

# APPROVED 11-20-13

MINUTES FOR THE  
REGULAR MEETING OF THE ALGOMA TOWN BOARD  
ALGOMA TOWN HALL  
15 N. OAKWOOD ROAD, OSHKOSH, WI 54904  
WEDNESDAY, JULY 17<sup>th</sup>, 2013 at 6:00 PM

1. **Call to Order.**

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

**A. Pledge of Allegiance.**

The Pledge of Allegiance was recited by everyone in attendance.

**B. Roll Call.**

Chairperson Blake	Road/Drainage Coordinator Tollard
Supervisor Timm	Atty. K. Marone
Supervisor Kierszh - Excused	Clerk Nelson
Supervisor Rasmussen	Treasurer Drexler

2. **Public Forum.**

**Anyone wishing to speak on any items on or off the agenda may do so at this time. This is the only time citizens will be allowed to address the board during the course of the meeting unless given permission from the Chair to do so. Each speaker is allowed up to five minutes to address the board.**

Paula Heun, 3408 Nelson Road – Ms. Heun spoke on the paving of Nelson Road. Ms. Heun is concerned because there are a lot of empty lots and many houses being built which means there are heavy trucks on our road. Ms. Heun questioned if this is the best time to pave the road, or is the new road going to be damaged by heavy construction equipment. Is so, are the homeowners responsible for repairing the pavement? No, the homeowners are not. The road will be paved with four inches to hold up to the heavy trucks.

Mark Kainz, 1320 Snowden Drive – Mr. Kainz spoke on Safe Routes to School. Mr. Kainz would like to point out that people can use the Sheldon Nature Trail to safely get to school from Sheldon Road. About Sheldon Nature Area, they are looking at lowering the trails on the sides of the bridges and there may be a barrier, encourage you to look at the engineering to make sure the solution is not worse than the problem.

Terry Steele, 2848 Sheldon Drive – Mr. Steele is one of the people affected by the flooding of Honey Creek. Mr. Steele would like the Sheldon Nature Area to consider putting in a boardwalk as they seem to work very well and could have a positive effect on the flooding issues.

Ken Bauman, 1734 Rasmussen Road – Mr. Bauman wanted to know how is the costs of the road paving is going to be figured for the residents. The assessable road paving is assessed by linear footage of the property to the center line of the road. People on the cul-de-sac differently because cul-de-sac parcels have less do not have less footage, but more depth. The Town will pay for the road in front of the town owned properties. No amounts are out because the bidding is not done. Homeowners charged by linear foot, not square foot and corner lots are assessed for the roads on both sides of the parcel. Any damage done by contractors is the responsibility of the contractor to repair. There is no time limit from the Town as to when you pave the apron. There may be a covenant that has dictates a timeline, but the town does not enforce the covenant rule.

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Cathy Chapman, 2849 Sheldon Drive - Ms. Chapman is also affected by Honey Creek flooding. Ms. Chapman agrees the Boardwalk would be good as the gravel paths exacerbates the flooding problem. Ms. Chapman does not understand why the Town would give up their access to the Sheldon Nature Area for maintenance purposes.

Julia Salomon, 1320 Snowdon Drive – Ms. Salomon reminded the board with the Safe Routes to School. Ms Salomon is wondering if there has been any progress on the discussions for improvements of the Omro Road and Oakwood Road intersection. Ms. Salomon would also like to volunteer my time if needed for this initiative. This will be addressed under the agenda item.

### 3. **Fire Department Report.**

#### **A. Radio system installation update.**

The new radios have been installed in the all of the fire trucks and the apparatus have been installed. The County did not switched over to the new system yet, so they are not functioning. Baycom will be coming back to install the base radio in the firehouse. Baycom had to order the wire and antennae in order to install the unit. The portable radios have not arrived yet. There was some training with the DVRS (repeater) that is still operating under the VHS to talk to other Township that do not have the new system. The department only had the new radios one day to experiment with them, and was impressed with them. Will keep the Town Board updated as to the status of the use of the new system. The Sheriff's Department was granted an extension to December 31<sup>st</sup>, 2013; the new system will be running by that date.

#### **B. Swimming pool filling policy.**

The Fire Department tried to fill swimming pools for a nominal fee, however, it didn't work for the department due to personnel issues. They need the personnel to be on site when the installation company is there, which could take up to 4-5 hours. There are also liability issues for damage to the pool liner. Kevin Mraz is in agreement with this policy. There are plenty of other companies out there that can do this. There was a contract at one time that the Fire Department would not be liable that the homeowners signed. Another problem is the Fire Truck is not drinkable water in the tank.

#### **C. Wisconsin Department of Safety & Professional Services Deputy Secretary's visit to the Fire Department.**

The Deputy Secretary of the Wisconsin Department of Safety & Professional Services attended the Fire Department's meeting last week. The Deputy Secretary presented a plaque from Wisconsin Department of Safety & Professional Services for the Town of Algoma's dedication to the protection and safety of the public and all the work they do for the state.

#### **D. Pink Fire Trucks visit Oshkosh.**

The Pink Fire Trucks will be in the Oshkosh area on Tuesday, July 23<sup>rd</sup>, to support cancer awareness. This is a national tour to bring attention to the cause. Pinkfiretrucks.org is the website for more information . They will be at the Vince Lombardi Cancer Center at Aurora Hospital from 8:15-10:15, 10:15-11:30 YMCA Live Strong Class, 12:30-2:00 Michael D. Wachtel Cancer Center at Mercy Hospital, 2:00-4:00 at Evergreen, and 5-8 at Lourdes Academy for a community event. Chief Groth encourages everyone to attend. City of Oshkosh asked other Townships if they would like to volunteer to be an escort to the events. Oshkosh Fire Department will do the majority of the escorting. The Town of Algoma will help at the Lourdes event.

### 4. **New Business.**

#### **A. Status update on Jones Park with Jeff Schultz of Martenson & Eisele.**

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Jeff Schultz is unable to attend this evenings meeting due to a medical condition. However, Mr. Schultz did send a statement to explain that the City of Oshkosh put their project on hold until 2014. Timm stated that the town was supposed to get dirt from this project that was postponed to 2014 for the sled hill in Jones Park. Therefore, Mr. Schultz recommending the town postponing the construction Jones Park this year. Timm advised that the Parks Committee agrees with Mr. Schultz's recommendation. It is understood that the City of Oshkosh will write the sled hill dirt into the bid package next year. This gives the Parks Committee time to do fundraising and other projects and work on the extension of Addie Parkway.

**B. Review and approve the Offer To Purchase Town owned parcel number 002-008802 from Horicon Bank.**

This item will be deferred to the August 21<sup>st</sup>, 2013 Regular Town Board Meeting.

**C. Approve the surveying of Town owned parcel 002-012433 by the Sheldon Nature Area Committee for possible inclusion into a Land Trust.**

This is in reference to last Thursday's Joint Meeting with the Sheldon Nature Area Committee (SNAC). The surveying of town owned parcel will be completed and paid for by the SNAC. Further discussions are required should this land be included in the land trust. Motion by Timm/Rasmussen to approve SNAC to include the town owned parcel in their survey. This doesn't say the Board is approving the inclusion of the property into the land trust. No further discussion. Motion carried in a voice vote, 3-0.

**D. Discuss the town's liability insurance with Brian Greenman of Rural Insurance.**

Brian Greenman, of Rural Insurance, was in attendance to address the board regarding any changes in the policy. The first part is the equipment breakdown coverage covers anything that uses electrical power and has mechanical failures due to lightening strike, etc. This is subject to a \$500 deductible. Employee and Volunteer Personal Auto coverage, this covers your personal vehicle to and from the town business. On the emergency vehicles we have a \$250.00 deductible and it is replacement cost. On the list we have a 1973 brush truck valued at \$39,000, 1978 Ford Pumper valued at \$115,000, 1995 Ford Tanker valued at \$116,800, 1999 Pierce Pumper valued at \$245,000, 2005 Pierce Enforcer valued at \$330, 201 and a 2012 Dodge Rescue Pumper valued at \$188,225. Greenman will email the list to Clerk Nelson. The next part is the general liability and is for \$6 million dollars and is an aggregate account. The most they pay per claim is \$3 million. This covers the Fire Department and the Town Board and anyone who works for the Town. We increased the coverage for wrongful acts \$50,000 per claim and \$100,000 aggregate. Mr. Greeman will get all the necessary information to Clerk Nelson.

**E. Approve town property insurance with Local Government Property Insurance Fund.**

Wiese Risk Management reviewed and approved the property insurance as submitted. Oakwood dock was added to the policy along with the pier and dwarf endorsement. No action taken.

**F. Approve new Bartender-Operator Licenses for Serv-U-Beverage**

**1. Carly E. Bloom**

**2. Ryan C. Larson**

The background checks haven't been received yet; however, Clerk Nelson doesn't have a reason to hold them up. Clerk Nelson recommends a motion to approve contingent upon the background checks.

Motion by Blake/Timm to approve contingent upon the background checks coming back clean. No further discussion. Motion carried in a voice vote, 3-0.

**G. Review and approve proposed text amendments to Chapter 23 of the Winnebago County General Code.**

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The Planning Commission approved the text amendments to Chapter 23 as written at their meeting last Wednesday. Rasmussen/Timm to approve. No further discussion. Motion carried in a voice vote, 3-0.

### **H. Review and approve proposed Task Order No. 13-01 from Strand Associates regarding Omro Road-WIS 21 to Oakwood Road Conceptual Layout.**

This Task Order is for Strand to work on a conceptual plan design. The task order includes:

- A Topographic survey
- Conceptual plan design for Omro Road based on a Shared-use path located north of Omro Road. Omro Road will be shown with curb, gutter, & storm sewer (similar to Oakwood Road)
- Provide an exhibit indicating the conceptual design & possible areas where land acquisition would be required
- Attend one meeting to discuss the conceptual design.

For an estimated \$15,000 which includes hourly rate plus expenses.

Motion by Rasmussen/Timm to approve. No further discussion. Motion carried in a voice vote, 3-0.

### **I. Review and approve proposed Amendment No. 1 to the February 24, 2011 Agreement for Technical Services from Strand Associates.**

This amendment is to the sentence on Page 3, under Schedule, "The Agreement will terminate ~~two~~ FOUR years following its execution." This is an extension to continue the Storm Water Management project. Motion by Rasmussen/Timm for approval. No further discussion. Motion carried in a voice vote, 3-0.

### **J. Appoint a Town Board Supervisor to serve on the Planning Commission for the remainder of Sue Drexler's term expiring May 1<sup>st</sup>, 2015.**

This term is the Town Board representative to the Planning Commission. Supervisor Kierszh advised that he would like to be considered for this position. Blake/Timm motion to appoint Kierszh to the Planning Commission to serve out the remainder of Sue Drexler's term ending May 1<sup>st</sup>, 2015. No further discussion. Motion carried in a voice vote, 3-0.

### **K. Approve the 2012 Signing Municipality Recycling Surplus Commodity Revenue Ballot from Winnebago County.**

This is to receive money back from the commodities sold by Winnebago County Recycling in calendar year 2012. The town would receive \$10,512.00 should the board vote to have the revenue refunded.

Blake/Rasmussen to approve the refund of the commodity revenue. No further discussion. Motion carried in a voice vote, 3-0.

## **5. Old Business.**

### **A. Replace the broken blinking School Zone signs on Omro Road with two School Blinker Driver Feedback Signs in reference to the Safe Routes to School recommendations. (Blake)**

The new software and signs have not been installed and they have not paid for. The feedback sign shows you the speed limit and how fast you are going. There are two options, the first is solar powered and the second is electrical. The solar powered would be \$7495 per sign and do not have a timer, Winnebago County installation would be \$800 for a total of \$15,790. The AC powered would be \$4500.00, \$1000 dollars for Winnebago County, WPS and an electrician to install them. The monthly fees would be a \$10.00 per month fee and electric through WPS. Motion by Blake/Rasmussen to approve the AC powered unit for \$10,000.00. This is an opportunity to show Safe Routes to School that the town is doing something and it will slow the traffic. The new signs will be put up before school. The painting of the road will be done close to school so the paint is fresh. The disadvantage to the solar is sometimes the batteries do go dead. Highway Landscapers keeps promising the flashing signs on Omro Road will be installed and do not come through.

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Blake/Rasmussen motion amended to table the purchase until further information is gathered and it will be on next month's agenda.

### 6. Supervisors Statements

#### A. Establish dates for newsletter publication; March 1, June 1, September 1, and December 1. (Timm)

This is the quarterly publication the Town Newsletter to keep the public informed of the happenings in town. Right now these are the target dates, but at times there are items that should be included and therefore it is mailed a little later. The concern is there are times information should go out sooner and it is not good to hold it for other information. The mailing of the letter from print to mailing takes two weeks.

### 7. Receive Road Drainage Coordinator Report July, 2013.

#### A. Status update on 2013 Road Paving Bid Package.

A copy of Tollard's report was handed out. Tollard talked to Pat Rank at Strand regarding the bidding. The first publication will be tomorrow and the second will be July 25, 2013. Bid opening will be at the Town Hall at 1:00 PM on August 1<sup>st</sup>, 2013. Tentatively a Special Town Board Meeting on August 7<sup>th</sup> to award the bid and the paving will start approximately one month after the bid is awarded. The completion date is 21 days. Everything would be completed by the end of September.

### 8. Approve minutes of previous meetings.

#### A. Regular Town Board Meeting dated June 19, 2013.

Discussion ensued regarding how the minutes were written. Clerk Nelson will re-write the minutes.

### 9. Approve monthly disbursements for July, 2013.

Motion by Blake/Timm for approval of the monthly disbursements. No further discussion. Motion carried in a voice vote, 3-0.

### 10. Receive Treasurer's Report.

#### A. Treasurer Drexler's Memo dated July 9, 2013 regarding the new Public Safety Radio System.

There were no questions on the Treasurer's report.

### 11. Adjourn.

Motion by Timm/Rasmussen to adjourn the meeting. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 7:20 PM.

Respectfully submitted,

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