurer Edson	Clerk Nelson

3. The Town Board will open and evaluate submitted proposals for the Request For Proposal (RFP 2012-1) Lawn Care Services for Town of Algoma Properties.

Clerk Nelson informed the board that there were three proposals submitted. The three proposals were turned over to Atty. Marone who opened and read all three proposals. Clerk Nelson kept a spreadsheet of the numbers which is attached to the record copy of the meeting minutes.

4. Approve contract(s) for RFP 2012-1 Lawn Care Services for Town of Algoma Properties.

There was discussion regarding the proposals that were received. Drexler indicated that she thought since two of the three contractors who submitted a proposal were involved in a dispute a few years ago that involved attorneys, that it would be appropriate to approve the contractor who wasn't involved. Blake owned up to his mistake and didn't want the two contractors involved in the incident punished for his mistake. Motion by Drexler/Timm that Dave Dodge of Complete Lawn Care continue for another two year period. Roll call vote was requested. Roll call vote: Hamann - Yes, Timm - Yes, Blake - No, Drexler - Yes. Motion carried in a roll call vote, 3-1 with Blake voting no.

5. Set Road Tour date and time.

Motion by Drexler/Timm to delay the road tour to between May 23 and May 30. No further discussion. Motion carried in a voice vote, 3-1 Hamann voting no.

6. Approve permit fee expenditures for the Honey Creek Streambank Improvements Project Phase 1.

Motion by Drexler/Timm to approve the permit fee expenditures of \$140 and \$500. No further discussion. Motion carried in a voice vote, 4-0.

7. Approve Change Order to Task Order 11-03 from Strand Associates for Honey Creek Streambank Improvements Project Phase 1.

Clerk Nelson explained the change order done in time for this meeting. Motion by Blake/Hamann to table until next Town Board meeting. No further discussion. Motion carried in a voice vote, 4-0.

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8. Construction Permission Forms for the Honey Creek Streambank Improvements Project Phase 1.

Atty. Marone explained that she had the opportunity to look over the construction permission forms. She just looked at legal language of the contract and relied on Strand for the technical language. There was discussion that a cover letter to accompany the permission form along with a date due back and a self-addressed stamped envelope. Motion by Timm/Hamann to accept the Construction Permission Form and to include the cover letter with a date due as well as a self addressed stamped envelope. No further discussion. Motion carried in a voice vote, 4-0.

9. Maintenance Agreements for Honey Creek Streambank Improvements Project Phase 1.

Drexler explained that she spoke with Don Shoenick who is on board with a permanent maintenance agreement. Drexler also researched other municipalities who are doing the same type of projects and all got maintenance agreements. Motion by Drexler that we have a maintenance agreement, to use the one provided by Strand Associates with an addition of a highlighted items on page 5. Motion died for lack of a second. There was discussion on sending postcards to the affected property owners as a checklist for them to do their annual maintenance on their property. Timm doesn't agree with sending a note to the property owners annually. Discussion ensued regarding the possibility of allowing the affected property owners to observe the outcome of the project before pursuing permanent maintenance agreements. Drexler informed the board that she will not vote in favor of the project unless maintenance agreements are in place. Motion by Blake/Hamann to table item until the next stormwater management meeting. No further discussion. Motion carried in a voice vote, 4-0.

10. Revision of Chapter 18 entitled Land Division by town engineer.

Atty. Marone informed the board that she had spoken with Mr. Shubak of Strand Associates who indicated that Strand initially wrote Chapter 18 entitled Land Division. Atty. Marone thought that since half of Chapter 18 deals with stormwater management, perhaps Strand should be given the opportunity to submit a proposal for the re-write of Chapter 18. Motion by Drexler/Blake to ask Planning Commission and Town Board if they would be interested in sending an RFP to Stand Associates to go with the other RFPs for chapter 18 re-write. No further discussion. Motion carried in a voice vote, 4-0

11. Adjourn.

Motion by Timm/Drexler to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 6:40 PM.

Respectfully submitted,
Charlotte K. Nelson, Town Clerk
Town of Algoma, Winnebago County