

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
AGENDA FOR TOWN BOARD
Wednesday, April 18, 2018 – 6:00 p.m.
Algoma Town Hall
15 N. Oakwood Road, Oshkosh, WI 54904

AGENDA

The Board may discuss and act on the following:

1. Call to Order.

- A. Pledge of Allegiance.
- B. Roll Call.

2. Review and approve the minutes of the following meeting:

- A. Monthly Town Board Meeting dated March 21, 2018.

3. Review and approve April 2018 disbursements.

4. Public Forum (Only items on the agenda).

5. Committee Reports.

- A. Fire Department Chief.
- B. Economic Development Committee.
- C. Planning Commission.
- D. Parks Committee.

6. Monthly Financial Statements and Financial Report.

7. Administrator Report.

- A. Jones Park construction timeline.
- B. Meetings, events and discussions.
- C. Enhancements to Town website.
- D. Anticipated 2018 road surface treatments.
- E. Fire Department personnel policy update.
- F. Standard specifications, stormwater ordinance and subdivision code updates.

8. Business.

- A. Discussion and possible action re: Reaffirmation of Site Plan Review Committee policy.
- B. Discussion and possible action re: Approval of new Town Logo.
- C. Discussion and possible action re: Resolution 2018-03 Establishing Public Participation Procedures for the Town of Algoma 2040 Comprehensive Plan update.
- D. Discussion and possible action re: Reappointment of Patricia Clark to the Board of Review, Jeff Lytle and Kristine Timm to the Planning Commission and Curt Clark to the Parks Committee.

- E. Discussion and possible action re: Reappointment Patricia Clark as Town Board Representative to the Planning Commission, James Marvin as Town Board Representative to the Parks Committee and Patricia Frohrib as Town Board Representative to the Economic Development Committee.

9. Adjourn.

The Town Board meets regularly the THIRD WEDNESDAY OF EACH MONTH AT 6:00 p.m. (unless otherwise noted) at the Municipal Building (Town Hall), 15 N. Oakwood Road. ALL MEETINGS ARE OPEN TO THE PUBLIC.

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the Town Hall office at 920-235-3789.

Posted: Town of Algoma Municipal Building
Service Oil Co.
www.townofalgoma.org

Date Posted: April 12, 2018

**TOWN OF ALGOMA,
WINNEBAGO COUNTY, WISCONSIN
April 18, 2018**

The monthly Town Board meeting was called to order by Chair Rasmussen at 6:00 p.m.

The following Supervisors were present: Christopher Wright, Patricia Frohrib, Joel Rasmussen, Patricia Clark and James Marvin.

The following were also present: Administrator Ben Krumenauer, Treasurer Sue Drexler and Clerk Deborah Stark.

On a motion by Supervisors Marvin/Clark, passed on a voice vote (1 abstention – Rasmussen), the Board approved the minutes of the monthly Town Board meeting dated March 21, 2018.

On a motion by Supervisors Clark/Frohrib, passed on a voice vote, the Board approved the April 2018 disbursements.

The Fire Department provided a written report.

The Economic Development Committee previewed the new economic development web page. They were also given an overview of what is being looked at in the update of the Comprehensive Plan.

The Planning Commission did not meet. However the Comprehensive Plan Committee recommended approved of Resolution 2018 – 03.

The Parks Committee looked at colors choices for the amenities at Jones Park. A possible new park site will not be pursued further as it does not appear to be a good place for a park. They passed on the tree planting grant as it did not appear there was a chance of receiving the grant.

The monthly financial statements were received.

The Administrator reported the Jones Park construction will begin after Memorial Day with a finish date of August 28, 2018. During this time the park trails and the park will be closed to citizens. A Neighborhood Watch meeting will be held at the Town Hall on May 3, 2018. On May 23rd a West Side Vision Workshop will be held at the Town Hall. The Town is still in the process

of updating pages of the current website. The Request for Proposal for 2018 Road Resurfacing is out and the bids received will be opened at 10:00 a.m. on Tuesday, April 24, 2018 at the Town Hall. The Fire Department would like to incorporate their employee handbook with the Town's handbook and this process is just getting started. Standards for stormwater and subdivisions are being reevaluated.

On a motion by Supervisors Clark/Frohrib, passed on a voice vote, the Board reaffirmed the Site Plan Review Committee policy.

All of citizen votes for the Town Logo were tallied. There was a total of 606 votes cast with Option A receiving 385 votes (63.5%), Option B receiving 59 votes and Option C receiving 162 votes (26.7%).

On a motion by Supervisors Clark/Frohrib, passed on a voice vote, the Board approved Option A as the Town of Algoma logo.

On a motion by Supervisors Frohrib/Wright, passed on a voice vote, the Board approved Resolution 2018 – 03 Establishing Public Participation Procedures for the Town of Algoma 2010 Comprehensive Plan update.

On a motion by Supervisors Marvin/Wright, passed on a voice vote, the Board approved the reappointment of Patricia Clark to the Board of Review, Jeff Lytle and Kristine Timm to the Planning Commission and Curt Clark to the Parks Committee.

On a motion by Supervisors Frohrib/Clark, passed on a voice vote, the Board approved the reappointment of Patricia Clark as Town Board Representative to the Planning Commission, James Marvin as Town Board Representative to the Parks Committee and Patricia Frohrib as Town Board Representative to the Economic Development Committee.

On a motion by Supervisors Marvin/Clark, passed on a voice vote, the Board adjourned at 6:52 p.m.

Respectfully submitted,
Deborah L Stark, WCMC
Clerk

Date: April, 2018

To: Town Chairman and Supervisors

From: Benjamin Krumenauer, Administrator

Re: Monthly Administrator's Report

A. Jones Park construction timeline

We are running, or should I say constructing! A preconstruction meeting has been set for April 18th at 1:30 pm to go over final timeline and start date for Jones Park. The preconstruction meeting will be an opportunity for the Town to meet the project foremen as well as layout a final timeline and construction process. This open meeting is available to all that may wish to learn more about the project. Once available, a timeline that includes project milestones will be provided for you. Additional resources and updates will be provided to town residents via the Town's website.

B. Meetings, events and discussions

With an exciting year well under way, I feel it is very important to provide you with an update on all scheduled community meetings and events. All meetings are open to the Board, committee member or community member within the Town. Additional updates and events will be posted on the town's website.

May 3rd at 6:00 p.m. Town Hall
Neighborhood Watch and Awareness Meeting, Winnebago County Sherriff's
Department

May 23rd at 4:00 p.m. Town Hall
Town of Algoma West Side Vision Workshop, ECWRPC

C. Enhancements to Town's website

Town staff has been working furiously to update all pages of the Town of Algoma website. New highlights include a refreshed Planning Documents, Economic Development and Financials webpages. As we continue to tell our story, please continue to use the Town website as a tool to promote. Additional resources that will be included on the webpage include new images, story maps, infographics and staff pages. Though not everything is live yet, keep checking for the next improvement.

D. Anticipated 2018 road surface treatments

April 10, 2018

The Town is currently seeking qualified partners for its 2018 road maintenance project. A newly created webpage is dedicated to Town RFPs and is a one stop location for town projects currently available for bid. The proposed maintenance project will include 5.11 miles of treated roadways and is designed to maintain our roadways for 7-10 years. This regularly budgeted item is larger in 2018 due to the approved carryover allocations earlier this year. The Town anticipates the approved contractor to start mid-May and reach completion by September 1st. The overall contract will need Board approval prior to final award. A map of the proposed roadways is attached and anticipated treatments include patching, crack filling, sealing and lane striping.

E. Algoma Fire Department personnel policy update

In an ongoing effort to support the Algoma Fire Department, staff will be assisting with the formal update of AFD's employee handbook. These guidelines align very closely with the Town's Employee Handbook and AFD's Standard Operating Guidelines. In an effort to streamline the process and ensure that the proper regulations are managed, the two employee handbooks (Town and AFD) will be rolled into one easily managed document. With a substantial amount of redundancy in management and authority, one single document will be far easier to manage by staff and board. Regular updates will be provided to the Town Board and the final document will need Board approval prior to formal completion.

F. Standard specifications, stormwater ordinance and subdivision code updates.

In alignment with past Board direction and the MS4 Planning Grant guidelines, staff will be working with McMahon Associates to develop several documents that will help to guide town. The majority of these updates (stormwater and standard specifications) align with the already awarded MS4 planning grant goals while the subdivision code update will be a bit more intensive in nature. With the ongoing comprehensive plan update, I feel these updates are warranted and will help to ensure the Board have strong policy and procedures in place to promote valuable commercial, recreational and residential growth. The Plan Commission and Board will have several opportunities to review all documents to ensure that the spirit of the Town is upheld at all times. Additional updates and documents will be available on the Town's website when available.

Date: April 11, 2018

To: Town of Algoma Board

From: Benjamin Krumenauer, Administrator

**Re: ITEM 8A: DISCUSSION AND POSSIBLE ACTION RE: REAFFIRMATION OF
SITE PLAN REVIEW COMMITTEE POLICY**

RELEVANT CODE:

Town of Algoma Municipal Code: Chapter 225 – Land Use Article VII Site Plan Review (attached).

ITEM DESCRIPTION

As a cleanup item to our development review policy, the Town is looking for a reaffirmation of policy and procedures for reviewing future development opportunities. The Site Plan Review Committee was dissolved in 2016 due to an apparent lack of need and functionality. As of 2016, the Town has only seen two developments that could be reviewed by a site plan review committee. Per Article VII, the Site Plan Review Committee was responsible for reviewing any non-residential development that is generally consistent with larger scale projects and developments. Furthermore, the Committee was designed to provide a detailed level of review to ensure that all local rules and regulations are followed. For purposes of the review process, subdivision developments are included within the scope of review while separate residential lot developments (single or two-family) are not generally reviewed.

Extent of power included:

- A. Ingress and egress
- B. Parking and on-site circulation
- C. Surface and subsurface drainage
- D. External lighting
- E. Signage
- F. Outdoor storage
- G. Architectural features

To help facilitate the review process Article VII stated that the Site Plan Review Committee shall include:

1. Town Administrator
2. Designated planner
3. Designated Engineer
4. Town Attorney
5. Any other consultant or governmental agent to may be needed to properly review

The Site Plan Review Committee provided a professional recommendation for consideration at the plan commission and board level.

DISCUSSION

Town staff feels that many of the decisions required for a larger scale development need more review than what staff can provide. The primary consideration needed isn't the review or Town municipal code but more towards the additional state and federal best practice requirements that may need to be considered. A well organized and managed committee is capable of providing additional control to protect the Town and its residents. To help facilitate this process and ensure that the best development partnership is reached, staff would like to see the Town Board reaffirm the Site Plan Review Committee in an "as needed" basis. The Town still has relevant municipal code (see attached) that provides sufficient structure for the committee. Additionally, the Town of Algoma fee structure still shows adequate fees to cover the projected costs needs of the committee. Fees charged as stated within the attached general application would cover any consultant or professional services required. Additional reviews or services above the minimum charge would be collected as needed.

The Town of Algoma regularly partners with area engineering and planning firms on municipal work and would likely reach out to no less than three firms to provide qualification and fee tables. Once a list has been compiled, the Town will then select two firms to be held on tenure. The redundancy of firms would allow the Town to remove any potential conflicts that may arise due to the firm's potential work in the area.

If the policy is re-affirmed, the Town will likely include the below participants (number in parenthesis):

1. Town official/staff (1-2)
2. Attorney/legal representative (1)
3. Planning Firm (1-2)
4. Engineering Firm (1-2)
5. Winnebago County Zoning (1)

6. Algoma Sanitary District (1)

RECOMMENDATION

Given the growth potential of the Town and the need for a consistent review process, the Town Administrator recommends approval of item 8A: Reaffirmation of site plan review committee policy

Date: April 18, 2018




To: Town of Algoma Board

From: Heather Sedo, Administrative Assistant

Re: ITEM 8B: DISCUSSION AND POSSIBLE ACTION RE: REGARDING THE TOWN BRANDING FOR THE LOGO

ITEM DESCRIPTION

In 2017, the Town Board approved the option to rebrand and update our Town Logo. Three options were provided for the Town Logo and residents had the opportunity to vote on 1 out of the 3 choices by placing a vote in person or online. The three logos were tallied individually on April 18, 2018. The results are provided below with an overall total recorded on the right side of the table.

Branding Logo Options	Paper Ballot Total Town Hall	Paper Ballot Total Offsite	Online Ballot Total	Total
Option A 	118	163	104	385 63.5%
Option B 	23	19	17	59 9.7%
Option C 	63	70	29	162 26.7%
Total	204	252	150	606 100.0%

RECOMMENDATION

Given the resident recommendations outlined above, the Town Administrator recommends approval of Item 8B with Option A as the preferred new town logo.

Date: April 12, 2018

To: Town of Algoma Board

From: Benjamin Krumenauer, Administrator

Re: ITEM 8C: ESTABLISHING PUBLIC PARTICIPATION PROCEDURE FOR THE TOWN OF ALGOMA 2040 COMPREHENSIVE PLAN UPDATE

ITEM DESCRIPTION

Item 8C relates to the attached Public Participation Plan for the comprehensive plan update currently underway for the Town of Algoma. Staff is seeking approval of this item in order to maintain compliance with State of Wisconsin Smart Growth Regulations.

RECOMMENDATION

Comprehensive Plan Update Committee

Town of Algoma Comprehensive Plan Update Committee recommended approval of Item 8C with the following condition(s)

Condition(s):

None

Carried 6-0 (P. Frohrib, J. Rasmussen Abstain)

Administrator

Administrator recommends approval of Item 8C as stated.