

APPROVED 11-20-13

**MINUTES FOR THE
SPECIAL MEETING OF ALGOMA TOWN BOARD
ALGOMA TOWN HALL
15 N. OAKWOOD ROAD, OSHKOSH, WI 54904
MONDAY, JULY 1st, 2013 AT 6:00 PM**

1. Call to order.

The meeting was called to order by Chairman Blake at 6:00 PM.

2. Roll call.

Chairperson Blake
Supervisor Timm
Supervisor Kierszh
Supervisor Rasmussen

Road/Drainage Coordinator Tollard
Atty. K. Marone
Clerk Nelson
Treasurer Drexler
Deputy Clerk Kuehnl

Motion by Rasmussen/Kierszh to amend this agenda to let the public speak. This motion is not legally allowed. There is no legal requirement to have public forum on Special Town Board Meetings.

3. Review and approve the Interlocal Agreement Between Winnebago County & Local Agencies for use of 800 MHz Public Safety Radio System.

Chief Groth stated that this form is a formality and was sent by Winnebago County to every agency that is using the new radio system. This needs to be signed and sent back to the County. The Agreement specially states that that when the radios are received the Fire Department becomes responsible for them. Chief Groth also asked Clerk Nelson to look into the insurance coverage on the radios. Clerk Nelson stated the radios are covered by the town's insurance policy. Atty. Marone then went through the document. The town owns the current radios and will own the new ones as well. The System Administrator is the Winnebago County Communication Center. The County paid \$10 million dollars for the new system. The county may pass on the cost as user fees to update the system in the future. The town has 30 days to change its mind and if we do not do anything we agree to the changes. The contract is reviewed once a year. The user will be given adequate notice for budget reasons. Chief Groth is not sure how many changes we can make on the document because we are one of the last ones to sign. Gang chargers were not paid for by the County, so the Fire Department bought one at \$275.00. If a user fee is implemented, the town would like plenty of notice to work it into the budget. Repairs and maintenance of the radios is the responsibility of the Town. The department has not received the radios yet and have not gotten the warranty information.. Chief Groth may look into extended warranties. All First Responders will receive a radio, all department officers will receive a radio, and all the trucks will have a radio; not all members will be issued a radio. The radios have an identification when it is turned on, it will state who the radio belongs to. The agreement renews yearly and will renew unless otherwise stated. It is unknown what the user fees will be in the

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future, but now it is zero. Motorola will contact Chief Groth to install the mobile units in the trucks. A total of forty-two radios will be put in the trucks because everyone on the fire scene needs a radio for safety issues. The County will bear the expense of the infrastructure. Motion by Blake/Rasmussen to approve the interlocal agreement contract between Winnebago County and Town of Algoma. No further discussion.. Motion carried in a voice vote, 4-0.

4. Approve the appropriation of wages for newly appointed Deputy Treasurer.

This was discussed last week in closed session. This is affirming what happened in that meeting. Motion by Blake/Kierszh to approve the appointment of Stephanie Beck as the Deputy Treasurer at \$15.00 per hour. No further discussion. Motion carried in a voice vote, 4-0.

5. Update on the status of the 2013 Road Paving Bid Package by Road Drainage Coordinator Tollard.

Tollard spoke with Mr. Rank of Strand Associates on the bidding scheduled. The tentative schedule for the bidding process is to advertise in the newspaper on August 1st and August 8th. Bid opening would be scheduled for August 15th. The Town Board could award the contract at their August 21st meeting with paving starting September 23rd or 30th depending on the paver's schedule. Paving will be done within 24 days of the start. There is concern about getting this completed in time to get the numbers on the taxes. Strands estimate for revising the bid package is \$12,000-\$15,000. This would be for adding roads that were not included in 2011 and deleting the roads that have been paved since 2011. The County thought they could start the end of August and be done by September 16th. Depending on if Lake Breeze was paved, the contractor would have to order the risers later rather than at the time of the other paving. Looking at the costs, the county tends to come in lower than if the work was put out for bid. If the bids come in higher than the county, the costs to redo the bid package would be a waste. There was discussion on concerns regarding the costs of \$12,000 to \$15,000 to rewrite the bid package. The original bid package was written three years ago and some of the roads have changed. These are the numbers that Pat Rank gave Clerk Nelson. Another change is bid package is going from 3 to 4 inches of asphalt. It was determined by the board to add the paving Lake Breeze in the package. An estimated total cost difference between three and four inches of asphalt from the County is approximately \$76,761. Once the bids costs are known, it will be money well spent. It will cost about middle \$13,000 to middle \$16,000 to go through this process and these costs not assessable; therefore, if the county is awarded the contract, the town will lose the costs of the bid package. The county's estimate to do the project is \$576,267. There is a concern that if we go through this bid package that there is not much time for the Treasurer to get the assessable costs ready for the taxes. Even if the county does get the project, the numbers won't be received in time and it is only an estimate; therefore, the town cannot assess until the numbers are completed and billed. The same is true with a bid. There is concern that it's late in the paving season, that everything got pushed back, and with the bid package it is getting pushed back more. Past seal coating projects were bid and came back \$15,000 less than the county. Road Tour should be done in October, so that there is time to budget and decide whether or not to go with the bidding process or with the county. It's known in the road construction industry that contractors are hungrier for the work in October verses the summer. Motion stays to proceed with the bidding

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process. Pat Rank has been working on updating the bid package at an estimated cost of \$12,000 to \$15,000 which needed to be brought to the Board's attention.

6. Establish procedure for appointing a replacement for Supervisor Drexler.

Treasurer Drexler stated that the Board may want to get a package together to hand out to the interested candidates. This package would include a letter from the Board, a little background on how the Town government is structured, Wisconsin Open Meeting Laws, and Etiquette and conflict of Issues. A copy of this packet is attached to the record copy of the minutes. Atty. Marone stated the Board must remember that the Clerk is part of the decision making body in this process. There will be an advertisement in the upcoming newsletter. The candidates will be handed this packet when they come to the office. An interview process is done in open session for a public official. The candidate will give a ten minute presentation to show their ability to publicly speak. The candidate will fill out the application the Town and a letter of interest the process should start as soon as possible. Clerk Nelson advised that this is the article that the newsletter has been waiting for. The candidate also has to meet the other criteria, such as a town resident, 18 years old or older, etc. Advertising will happen in the newsletter and TV. Applications will be due to the Clerk's Office by August 14th, and the board will appoint the person at the August 21st meeting. Motion by Blake/Timm materials as provided by Treasurer Drexler to handout to the candidates, will be doing the interview process at the August Regular Town Board meeting, to go in the newsletter to be published next week. With a deadline of August 14th and the town board will do the interview on August 21st at the regular meeting, it will appear on Channel 97 and in the newsletter. No further discussion. Motion carried in a voice vote, 4-0.

7. Adjourn.

Motion to adjourn by Kierszh/Rasmussen. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 6:47 PM.

Respectfully submitted,

Mary Kuehnl
Acting Clerk
Town of Algoma, Winnebago County, Wisconsin