

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN**

**November 15, 2023**

Chairman Rasmussen called the monthly Town Board meeting to order at 6:00 p.m.

The following Supervisors were present: Petey Clark, Teresa Van Aacken, and Mike Brooks.

Supervisor Dan Martin was not present; excused.

The following were also present: Administrator Rich Heath and Clerk/Treasurer Katherine Reinbold.

The agenda was posted on November 10, 2023, at the approved locations.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board approved the minutes of the Special Town Board Meeting dated October 16, 2023.

On a motion by Supervisors Clark/Brooks, passed on a voice vote, the Board approved the minutes of the Town Board Meeting dated October 18, 2023.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board approved the November 2023 disbursements.

Fire Chief Sawicki updated the Town on the recently completed ISO report. The report assessed a few factors that are used to set the insurance ratings for the Town of Algoma. The Fire Chief noted he is always seeking ways to improve the current rates through better training, equipment, trucks, etc. The truck committee is continuing to meet to determine when trucks need to be repaired and/or replaced, as well as the equipment contained on each vehicle. Staff have been working on scheduling trainings courses, which may include training with the Omro Fire Department.

The Planning Commission met on November 8<sup>th</sup> to review two Certified Survey Maps (CSMs) submitted by Eric Hoffman to create a total of six residential lots along Duchess Lane. The Planning Commission members reviewed the CSMs and are recommending denial of both to the Town Board due to the continued lack of information. Mr. Hoffman and Randy Schmiedel have provided a draft concept plan to build condominiums on their vacant lot on Leonard Point Road on the west side of Jones Park. The Planning Commission is supportive of the condominiums and directed Mr. Hoffman and Mr. Schmiedel to continue working with Town staff on the details of their housing proposal.

The Parks Committee did not meet.

Chairman Rasmussen stated there is an open spot on the Planning Commission. He stated that one resident has approached him about serving on the Commission, but he intends to keep soliciting for the opening just in case other residents may be interested in serving on the Planning Commission.

Clerk/Treasurer Reinbold spoke about the need to have a Town Facebook page to direct traffic to the Town's website. Clerk/Treasurer Reinbold, and office assistant Sawicki, looked through different options and found ways to not allow public comments. The idea is to have the Facebook page be informational only and drive traffic to the website, which will have more detailed information on it. The Candidate Handbook will be ready by the end of the month. Candidates can circulate for signatures starting 12/1/2023 and all paperwork is due 1/2/2024. Office staff are working on tax bills and a newsletter. There will be two separate mailings this year to help emphasize the essential information residents need to know. The first mailing will be the tax bills with information about dog licenses; and the second mailing will include the yard waste and garbage collection calendars and a newsletter. The Workhorse accounting software was installed on the computers and training has been scheduled with staff from the distributor for Rhonda and me. The new software will not be fully incorporated until 2024.

The monthly financial statements were provided for review. Clerk/Treasurer Reinbold noted that the balance sheet the Board Members receive will be revised within the next month or so.

Administrator Heath noted that the burning postcards were sent out at the end of October to each mailing address in the Town of Algoma. It is hoped that the extra awareness on burning is helping to deter residents from burning their leaves. Erin is working on improving the look, content, and functionality of the Town's website. Leonard Point Road will have the same profile as Omro Road with sidewalks, terraces, storm sewer, bike lanes, and 11' travel lanes. Most of the survey work has been completed and the design of the roadway will begin in 2024. The website will have a Leonard Point Road project page to keep residents up to date on what is happening with the project. Randy Schmiedel and Eric Hoffman have provided a preliminary concept plan to build condominiums on the parcel just west of Jones Park. Town staff will continue working with the Town's attorney, engineer, county staff to keep the project moving forward. Mr. Hoffman and Mr. Schmiedel are willing to include a public parking lot for Jones Park, as well as a paved path. The planning process to update the Town's *2018 Stormwater Management Plan* will begin in the spring. Algoma received a grant in the amount of \$43,200 from the Wisconsin Department of Natural Resources (WDNR) to cover a portion of the cost to update the plan.

With some discussion, on a motion by Supervisors Clark/Rasmussen, passed on a voice vote, the Town Board approved the 2024 License and Fee Schedule with the proposed changes.

On a motion by Supervisors Brooks/Van Aacken, passed on a voice vote, the Town Board conditionally approved the McMahon Associates Agreement for Professional Services to Update the Town's *2018 Stormwater Management Plan*, along with Applicable Ordinances, Review Processes, and Action Plans pending approval by the WDNR. The reason for the conditional approval as this time is because WDNR staff have not approved the proposal submitted by McMahon staff to update the plan. This conditional approval of the agreement will allow the Town to move forward even if there are changes to the agreement, as well as process and elements with the update.

The Board Members voiced their concerns with the Certified Survey Maps for parcel 002-0161 and 002-0161-01 on Duchess Lane. It is a piecemeal approach and multiple driveways on Duchess Lane is not ideal. Eric Hoffman was in attendance to answer questions. Mr. Hoffman stated that he now owns the two parcels. He would only start building on the four lots that have sewer and water available and wait to build the other two homes once the wastewater agreement is signed between the Algoma Sanitary

District and the City of Oshkosh. Stormwater drainage is the greatest concern in this area, and as a result, there was extensive conversation between the Town Board and Mr. Hoffman on how it would be addressed. The Town board acknowledged that the drainage issue is not exclusively Mr. Hoffman's problem to resolve, but the Town Board would like to have some additional conversations and input from neighboring developers and property owners before they take further action on the CSMs.

On a motion by Supervisors Clark/Brooks, passed on a voice vote, the Town Board denied the Certified Survey Maps for Parcels 002-0161 and 002-0161-01 owned by Mr. Hoffman to create a total of six residential lots adjacent to Duchess Lane.

On a roll call vote, Supervisor Brooks-Y, Supervisor Clark-Y, Chairman Rasmusen-Y, and Supervisor Van Aacken-Y, the Town Board entered into closed session for board consideration of the following items: Pursuant to WI Statutes 19.85(1)(c) considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Staff Compensation.

On a roll call vote, Supervisor Brooks-Y, Supervisor Clark-Y, Chairman Rasmusen-Y, and Supervisor Van Aacken-Y, the Town Board reconvened in open discussion.

On a motion by Chairman Rasmussen/Supervisor Clark, passed on a voice vote, the Town Board approved an amendment to the 2024 budget to compensate the administrator with a 4% salary increase as of January 1, 2024, and a 1% increase as of July 1, 2024. The Town Board also authorized the Administrator to use his discretion for raises for the rest of the office staff with this increase in wages coming from the Road and Drainage Coordinator line item to balance the budget.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board adopted the Town of Algoma's 2024 Budget by category with the amendment.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board adjourned at 7:40 p.m.

Respectfully submitted,  
Katherine Reinbold