

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN  
MINUTES FOR SPECIAL TOWN BOARD MEETING  
STORMWATER MANAGEMENT**

Monday, July 30<sup>th</sup>, 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 Chairman Blake at 5:30 PM.

**2. Roll call.**

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

At 5:32 PM, Chairman Blake turned the meeting over to Mr. Shubak of Strand Associates.

**3. Discuss Honey Creek - Oakwood Road/Sheldon Drive Project.**

**a. Review permit status – Received 22<sup>nd</sup> of 7 Department of Natural Resources.**

The Chapter 30 permit from the DNR was received on August 22<sup>nd</sup>, 2012. This was the critical permit to have in hand which is the waterway permit. The Army Corps of Engineers permit was issued on June 29<sup>th</sup>, 2012, and the Winnebago County Erosion Control permit was issued on July 3<sup>rd</sup>, 2012. The only permit outstanding is DNR Notice of Intent Permit which Mr. Shubak received a verbal confirmation on. They were waiting for the Chapter 30 permit. The Notice of Intent Permit should be forthcoming, so all four required permits have been secured.

**b. Status of construction permission forms All signed except for Casey Sattler who we are waiting for correspondence.**

The only outstanding construction permission form is Casey Sattler which is pending correspondence that went to Mr. Sattler, but we anticipate getting this form shortly. All other construction permission forms have been signed including getting access off the parcel on the south side of the creek. Therefore access should not be an issue.

**c. Review tentative bidding/construction schedule**

Last meeting there was discussion on a tentative schedule which has now turned into a firm schedule. The bid advertisement printed in the July 26, 2012 issue of the Oshkosh Northwestern. It will print again on August 2<sup>nd</sup>, with bid opening 3:00 PM on August 9<sup>th</sup>, 2012 here at the Town Hall. Mr. Shubak informed the board that he will be in attendance and Clerk Nelson. An explanation of the procedure of a bid opening was explained. The sealed bids are opened, a bid ledger is filled in with the amount of the bids, there's confirmation of the bid bond, and the information is shared with bidders. Mr. Shubak will then take the bids back to his office where they will confirm the bids are correct. An official bid tabulation letter will go out with the determination of the lowest bidder. This

letter will be included in the board packets for the board to award the contract at their August 15th Town Board meeting. Mr. Shubak will be attending the August 15th Town Board meeting to answer any questions. With the contract award being August 15th, it's anticipated that construction will begin mid September. It takes about a month after the bid award to get all the paperwork in order for construction to begin. The most important is getting the project insurance in order. The contractor's erosion control implementation plan has to be approved by the regulatory agencies. Mid September is feasible. Final completion date is sometime mid-November. Maintenance agreements were discussed. Most of the project is done on private property and the homeowners do a good job maintaining the area already. This project shouldn't need much maintenance. Should maintenance be needed in the future, a mechanism should be place that allows the town access to do that maintenance. This would assure the town that the project will continue to function as designed. The key is that the town has to have the ability to access the area to do maintenance if necessary. Mr. Shubak wants to make sure that construction on the project is underway before broaching maintenance agreements. The maintenance agreements do not change or infringe on the property owners rights. The main element is to allow the town access to do the work to keep the improvement project functioning as intended. A draft maintenance agreement was given to Atty. Marone for her review because it is a legal document. Regular routine maintenance is expected by the homeowners, the mowing and trimming, but if there's a failure, the town would be responsible for that if necessary. The only portion of the project where an easement does not exist is east of Oakwood between the creek and Oakwood Road. There would need to be some arrangement there. This would be the Del Camps. Otherwise the work is being done in easements or public right-of-ways.

**d. Review/discuss draft task order for construction-related services**

Typically on any public works project there is some level of presence on construction related services. Mr. Shubak handed out a draft task order for this project. Mr. Shubak feels a part-time field representation is appropriate for the Oakwood Road/Sheldon Drive Project. The draft task order was gone through and is attached to the record copy of the minutes. This is an amendment to the original task order that was executed. The original task order was for design and bidding services. There was one amendment to that task order for wetland delineation. This is second amendment to add construction related tasks to the original contract. The cost of the task order amendment is based on an hourly fee and is a not to exceed price. Mr. Shubak doesn't expect approval on this task order tonight. This item will be on the August 15th Town Board meeting. Timm explained that the dirt from this project will be used for a sledding hill. The hauling of this dirt is included in the bid documents.

**4. Discuss status of Sheldon Drive, Prairie Wood Drive, and N. Oakwood Road drainage improvement project.**

**a. Review tentative construction schedule.**

Mr. Shubak spoke with John Groth of Winnebago County Highway Department. Mr. Groth anticipates five weeks for completion of this project. The first task is the ditch between Sheldon and Prairiewood, which will take about week. The next segment is between the creek and N. Oakwood Road. Then the south side of Prairiewood, then up with west side of N. Oakwood Road with the storm sewer. This allows time for private utility relocations to occur. The last segment will be the portion along Sheldon and Oakwood. Strand will review Winnebago County's construction pay

requests which will be processed on the 15th of the month. There were questions taken from the audience on road construction on Oakwood Road.

**b. Review/discuss draft task order for construction-related services.**

Mr. Shubak handed out a draft of the task order for construction related services for the Sheldon Drive, Prairie Wood Drive, and N. Oakwood Road drainage improvement project. This is an amendment from the original task order which would allow a field representative to check on the project once a week and confirm that the county is following the plans. Mr. Shubak went through the task order amendment which is attached to the record copy of the meeting minutes. The amount of the task order amendment is \$5,800, not to exceed amount. This would be for a minimum amount of supervision for this project. ***Motion by Blake/Timm to approve the task order amendment not to exceed \$5,800.*** Drexler asked Mr. Tollard to give his opinion on the task order. Mr. Tollard believes it's part of his job to stop out there on a daily basis. Mr. Tollard was an inspector for many years and believes he would be able to make sure that he knows what's going on and he will do this whether or not the task order is approved. In writing this task order, Mr. Shubak presumed there would be oversight on behalf of the town on this project. This task order is to assure the county is following the plans. Therefore, it's a perfect fit between the oversight of Mr. Tollard and Strand visiting once a week, the town is cover. Mr. Tollard agreed. ***No further discussion. Motion carried in a voice vote, 5-0.***

**5. Funding options for phase 2 – Oakwood Road culvert replacement.**

Mr. Shubak gave the board a refresher of a feasibility study completed last May. Through the feasibility study, it was recommended to install a precast arch culvert as it was the most economical and practical option. The cost estimate of construction is approximately \$329,000 which included a twenty percent contingency. The contingency covers the unknowns. This was put on the agenda for discussion on what direction is the culvert heading during the next phase and what are some funding options. Funding options are through the general fund, financing, or grants. There is limited grant option for this project because the existing crossing does not qualify as a bridge. It has to be twenty feet or greater to qualify as a bridge, therefore it limits the grant money. Depending on the source of funding, if the town is able to carry the costs through general funds, the replacement of the culvert could be done sooner. The caveat is the road won't be able to be repaired until the spring. Blake informed the board that with the beginning of the construction on phase 1, the board is embarking on the start of phase 2 and he would like to see the momentum continue on the project. There was discussion on holding off on phase 2 for a year or so to see what impact phase 1 has. Mr. Shubak reiterated what he stated, that phase 1 is merely a setup for replacing the Oakwood Road culvert, phase 2. The lynch pin to the overall project is replacing the culvert. The culvert is undersized for the amount that flows downstream. After phase 1 is completed, there is still going to be a bottle neck at the culvert. Phase 1 sets up the downstream channel in order to receive the additional water that is going to flow downstream after the culvert is opened. If the town waits to see the impact of phase 1, you'll see the bottle neck at the culvert and the backup of water. The key to this entire project is the opening the Oakwood Road culvert. Mr. Shubak turned this topic over to Treasurer Edson. Edson explained that he has figured out how the town will be able to pay for the new culvert. Edson indicated the year-end report showed over a million dollars. In this year's budget we used retained earnings to fund \$300,000 for this project. There are other funds that add up to about \$30,000, of which he would have to look and see what those accounts are. That means that the culvert project can easily be covered by the reserves and there would still be money left in the reserve

Approved at the August 15<sup>th</sup>, 2012 Regular Town Board Meeting.

account. There were questions by the supervisors. The board would like to see a breakdown of this explanation before they make a decision on where the money is coming from. This should be on the next stormwater management agenda.

**6. Next Stormwater Workshop - Wednesday, August 22nd, 2012 @ 5:30 pm.'**

**7. Adjourn**

*Motion to adjourn by Kierszh/Hamann. No further discussion. Motion carried in a voice vote, 5-0.* Meeting adjourned at 6:42 PM.

Respectfully submitted,

Charlotte K. Nelson, WCMC  
Town Clerk  
Town of Algoma, Winnebago County, Wisconsin