

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, August 21, 2024 – 6:00 p.m.
15 N. Oakwood Road, Oshkosh, WI 54904

PUBLIC HEARING FOR SANITARY DISTRICT ADDITION

To add property identified as parcel 002-0210, owned by Jack Merrill and located at 4730 County Rd. E,
to the Algoma Sanitary District #1.

AGENDA

The Board may discuss and act on the following:

- 1. Call to Order.**
 - A. Pledge of Allegiance.
 - B. Roll Call.

- 2. Town agenda was posted at the following locations:** Town of Algoma Municipal Building, Service Oil Co., and town website at www.townofalgoma.org on August 19, 2024.

- 3. Review and approve the minutes of the following meeting:**
 - A. Monthly Town Board Meeting dated July 17, 2024
 - B. Special Town Board Meeting dated August 14, 2024

- 4. Review and approve August 2024 disbursements.**

- 5. Public Forum (All speakers must sign up before the meeting and the Town's policy is available on the back table).**

- 6. Economic Development Update.**

- 7. Committee Reports.**
 - A. Fire Department.
 - B. Planning Commission.
 - C. Parks Committee.

- 8. Administrator Report**
 - A. Budget Update.
 - B. Major Projects Update.
 - i. Bellhaven Lane Iron Enhanced Sand Filter
 - ii. Leonard Point Road Storm Detention Pond
 - iii. Leonard Point Road Reconstruction
 - iv. Leonard Point Road & STH 21 Roundabout
 - v. WIS 91 Bridge and Culvert Rehabilitation
 - C. TID #1 Update
 - D. Town Hall Roof Update

9. Town Chairman Report.

- A. Road Maintenance Update.
- B. Ditch Installation.

10. Clerk/Treasurer Report.

- A. Elections: August 13 results and upcoming November 5.
- B. Professional Development.

11. Monthly Financial Statements and Financial Report.

12. Business.

- A. Discussion and possible action re: Petition to add property identified as parcel 002-0210, owned by Jack Merrill and located at 4730 County Rd. E, to the Algoma Sanitary District #1.
- B. Discussion and possible action re: Transient Merchant Permit for Gailan Group LLC roofing company.
- C. Discussion and possible action re: Ordinance 2024-01 An Ordinance Repealing Chapter 274 of the Code of Ordinances for the Town of Algoma, Relating to Sex Offenders
- D. Discussion and possible action: Enforcement of Town Municipal Code
- E. Discussion and possible action: Burning in the Town of Algoma
- F. Discussion and possible action: Certified Survey Map by petitioner Darryl Lehman, Martinson & Eisele, on behalf of Robert K. Balda to combine parcels 002001310 and 002001301 into one parcel.
- G. Discussion and possible action: Update Fee Schedule
- H. Discussion and possible action: Municipal Online Portal Purchase for the Town of Algoma
- I. Discussion and possible action re: Certificate for Payment #1 to Northeast Asphalt, Inc. in the amount of \$61,454.40 for the Bellhaven Lane Iron Enhanced Sand Filter Project
- J. Discussion and possible action re: Resolution for Inclusion Under Group Life Insurance.
- K. For Discussion Only: 2025-2029 Capital Improvement Plan.
- L. **CLOSED SESSION:** Vote to enter into closed session for board consideration of the following items: Pursuant to WI Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session. Re: OSMS Developer Agreement.
- M. **Vote to reconvene in open session** for discussion and take action on all matters discussed in the above listed closed session.

13. Adjourn.

The Town Board meets regularly on 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.

NOTICE OF PUBLIC HEARING
REGARDING A PETITION FOR ADDITION TO THE
ALGOMA SANITARY DISTRICT IN THE TOWN OF ALGOMA, WISCONSIN

NOTICE IS HEREBY GIVEN, that the Town of Algoma will hold a public hearing on Wednesday, August 21, 2024 at 6 p.m. at the Town of Algoma Town Hall regarding a petition for addition to the Algoma Sanitary District.

The property for addition is identified as parcel 002-0210, owned by Jack Merrill, and located at 4730 County Rd E.

At the public hearing, all persons will be afforded a reasonable opportunity to be heard concerning the proposed petition for addition. A copy of the petition for addition is available for inspection and will be provided upon request. Arrangements for either inspection or receipt of a copy of the petition for addition may be made by contacting the Algoma Town Clerk at 920-235-378.

Dated this 5th day of August 2024

Catherine Reinbold
Town Clerk/Treasurer

Published August 5 and 14, 2024
WNA/L

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
July 17, 2024**

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

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

The following were also present: Administrator Maggie Mahoney and Clerk/Treasurer Katherine Reinbold.

The agenda was posted at the approved locations on July 12, 2024.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board approved the minutes of the Monthly Town Board meeting dated June 19, 2024.

On a motion by Supervisors Martin/Brooks, passed on a voice vote, the Board approved the July 2024 disbursements.

Julia Salomon, of 1320 Snowdon Dr., is concerned about the speed of traffic at the corner of Snowdon and Nelson. The speed is astronomical and needed to bring it to the board's attention. Maybe add a speed radar.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC), reported on unemployment rates for May are at 2.8% which is down from last year. Projects are waiting to see what happens with the election. There is a biotech fund to support biotech education in Wisconsin.

Elizabeth McMasters, CPA with CliftonLarsonAllen LLP, gave a review of the town's audit.

Kevin Sawicki, Town of Algoma Fire Chief, reported that we have received the Spirit Funds from the County and will get the radios replaced. They have added a few new members.

The Planning Commission met on July 10. They met to discuss the re-zoning of the quarry. The commission recommends the approval that is contingent on the sale of the property.

The Parks Committee did not meet.

Administrator Mahoney reported the sand filter project in Bellhaven has kicked off this week. The location of the detention pond on Leonard Point Road is a feasible sight but will require some blasting. The Leonard Point Road reconstruction may be pushed back to 2027. The State/Municipal Financial Agreement for the Leonard Point Road and STH 21 roundabout has been updated. There is some additional grant funding and the Town's portion has gone down. OSMS is looking to potentially start their project this fall. The Town still needs to review the developer's agreement, and the goal is to have it for the August meeting.

Chairman Rasmussen reported that paving has been completed and seal coating is ongoing. There will be some tree trimming done, but nothing major, just some visibility spots. There was an article in the newspaper about municipalities not receiving the Spirit Fund money from the County. The fire department has now received their money, and the town should receive theirs by the end of June. Chip sealing will be done in August, and mowing needs to be completed.

Clerk/Treasurer Reinbold noted that the communication to the residents about the revaluation is still being worked on and will be sent out before August. McMahon has given us a draft fee schedule. Office staff still have questions and need to clarify a few things.

The monthly financial statements and report were presented.

Ashley Lehocky, Town of Algoma's attorney from Town Counsel Law & Litigation LLC, was present and gave the board options for the town code relating to sex offenders. With the different options and needing a little more information to make an informed decision, no further action was taken.

On a motion by Supervisors Brooks/Martin, passed on a voice vote, the Town Board approved the rezoning of parcels 002-0022, 002-0020, 0020025, 002-0027, and 002-0027-01 west of Leonard Point Road from A-2 General Agriculture District to R-2 Suburban Residential District by petitioner Springhetti Real Estate LLC. It follows the comprehensive plan.

On a motion by Supervisors Clark/ Van Aacken, passed on a voice vote, the Town Board approved a reduction to the Lakevista Estates Subdivision letter of credit from \$400,000 to \$300,000.

On a motion by Supervisors Van Aacken/ Clark, passed on a voice vote, the Town Board approved the Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2025.

On a motion by Supervisors Brooks/Clark, passed on a voice vote, the Town Board is directing staff to view other municipalities' burning ordinances and how they are enforced for Town of Algoma board to decide on how to proceed with current ordinance.

Budget key assumptions were presented and discussed.

On a motion by Supervisors Martin/Brooks, the Town Board adjourned at 7:34 p.m.

Respectfully submitted,
Katherine Reinbold

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
SPECIAL MEETING
August 14, 2024**

Chairman Rasmussen called the monthly Town Board meeting to order at 5:30 p.m.

The following Supervisors were present: Teresa Van Aacken, Mike Brooks, and Dan Martin.

Supervisor Petey Clark was not present: excused.

The following were also present: Administrator Maggie Mahoney and Clerk/Treasurer Katherine Reinbold.

The agenda was posted at the approved locations on August 9, 2024.

On a motion by Supervisors Brooks/Van Aacken, passed on a voice vote, the Board approved a temporary Class "B" Beer license for the Town of Algoma Fire Department Car Show on August 17, 2024, and a temporary operator's license for Kevin Sawicki for the Town of Algoma Fire Department Car Show on August 17, 2024.

On a motion by Supervisors Brooks/Martin, the Town Board adjourned at 6:31 p.m.

Respectfully submitted,
Katherine Reinbold

BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
29411	8/01/2024	Algoma Sanitary District #1 2024 Public Fire Protection	
100-00-52220-000-000		PUBLIC FIRE PROTECTION 2024 Public Fire Protection	165,827.00
		805-0001-00	
		Total	165,827.00
29412	8/01/2024	Charter Communications July Billing for Fire Department	
100-00-52200-220-000		FD UTILITIES July Billing for Fire Department	175.82
		171715501070124	
		Total	175.82
29413	8/01/2024	Complete Yard Maintenance, LLC Lawn Services Inv 26683	
100-00-51600-221-000		TOWN HALL GRASS/SNOW Town Hall - July Services	400.00
		26683	
100-00-55200-363-000		PARKS MAINTENANCE EXP Park Lawn Services - July	360.00
		26683	
100-00-52200-221-000		FD GRASS/SNOW Fire Dept Lawn Services - July	260.00
		26683	
		Total	1,020.00
29414	8/01/2024	Confidential Records Town Hall & Fire Department shredding	
100-00-51400-390-000		GEN GOVT MISC EXP Town Hall & Fire Department shredding	249.25
		63287	
		Total	249.25
29415	8/01/2024	Delta Dental August Billing Period	
100-00-51410-132-000		ADMINISTRATOR HEALTH INSURANCE Administratotr	42.43
		2184905	
100-00-51421-132-000		DEPUTY CLERK TREAS HEALTH Deputy Clerk Treasurer	42.43
		2184905	
100-00-51420-132-000		CLERK TREAS HEALTH INSURANCE Clerk	11.93
		2184905	
		Total	96.79
29416	8/01/2024	DetailX Cleaning LLC July Billing	

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51600-225-000		TOWN HALL JANITORIAL	380.82
	July Billing	INV-54	
Total			380.82
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29417	8/01/2024	Image 360	
Name Plates			
100-00-51100-390-000		TOWN BOARD MISC EXP	51.00
		3 new Name Plates	18186
100-00-51100-390-000		TOWN BOARD MISC EXP	34.00
		2 new name plates	18158
Total			85.00
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29418	8/01/2024	John Kinsler	
7/13/24 Family Gathering ck# 908756			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
	7/13/24 Emily Gathering	ck# 908756	Damage Deposit Refund
Total			200.00
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29419	8/01/2024	Josh or Melissa Huisman	
7/20/24 Graduation Party ck# 2167			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
	7/20/24 Gradutation Party	ck# 2167	Damage Deposit Return
Total			200.00
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29420	8/01/2024	McMahon Associates, Inc.	
Professional Services			
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	1,894.55
		2024 sphalt Resurfacing Program	00935621
100-00-56400-452-000		LAND USE/ZONING SURVEYING & FYG	1,718.58
		Lakevista - Const Admin & Lot Grade	00935622
100-00-56400-454-000		LAND USE/ZONING STM WATER POND	465.15
		Leonard Pt Pond - Certified Survey Map	00935612
100-00-57302-000-000		LEONARD POINT DETENTION POND	1,675.00
		Leonard Pt Pond Engineering Design	00935612
100-00-56400-454-000		LAND USE/ZONING STM WATER POND	3,404.00
		Jones Pond - SWMP Update	00935613
Total			9,157.28
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29421	8/01/2024	McMahon Associates, Inc.	
Professional Services			

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-57301-000-000		BELLHAVEN LANE POND	3,467.05
		Construction Administration 00935611	
100-00-53440-451-000		STORM WATER MANAGEMENT	691.35
		2024 O&M Services - 4 Stormwater Ponds 00935720	
100-00-53440-451-000		STORM WATER MANAGEMENT	1,099.12
		2024 Ecological Srv - 5 Stormwater Ponds 00935719	
100-00-52400-390-000		BUILDING INSPECTOR MISC EXP	6,867.50
		Management Council 00400751	
100-00-56200-456-000		ECONOMIC DEV T.I.F.	767.50
		Tid No 1 Legal Description 00935648	
Total			12,892.52
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29422	8/01/2024	Motorola Solutions, Inc.	
		Customer# 1036122414	
100-00-52200-810-000		FD EQUIPMENT	150,742.96
		31 New Radios 8281934576	
Total			150,742.96
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29423	8/01/2024	Mr Vinyl Graphics & Apparel	
		Town of Algoma Fire Department Uniforms	
100-00-52200-810-000		FD EQUIPMENT	1,338.36
		Town of Algoma Fire Department Uniforms 4190	
Total			1,338.36
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29424	8/01/2024	Nancy Zelhofer	
		7/21/24 Celebration of Life ck# 5710	
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		7/21/24 Celebration of Life ck# 5710 Damage Deposit Refund	
Total			200.00
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29425	8/01/2024	Ron Miller	
		Refund for Driveway, Culvert Permit	
100-00-44310-000-000		CULVERT PERMITS	150.00
		Refund for Driveway, Culvert Permit Ron's ck# 5947	
Total			150.00
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29426	8/01/2024	Rural Mutual Insurance Company	
		8/18/24 - 8/18/25 Billing Period	
100-00-51600-510-000		TOWN HALL PROP/LIAB INSURANCE	2,281.00
		Acct# 549040220 2024-2025	

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52200-510-000		FD PROP/LIAB INSURANCE	3,565.00
Acct# 549040220		2024-2025	
100-00-51900-510-000		OTH GEN GOV PROP/LIAB INSURANC	13,179.00
Acct# 549040220		2024-2025	
100-00-52200-510-000		FD PROP/LIAB INSURANCE	20,131.00
Acct# 549040220		2024-2025	
100-00-51600-510-000		TOWN HALL PROP/LIAB INSURANCE	1,281.00
Acct# 549040220		2024-2025	
100-00-52200-510-000		FD PROP/LIAB INSURANCE	1,274.00
Acct# 549040220		2024-2025	
Total			41,711.00
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29427	8/01/2024	Sean Kanaman	
Refund for Driveway Culvert Permit			
100-00-44310-000-000		CULVERT PERMITS	150.00
		Refund fo Driveway culvert Permit	7/18/24 Purchase
Total			150.00
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29427	8/01/2024	Sean Kanaman	
Refund needed to be done in Point&Pay Manual Check			
100-00-44310-000-000		CULVERT PERMITS	-150.00
		Refund fo Driveway culvert Permit	7/18/24 Purchase
Total			-150.00
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29428	8/01/2024	Stephanie Schreiber	
7/6/24 Birthday Party ck# 156030444			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		7/6/24 Birthday Party ck# 156030444	Damage Deposit Refund
Total			200.00
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29429	8/01/2024	WI Public Service	
July Billing Date			
100-00-55200-363-000		PARKS MAINTENANCE EXP	49.96
Acct# 0402706920-00021		5106488772	
Total			49.96
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29430	8/01/2024	WI Public Service	
Lights for the Town of Algoma			
100-00-52200-220-000		FD UTILITIES	219.93
Acct# 0402706920-00002		5112313361	

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Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51600-220-000		TOWN HALL UTILITIES	453.00
		Acct# 0402706920-00003 5112313361	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	29.65
		Acct# 0402706920-00005 5112313361	
Total			702.58
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29431	8/01/2024	WI State Firefighters Assoc. Membership Year 2024-2025	
100-00-52200-390-000		FD MISC EXP	675.00
		2024-2025 Membership Year 2024-2025	
Total			675.00
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29432	8/01/2024	Williams Technology Consulting and Maintenance Work	
100-00-51400-342-000		GEN GOVT COMPUTER & WEBSITE MA	968.75
		Consulting and Maintenance 4798	
Total			968.75
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29433	8/01/2024	Colin Daniels Damage Deposit Refund	
100-00-23103-000-000		HALL RENTAL DEPOSITS	125.00
		7/19/24 Rental only partial return	
Total			125.00
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29434	8/15/2024	Action Appraisers 2024 Maintenance & Market Update	
100-00-51530-212-000		ASSMT OF PROP ASSESSOR CONTRAC	4,620.00
		2024 Maintenance & Market Update 3466	
Total			4,620.00
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29435	8/15/2024	Algoma Storage September Payment for Unit N7	
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	110.00
		Septemebr Payment for Unit N7 N7	
Total			110.00
<hr/>			
29436	8/15/2024	Amazon Capital Services Town of Algom Fire Department	
100-00-52200-331-000		FD TRAINING	155.74
		Materials on Fundamentals of Fire Fighte 14FR-47QJ-CN6W	

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			155.74
29437	8/15/2024	Amazon Capital Services Town Hall Supplies	
100-00-51600-225-000		TOWN HALL JANITORIAL Janitorial Supplies	60.19
100-00-51440-380-000		ELECTIONS DEPT EXPENSES Election Supplies	38.28
100-00-55200-390-000		PARKS MISC EXP New Volleyball Net	17.00
100-00-51400-310-000		GEN GOVT OFFICE SUPPLIES General Office Supplies	51.05
Total			166.52
29438	8/15/2024	Bank First Town Hall Expenses	
100-00-51400-342-000		GEN GOVT COMPUTER & WEBSITE MA Computer Expenses	2,963.61
100-00-52200-223-000		FD PHONE Fire Department Phones	53.60
100-00-51600-223-000		TOWN HALL PHONE Town Hall Phones	233.56
Total			3,250.77
29439	8/15/2024	Bank First Town of Algoma Fire Department	
100-00-52200-224-000		FD COMPUTER & WEBSITE July Billing	630.00
100-00-52200-341-000		FD SUPPLIES Supplies	261.46
100-00-52200-361-000		FD FIRE HALL MAINT Fire Department Maintenance	79.87
Total			971.33
29440	8/15/2024	BP Town of Algoma Fire Department	
100-00-52200-360-000		FD VEHICLE MAINT Acct# 4987887728	186.62
Total			186.62

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
29441	8/15/2024	Charter Communications Acct# 171715701	
100-00-51600-220-000		TOWN HALL UTILITIES Town Hall August Service	145.26
		171715701080124	
		Total	145.26
29442	8/15/2024	Clifton Larson Allen LLP Final Audit Billing	
100-00-51510-211-000		AUDITOR AUDIT CONTRACT Final Audit Billing & Presentation	420.00
		L241528367	
		Total	420.00
29443	8/15/2024	Culligan Water Conditioning Ticket 833102 - July Service	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES Ticket 833102 - July Service	42.00
		204297	
		Total	42.00
29444	8/15/2024	Dunham Law, LLC Professional Expenses	
100-00-56200-456-000		ECONOMIC DEV T.I.F. TIF District #1	1,800.00
		320	
100-00-51300-210-000		ATTORNEY LEGAL CONTRACT Lake Vista Estates	400.00
		320	
		Total	2,200.00
29445	8/15/2024	Excel Underground, LLC July Billing	
100-00-56400-453-000		LAND USE/ZONING ENGINEERING July Billing	234.00
		11996	
		Total	234.00
29446	8/15/2024	Gartman Mechanical Services Steam Coil for Kitchen	
100-00-51600-820-000		TOWN HALL IMPROVEMENTS Steam Coil for Kitchen	2,385.00
		127016	
		Total	2,385.00
29447	8/15/2024	Great Lakes Testing, Inc Linear Foot Ground Ladder	

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Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52200-362-000		FD SERVICE/REPAIR EQUIP	421.00
		122 Linear Foot Ground Ladder 123870	
Total			421.00
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29448	8/15/2024	Gunderson Uniform and Linen	
July Statement			
100-00-51600-225-000		TOWN HALL JANITORIAL	106.48
		July Statement 00-0002313	
Total			106.48
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29449	8/15/2024	Harter's Fox Valley Disposal	
July Billing			
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	27,818.22
		Trash Service 811356	
100-00-53635-000-000		RECYCLING	16,685.79
		Recycle Service 811356	
Total			44,504.01
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29450	8/15/2024	Heritage Research, LTD	
Leonard Point Rd Detention Pond			
100-00-57302-000-000		LEONARD POINT DETENTION POND	1,830.34
		Detention Pond Historical Survey 24-09	
Total			1,830.34
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29451	8/15/2024	Jason Ideus	
Jones Park Spring 2024 Treatment			
100-00-55200-363-000		PARKS MAINTENANCE EXP	200.00
		Jones Park Spring 2024 Treatment 2024-Spring	
Total			200.00
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29452	8/15/2024	Katherine Reinbold	
Jimmy John's			
100-00-51440-380-000		ELECTIONS DEPT EXPENSES	37.86
		Lunch for Katie & Rhonda Friday b4 elec Jimmy John's	
Total			37.86
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29453	8/15/2024	Ludwig's Plumbing LLC	
Fire Department Water Leak			
100-00-52200-220-000		FD UTILITIES	186.80
		Fire Department Water Leak 190	

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Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			186.80
29454	8/15/2024	McMahon Associates, Inc. Professional Services	
100-00-52400-390-000		BUILDING INSPECTOR MISC EXP Mangement Council 00400783	6,379.50
100-00-57100-000-000		LRP ENGINEERING & CONSTRUCT Leonard Pt Rd Reconstruction 00801678	3,587.50
Total			9,967.00
29455	8/15/2024	Resop Reflection LLC Town Hall Window Washing	
100-00-51600-225-000		TOWN HALL JANITORIAL Town Hall Window Washing Hunter Resop	685.00
Total			685.00
29456	8/15/2024	Rhyme Business Products August Payment	
100-00-51400-315-000		GEN GOVT OFFICE EQUIPMENT August Payment 37161091	233.59
Total			233.59
29457	8/15/2024	Securian Financial Group, Inc. September Billing	
100-00-51410-133-000		ADMINISTRATOR LIFE INSURANCE M Mahoney 002832L	15.12
100-00-51411-133-000		OFFICE ASST LIFE INSURANCE E Sawicki 002832L	4.90
100-00-51421-133-000		DEPUTY CLERK TREAS LIFE INSUR R Schrage 002832L	25.87
Total			45.89
29458	8/15/2024	The Ground's Guys Park Lawn Maintenance	
100-00-55200-363-000		PARKS MAINTENANCE EXP Park Lawn Mowing July	1,492.50
Total			1,492.50
29459	8/15/2024	The Ground's Guys Town Hall Lawn Maintenance	

BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	5,870.78
		Yard Waste Pick Up July	
100-00-55200-363-000		PARKS MAINTENANCE EXP	333.96
		Town Hall Lawn Maintenance July	
Total			6,204.74
<hr/>			
29460	8/15/2024	The Homes of Wyldewood II	
Return Damage Deposit from 8-4-24			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		Annual Meeting 8/4/24	
Total			200.00
<hr/>			
29461	8/15/2024	Town Counsel Law & Litigation, LLC	
Town Legal Services			
100-00-51300-210-000		ATTORNEY LEGAL CONTRACT	960.00
		Town Legal Services 2237	
Total			960.00
<hr/>			
29462	8/15/2024	WI Public Service	
Town Street Lights			
100-00-53420-000-000		STREET LIGHTING	785.68
		Town Street Lights 5117799335	
Total			785.68
<hr/>			
29463	8/15/2024	Winnebago County Treasurer	
Spring Election Expenses			
100-00-51440-380-000		ELECTIONS DEPT EXPENSES	349.38
		Spring Election Expense 28485	
Total			349.38
<hr/>			
29464	8/15/2024	Winnebago County Treasurer	
July Yard Waste			
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	812.35
		Customer 00568 LF133703	
Total			812.35
<hr/>			
29465	8/15/2024	Charter Communications	
Fire Dept. Service			
100-00-52200-220-000		FD UTILITIES	175.82
		Fire Department Service 171715501080124	

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			175.82
29466	8/15/2024	Verizon Wireless	
Fire Department Service			
100-00-52200-362-000		FD SERVICE/REPAIR EQUIP	160.04
		Fire Department Service	9970795380
Total			160.04
29467	8/15/2024	Winnebago County Treasurer	
Mowing			
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	2,635.31
		Mowing	28736
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	466.43
		Maint.	28736
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	2,012.58
		Sweep, litter	28736
100-00-53103-000-000		TRAFFIC CONTROL	291.65
		signs	28736
Total			5,405.97
V1302	8/01/2024	Brooks, Michael	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-51100-110-000		TOWN BOARD WAGES	50.00
100-00-51100-110-000		TOWN BOARD WAGES	150.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-50.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.40
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.90
Total			134.70
V1303	8/01/2024	Clark, Patricia	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-51100-110-000		TOWN BOARD WAGES	50.00
100-00-51100-110-000		TOWN BOARD WAGES	150.00

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.40
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.90
Total			184.70

V1304 8/01/2024 Mahoney, Margaret
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51410-380-000		ADMINISTRATOR DEPT EXPENSES	20.00
100-00-51410-110-000		ADMINISTRATOR WAGES	8,750.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-646.88
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-542.50
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-126.88
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-406.12
100-00-21520-000-000		RETIREMENT PAYABLE	-603.75
Total			6,443.87

V1305 8/01/2024 Martin, Daniel
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51100-110-000		TOWN BOARD WAGES	50.00
100-00-51100-110-000		TOWN BOARD WAGES	150.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-43.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.40
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.90
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-14.00
Total			127.70

V1306 8/01/2024 Rasmussen, Joel
Pay period 07/01/2024 to 07/31/2024

Manual Check

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53104-390-000		RD INSPECTOR MISC	20.00
100-00-53104-000-000		RD INSPECTOR HRLY WAGE	1,595.00
100-00-53104-390-000		RD INSPECTOR MISC	88.44
100-00-51100-110-000		TOWN BOARD WAGES	50.00
100-00-51100-110-000		TOWN BOARD WAGES	450.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-172.07
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-129.89
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-30.38
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-63.07
Total			1,808.03

V1307 8/01/2024 Reinbold, Katherine
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51420-110-000		CLERK TREAS WAGES	5,783.76
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-417.16
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-344.47
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-80.56
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-237.84
100-00-21522-000-000		HEALTH INS PAYABLE	-227.78
100-00-21520-000-000		RETIREMENT PAYABLE	-399.08
Total			4,076.87

V1308 8/01/2024 Sawicki, Erin
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51411-110-000		OFFICE ASST WAGES	3,009.80
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BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	80.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-215.10
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-191.57
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-44.80
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-92.81
100-00-21520-000-000		RETIREMENT PAYABLE	-213.20
Total			2,332.32

V1309 8/01/2024 Schrage, Rhonda
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51421-110-000		DEPUTY CLERK TREAS WAGES	4,360.92
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	40.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-400.80
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-263.19
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-61.55
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-157.00
100-00-21522-000-000		HEALTH INS PAYABLE	-155.93
100-00-21520-000-000		RETIREMENT PAYABLE	-303.66
Total			3,058.79

V1310 8/01/2024 Van Aacken, Teresa
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-51100-110-000		TOWN BOARD WAGES	50.00
100-00-51100-110-000		TOWN BOARD WAGES	150.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.40

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.90
Total			184.70

V1311 8/15/2024 Anderson, Chris
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	15.00
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	48.75
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.95
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.92
Total			58.88

V1312 8/15/2024 Blechl, Alexander
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	240.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-16.12
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.77
Total			240.11

V1313 8/15/2024 Braun, Todd
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	30.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.86
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.44
Total			27.70

V1314 8/15/2024 Braun, Virginia
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52200-331-000		FD TRAINING	20.00
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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.24
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.29
Total			18.47

V1315 8/15/2024 Breu, Keith
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-121-000		FD ASST. CHIEF SALARY	208.33
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	88.75
100-00-52200-123-000		FD TREAS & SEC SALARY	100.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-27.10
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-6.34
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-20.00
Total			383.64

V1316 8/15/2024 Breu, Lisa
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	48.75
100-00-52200-124-000		FD SAFETY/TRNG OFFICER SALARY	100.00
100-00-52200-123-000		FD TREAS & SEC SALARY	100.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-16.66
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.90
Total			248.19

V1317 8/15/2024 Brewer, Keele
Pay period 07/01/2024 to 07/31/2024

Manual Check

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Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.48
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.58
Total			36.94

V1318 8/15/2024 Carney, Sean
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	30.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.34
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.02
Total			64.64

V1319 8/15/2024 Clark, Curt
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-55200-110-000		PARKS WAGES	250.00
100-00-55200-390-000		PARKS MISC EXP	22.11
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-15.50
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.63
Total			252.98

V1320 8/15/2024 Davis, Donald
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-122-000		FD CAPT SALARY	100.00
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	63.75
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.63

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.95
Total			188.17

V1321 8/15/2024 Demler, Glenn
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	240.00
100-00-52310-122-000		FIRST RESPONDER CAPT SALARY	208.33
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	15.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-29.97
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-7.01
Total			446.35

V1322 8/15/2024 Downs, Craig
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	30.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.86
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.44
Total			27.70

V1323 8/15/2024 Downs, Tyler
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	15.00
100-00-52200-122-000		FD CAPT SALARY	100.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-7.13
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.67
Total			106.20

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
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V1324	8/15/2024	Drexler, Joshua	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	15.00
100-00-52200-122-000		FD CAPT SALARY	100.00
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	45.00
100-00-52200-124-000		FD SAFETY/TRNG OFFICER SALARY	50.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-15.50
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.63
			Total 230.87
<hr/>			
V1325	8/15/2024	Hable, Charles	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	60.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.72
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.87
			Total 55.41
<hr/>			
V1326	8/15/2024	Harrington, Tanner	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52210-322-000		2% FIRE DUES FIRE INSPECT & PU	60.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.72
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.87
			Total 55.41
<hr/>			
V1327	8/15/2024	Henthorn, Tyler	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	30.00

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.34
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.02
Total			64.64

V1328 8/15/2024 Houde, Donald
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	15.00
100-00-52200-122-000		FD CAPT SALARY	100.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-7.13
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.67
Total			106.20

V1329 8/15/2024 Kinderman, Adam
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.24
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.29
Total			18.47

V1330 8/15/2024 Knaggs, Ryan
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.24
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.29
Total			18.47

V1331 8/15/2024 Kress, Steven
Pay period 07/01/2024 to 07/31/2024

Manual Check

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	12.50
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.02
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.47
Total			30.01

V1332 8/15/2024 Lenz, Derek
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	22.50
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.88
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.91
Total			57.71

V1333 8/15/2024 Matiash, Elias
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	90.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-5.58
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.31
Total			83.11

V1334 8/15/2024 Matiash, Nicholas
Pay period 07/01/2024 to 07/31/2024

Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	45.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.79
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.65
Total			41.56

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ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
V1335 8/15/2024		Miller, Jeffrey	
Pay period 07/01/2024 to 07/31/2024		Manual Check	
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.24
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.29
Total			18.47
V1336 8/15/2024		Patt, Ronald	
Pay period 07/01/2024 to 07/31/2024		Manual Check	
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	58.75
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.88
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-1.14
Total			72.73
V1337 8/15/2024		Quast, Brandon	
Pay period 07/01/2024 to 07/31/2024		Manual Check	
100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	60.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.72
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.87
Total			55.41
V1338 8/15/2024		Rasmussen, Melissa	
Pay period 07/01/2024 to 07/31/2024		Manual Check	
100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	150.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-10.54
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.47

BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			156.99

V1339 8/15/2024 Rasmussen, Scott
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	60.00
100-00-52200-121-000		FD ASST. CHIEF SALARY	208.33
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	35.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-21.29
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-4.98
Total			317.06

V1340 8/15/2024 Sawicki, Kevin
Pay period 07/01/2024 to 07/31/2024 Manual Check

100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	45.00
100-00-52200-120-000		FD CHIEF SALARY	833.33
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	40.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-46420-000-000		REFUSE & GARBAGE COLLECTION	40.00
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	-49.83
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-61.90
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-14.48
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	-15.57
Total			856.55

V1341 8/15/2024 Sebastiani, Stefan
Pay period 07/01/2024 to 07/31/2024 Manual Check

BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52310-127-000		FIRST RESPONDER CALL ALLOWANCE	105.00
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	60.00
100-00-52200-331-000		FD TRAINING	40.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-12.71
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.97
Total			189.32
<hr/>			
V1342	8/15/2024	Stachowicz, Owen	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	40.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-3.72
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-0.87
Total			55.41
<hr/>			
V1343	8/15/2024	Thompson, Mark	
Pay period 07/01/2024 to 07/31/2024			Manual Check
100-00-52200-122-000		FD CAPT SALARY	100.00
100-00-52200-126-000		FD DRILL & FIRE ALLOWANCE	65.00
100-00-52200-331-000		FD TRAINING	20.00
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-11.47
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	-2.68
Total			170.85
Grand Total			499,906.08

BANK FIRST CHECKING

ALL Checks

Posted From: 8/01/2024 From Account:
Thru: 8/31/2024 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

499,906.08

Total Expenditure from all Funds

499,906.08



Town of Algoma Fire Department

Monthly Report
July 2024

Prepared by
Kevin Sawicki – Fire Chief

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Grants

ARPA/Spirit Funds received from Winnebago County for portable radios. The radios are at Bay Comm being programmed. Grant process nearing completion.

Trucks and Equipment

Truck Committee

- Engine 21 is currently at Rennert’s Fire Equipment Service undergoing refurbishment. The vehicle will undergo corrosion repair and graphic replacement. Completion date is set for the end of September 2024.

New Members

- Derek Lenz – Derek is the co-owner of DC Dynamics and is looking to help during the daytime. Derek also serves on the Vinland Fire Department.

Training

First Drill: July 1st, 2024

- Water movement exercise with Oshkosh Fire Airport Crash Trucks.
- Tour of Skipper Bud’s.

Second Drill: July 15th, 2024

- Department members pumped water with fire trucks and first responders reviewed fire scene rehab operations.

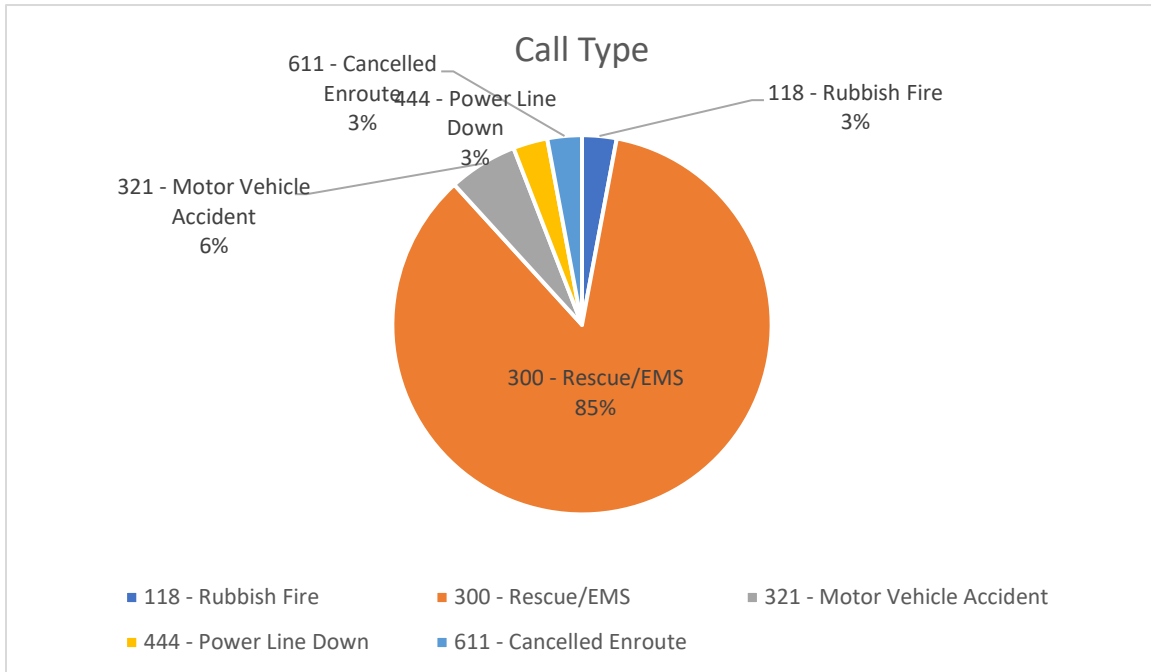
Upcoming Events

Event	Date
Training Drills	Monday, August 19 th @ 6:30pm Monday, September 3 rd @ 6:30pm
Monthly Department Meeting	Wednesday, September 11 th @ 7:00pm
Fire Department Open House	May 2025
Car Show	Saturday, August 17 th , 2024
Pancake Breakfast	Sunday, October 6 th , 2024



Incidents

Overall Incident Summary



Call Type	Count
118 – Outside Combustion/Explosion	1
300 – Rescue/Emergency Medical Service (EMS)	29
321- Motor Vehicle Accident	2
444 – Power Line Down	1
611 – Cancelled Enroute	1
736 – CO Detector Incident	2
Total Calls	36

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Monthly Administrator's Report

A. Budget Update

Budget and Capital Improvement Plan requests were sent to department heads on July 22 and are due back to the Administrator August 22. Initial discussion of the 2025-2029 CIP is under new business.

B. Major Projects Updates

i. Bellhaven Lane Iron Enhanced Sand Filter

A schedule delay was caused by rain. The contractor has pushed the completion date to mid-September (originally was end of August). The first pay request for this project is under new business.

ii. Leonard Point Road Storm Detention Pond

No updates for this project at the time of this memo. I will meet with the property owner when the draft CSM is completed and confer with the Board in closed session regarding negotiations.

iii. Leonard Point Road Reconstruction

WisDOT has officially pushed back construction from 2026 to 2027.

PS&E: 8/1/2025 to **5/1/2026**

Let: 1/13/2026 to **9/15/2026**

Construction will be completed during the 2027 construction season.

This change will avoid construction of the roundabout in the same year and provides additional time for land acquisition. Additionally, there may be an opportunity to apply for WDNR grant for the storm detention pond, which would be constructed in a prior year to the road construction.

Staff are communicating the update with residents through the website and sent the attached letter dated 8/15/24 to the properties within the project (the list that was notified of the April project information meeting).

The additional year will likely increase costs. Per the engineer, we are estimating an increase of 5%. The details of this change are included in the CIP under new business.

Currently there are no additional grant funds available from the MPO but should that change our request for increased funding (up to 80%) would be considered.

iv. Leonard Point Road & STH 21 Roundabout

There are no project updates at the time of this memo.

v. WIS 91 Bridge and Culvert Rehabilitation

The WIS 91 construction begins September 3, 2024 on 14.6 miles of WIS 91 between WIS 44 and the west Winnebago County line. Work includes culvert replacement bridge rehabilitation, roadway resurfacing and railroad crossing improvements. WIS 91 will be closed and detoured to through traffic during work.

The Town is affected between James Road and Clairville Road. This is a state/county project. The Town does not have any costs for the project.

WisDOT has a project website at <https://projects.511wi.gov/91winn/> with scope, schedule, traffic impacts, maps, exhibits, displays and information for businesses in the work zone.

C. TID #1 Update

Developer agreement for the OSMS project to be discussed in closed session at this meeting.

D. Town Hall Roof Update

It is my understanding that the cause of the leaks in the roof have not been identified. Former Administrator Richard Heath provided me a contact for a vendor that he recently used for a similar problem at Onconto County where they were able to use infrared imaging. I have contacted this vendor 3 times and have not receive a response. There is \$20,000 budgeted in the General Fund in 2024 for repair of the roof. Considering the leak cause not being known and that the Town will be possibly building a new facility in the near future, I advise waiting until a timeline for the new building is better known before making any significant repairs to the building. Under new business I am proposing reallocation of \$9,600 of these funds to be used for an online payment portal in 2024 instead. This will leave over \$10,000 in 2024 to determine the cause or address any leaks that should arise. The roof repair improvement could be considered for the 2025 budget.

ATTACHMENTS:

1. Bellhaven Sand Filter Revised Schedule 7.30.24
2. August 15, 2024 Letter to Project Residents



August 15, 2024

Re: Leonard Point Road Reconstruction Construction Schedule Change

Dear Town Resident:

This correspondence is in reference to the Town of Algoma's proposed reconstruction of Leonard Point Road. **The construction is now planned for 2027** (not 2026).

One of the main factors for this change is to avoid two road construction projects in the same area in the same year with the construction of the roundabout at STH 21 and Leonard Point Road being moved up to 2026 (from 2027).

A reminder that the reconstruction of Leonard Point Road is focused on commuter safety, enhanced pedestrian accommodations, and improvements to stormwater quality and management.

The town website, www.townofalgoma.org, has project information on the "Current and Upcoming Development Projects" page. This page will be updated periodically until the road is completed in late 2027.

As a property owner within the project area, you will be notified of details and there will be additional public involvement closer to the start of construction.

Please contact me with questions at townadmin@townofalgoma.org or (920) 235-3789.

Sincerely,

A handwritten signature in blue ink that reads "Maggie Mahoney". The signature is written in a cursive style with a large, looped "y" at the end.

Maggie Mahoney
Town Administrator

Enclosure: Project Location Map

TOWN OF ALGOMA
 RECONCILED BANK & INVESTMENT BALANCES
 AS OF 07/31/2024

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking	Analysis	\$ 1,184,680.74	Includes \$387,500 of Spirit Funds for TH and \$232,242.85 from Verve account(will be moved to LGIP)
	Money Market	5.54%	\$ 695,773.05	
	Special Accounts	5.54%		
	Parks Money Market		\$ 84,786.12	Used \$15,060 to pay for the new mulch.
	ARPA Funds Money Market		\$ 215,446.40	
	Tax Accounts (Used for collection)			
	Tax Account		\$ -	
	Refund Account		\$ 11.99	
Verve	Savings Account	NA	\$ -	
	Money Market	1.71%	\$ -	
Total Cash and Investments			\$ 2,180,698.30	

Fund: 100 - GENERAL FUND

Account Number		2024 August	2024 Actual 08/19/2024	2024 Budget	Budget Status	% of Budget
100-00-41102-000-000	GO REFUNDING BONDS LEVY	0.00	0.00	358,840.00	-358,840.00	0.00
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,137,949.00	-1,137,949.00	0.00
100-00-41150-000-000	MFL TAXES	0.00	0.00	200.00	-200.00	0.00
100-00-41802-000-000	LOTTERY CREDIT	0.00	69,198.59	0.00	69,198.59	0.00
TAXES		0.00	69,198.59	1,496,989.00	-1,427,790.41	4.62
100-00-43410-000-000	STATE SHARED REVENUES	0.00	36,641.97	243,624.00	-206,982.03	15.04
100-00-43420-000-000	2% FIRE DUES	0.00	42,104.70	33,000.00	9,104.70	127.59
100-00-43430-000-000	EXEMPT COMPUTER	0.00	263.97	270.00	-6.03	97.77
100-00-43440-000-000	PERSONAL PROPERTY AID	0.00	3,290.83	3,290.83	0.00	100.00
100-00-43530-000-000	TRANSPORTATION AIDS	0.00	107,884.41	106,618.00	1,266.41	101.19
100-00-43540-000-000	RECYCLING GRANTS	0.00	12,471.47	10,000.00	2,471.47	124.71
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	0.00	15,175.31	15,175.00	0.31	100.00
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	0.00	6.46	6.49	-0.03	99.54
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	400.00	7,600.00	-7,200.00	5.26
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	0.00	0.00	105,700.00	-105,700.00	0.00
INTERGOVERNMENTAL REVENUES		0.00	218,239.12	525,284.32	-307,045.20	41.55
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	0.00	100.00	200.00	-100.00	50.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	0.00	15,635.00	550.00	15,085.00	2,842.73
100-00-44115-000-000	OPERATORS LICENSES	0.00	260.00	250.00	10.00	104.00
100-00-44116-000-000	CIGARETTE LICENSE	0.00	100.00	100.00	0.00	100.00
100-00-44117-000-000	SODA WATER LICENSES	0.00	100.00	80.00	20.00	125.00
100-00-44125-000-000	CABLE FRANCHISE INCOME	0.00	30,392.89	61,000.00	-30,607.11	49.82
100-00-44200-000-000	DOG LICENSES	10.00	2,140.00	4,000.00	-1,860.00	53.50
100-00-44201-000-000	WINNEBAGO CTY DOG LICENSES	0.00	980.89	1,000.00	-19.11	98.09
100-00-44300-000-000	BUILDING PERMITS NEW	0.00	20,800.00	12,000.00	8,800.00	173.33
100-00-44301-000-000	BUILDING PERMITS REMODELING	378.00	10,001.24	10,000.00	1.24	100.01
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	100.00	-100.00	0.00
100-00-44310-000-000	CULVERT PERMITS	100.00	3,250.00	1,000.00	2,250.00	325.00
100-00-44311-000-000	OTHER PERMITS	0.00	69.20	100.00	-30.80	69.20
100-00-44400-000-000	ZONING PERMITS & FEE'S	0.00	0.00	200.00	-200.00	0.00
100-00-44500-000-000	RIGHT OF WAY	0.00	0.00	100.00	-100.00	0.00
LICENSES AND PERMITS		488.00	83,829.22	90,680.00	-6,850.78	92.45
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	20.00	2,060.00	2,500.00	-440.00	82.40
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	0.00	-24.06	20.00	-44.06	-120.30
100-00-46310-000-000	SNOW REMOVAL	0.00	0.00	9,000.00	-9,000.00	0.00
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	-40.00	-240.00	620,000.00	-620,240.00	-0.04
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	0.00	3,365.07	5,000.00	-1,634.93	67.30
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	12,375.00	10,000.00	2,375.00	123.75
100-00-46850-000-000	SITE PLANS FEES	0.00	950.00	0.00	950.00	0.00
PUBLIC CHARGES FOR SERVICES		-20.00	18,486.01	646,520.00	-628,033.99	2.86
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	0.00	19,082.75	2,000.00	17,082.75	954.14
100-00-48101-000-000	ARPA INTEREST	0.00	9,984.53	1,000.00	8,984.53	998.45
100-00-48102-000-000	VERVE ACCTS	0.00	1,951.41	0.00	1,951.41	0.00
100-00-48200-000-000	RENT REVENUE	200.00	8,300.00	8,000.00	300.00	103.75
100-00-48301-000-000	SALE OF GARB/RECYCLING TOTES	35.00	4,060.00	3,000.00	1,060.00	135.33
100-00-48900-000-000	OTHER MISC. REVENUES	0.00	359.00	0.00	359.00	0.00

Fund: 100 - GENERAL FUND

Account Number	2024	2024	2024	Budget Status	% of Budget
	August	Actual 08/19/2024	Budget		
MISCELLANEOUS REVENUES	235.00	43,737.69	14,000.00	29,737.69	312.41
100-00-49200-000-000 TRANSFERS FROM OTHER FUNDS	0.00	0.00	445,000.00	-445,000.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	445,000.00	-445,000.00	0.00
Total Revenues	703.00	433,490.63	3,218,473.32	-2,784,982.69	13.47

Fund: 100 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 August	Actual 08/19/2024			
100-00-51100-110-000	TOWN BOARD WAGES	1,300.00	11,250.00	15,452.00	4,202.00	72.81
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	99.46	860.74	1,125.00	264.26	76.51
100-00-51100-209-000	ATTORNEY LEGAL FIRE DEPT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-51100-321-000	TOWN BOARD DUES	0.00	1,435.00	1,400.00	-35.00	102.50
100-00-51100-390-000	TOWN BOARD MISC EXP	85.00	85.00	500.00	415.00	17.00
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	1,360.00	9,272.50	15,000.00	5,727.50	61.82
100-00-51300-218-000	ATTORNEY ORD CODIFICATION	0.00	1,195.00	2,000.00	805.00	59.75
100-00-51400-200-000	GEN GOVT HR/PERSONNEL	0.00	0.00	500.00	500.00	0.00
100-00-51400-310-000	GEN GOVT OFFICE SUPPLIES	51.05	2,434.67	3,000.00	565.33	81.16
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	233.59	2,021.20	2,500.00	478.80	80.85
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	0.00	535.52	5,000.00	4,464.48	10.71
100-00-51400-330-000	GEN GOVT MILEAGE	0.00	0.00	800.00	800.00	0.00
100-00-51400-342-000	GEN GOVT COMPUTER & WEBSITE MA	3,932.36	25,050.07	18,000.00	-7,050.07	139.17
100-00-51400-390-000	GEN GOVT MISC EXP	249.25	748.70	1,000.00	251.30	74.87
100-00-51410-110-000	ADMINISTRATOR WAGES	8,750.00	60,796.40	95,254.40	34,458.00	63.83
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	669.38	5,797.14	7,286.96	1,489.82	79.55
100-00-51410-131-000	ADMINISTRATOR WRS	603.75	4,194.95	6,572.55	2,377.60	63.83
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE	42.43	10,035.77	16,136.64	6,100.87	62.19
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	20.00	13,369.36	1,000.00	-12,369.36	1,336.94
100-00-51411-110-000	OFFICE ASST WAGES	3,009.80	17,307.80	20,904.53	3,596.73	82.79
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	230.25	2,581.86	1,599.19	-982.67	161.45
100-00-51420-110-000	CLERK TREAS WAGES	5,783.76	45,869.26	69,061.59	23,192.33	66.42
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	425.03	5,255.82	5,283.21	27.39	99.48
100-00-51420-131-000	CLERK TREAS WRS	399.08	3,164.99	4,765.24	1,600.25	66.42
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	1,682.32	26,650.31	22,778.04	-3,872.27	117.00
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	0.00	2,792.79	2,500.00	-292.79	111.71
100-00-51420-390-000	CLERK TREAS MISC EXP	-241.27	752.35	8,000.00	7,247.65	9.40
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	4,360.92	33,352.02	48,296.60	14,944.58	69.06
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	330.86	2,496.15	3,722.18	1,226.03	67.06
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	309.18	2,332.00	3,332.42	1,000.42	69.98
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	1,185.93	18,207.18	15,593.16	-2,614.02	116.76
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	0.00	375.25	500.00	124.75	75.05
100-00-51440-110-000	ELECTIONS WAGES	0.00	4,070.00	12,000.00	7,930.00	33.92
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	425.52	2,963.75	5,000.00	2,036.25	59.28
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	420.00	15,802.50	16,000.00	197.50	98.77
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	4,620.00	36,960.00	55,440.00	18,480.00	66.67
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	0.00	60.00	300.00	240.00	20.00
100-00-51530-390-000	ASSMT OF PROP MISC EXP	0.00	0.00	100.00	100.00	0.00
100-00-51600-220-000	TOWN HALL UTILITIES	598.26	5,063.17	8,000.00	2,936.83	63.29
100-00-51600-221-000	TOWN HALL GRASS/SNOW	400.00	2,000.00	3,000.00	1,000.00	66.67
100-00-51600-223-000	TOWN HALL PHONE	233.56	1,870.70	4,000.00	2,129.30	46.77
100-00-51600-225-000	TOWN HALL JANITORIAL	1,232.49	5,456.73	6,000.00	543.27	90.95
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	191.65	4,529.68	5,000.00	470.32	90.59
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	3,562.00	3,622.00	10,000.00	6,378.00	36.22
100-00-51600-820-000	TOWN HALL IMPROVEMENTS	2,385.00	2,385.00	5,000.00	2,615.00	47.70
100-00-51900-313-000	OTHER GEN GOV POSTAGE	0.00	1,392.93	6,000.00	4,607.07	23.22
100-00-51900-390-000	OTH GEN GOV MISC EXP	0.00	56.50	100.00	43.50	56.50
100-00-51900-510-000	OTH GEN GOV PROP/LIAB INSURANC	13,179.00	10,788.17	5,000.00	-5,788.17	215.76
100-00-51900-515-000	OTHER GEN GOV UNEMPLOY. COMP	0.00	0.00	1,000.00	1,000.00	0.00
GENERAL GOVERNMENT		62,119.61	407,240.93	541,803.71	134,562.78	75.16
100-00-52200-120-000	FD CHIEF SALARY	833.33	6,666.64	10,000.00	3,333.36	66.67

Fund: 100 - GENERAL FUND

Account Number		2024 August	2024 Actual 08/19/2024	2024 Budget	Budget Status	% of Budget
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	3,333.28	5,000.00	1,666.72	66.67
100-00-52200-122-000	FD CAPT SALARY	500.00	4,000.00	6,000.00	2,000.00	66.67
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	1,600.00	2,400.00	800.00	66.67
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	150.00	1,280.00	1,200.00	-80.00	106.67
100-00-52200-125-000	FD STAND BY PAY	0.00	4,786.00	21,500.00	16,714.00	22.26
100-00-52200-126-000	FD DRILL & FIRE ALLOWANCE	673.75	7,088.75	13,000.00	5,911.25	54.53
100-00-52200-130-000	FD SOC SEC/MEDICARE	268.82	2,947.06	9,594.00	6,646.94	30.72
100-00-52200-215-000	FD TOWN ALLOW TO FD	0.00	1,555.69	1,000.00	-555.69	155.57
100-00-52200-220-000	FD UTILITIES	758.37	4,874.05	6,500.00	1,625.95	74.99
100-00-52200-221-000	FD GRASS/SNOW	260.00	1,960.00	4,000.00	2,040.00	49.00
100-00-52200-223-000	FD PHONE	53.60	427.68	3,000.00	2,572.32	14.26
100-00-52200-224-000	FD COMPUTER & WEBSITE	630.00	736.56	4,200.00	3,463.44	17.54
100-00-52200-331-000	FD TRAINING	795.74	5,974.22	9,000.00	3,025.78	66.38
100-00-52200-341-000	FD SUPPLIES	261.46	13,393.34	3,500.00	-9,893.34	382.67
100-00-52200-360-000	FD VEHICLE MAINT	186.62	62,012.76	11,000.00	-51,012.76	563.75
100-00-52200-361-000	FD FIRE HALL MAINT	79.87	818.07	10,000.00	9,181.93	8.18
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	581.04	29,914.16	5,000.00	-24,914.16	598.28
100-00-52200-380-000	FD DEPT EXPENSES	0.00	1,510.19	1,500.00	-10.19	100.68
100-00-52200-390-000	FD MISC EXP	675.00	710.72	1,000.00	289.28	71.07
100-00-52200-510-000	FD PROP/LIAB INSURANCE	24,970.00	19,242.83	22,500.00	3,257.17	85.52
100-00-52200-810-000	FD EQUIPMENT	152,081.32	152,886.65	4,000.00	-148,886.65	3,822.17
100-00-52210-000-000	2% FIRE DUES SERVICE AWARD	0.00	0.00	10,000.00	10,000.00	0.00
100-00-52210-128-000	2% FIRE DUES INSPECT REL TRAIN	0.00	0.00	500.00	500.00	0.00
100-00-52210-322-000	2% FIRE DUES FIRE INSPECT & PU	60.00	26,172.67	5,500.00	-20,672.67	475.87
100-00-52210-810-000	2% FIRE DUES DIST EQUIPMENT	0.00	0.00	17,000.00	17,000.00	0.00
100-00-52220-000-000	PUBLIC FIRE PROTECTION	165,827.00	165,827.00	165,827.00	0.00	100.00
100-00-52300-000-000	AMBULANCE	0.00	24,980.40	25,207.20	226.80	99.10
100-00-52302-000-000	FIREHOUSE SUBS GRANT FUNDS	0.00	4,145.00	0.00	-4,145.00	0.00
100-00-52310-122-000	FIRST RESPONDER CAPT SALARY	208.33	1,666.64	2,625.00	958.36	63.49
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	1,245.00	10,125.00	10,000.00	-125.00	101.25
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	111.21	902.23	0.00	-902.23	0.00
100-00-52310-331-000	FIRST RESPONDER TRAINING	0.00	480.00	2,000.00	1,520.00	24.00
100-00-52310-390-000	FIRST RESPONDER MISC EXP	0.00	0.00	200.00	200.00	0.00
100-00-52310-810-000	FIRST RESPONDER EQUIPMENT	0.00	1,389.75	6,000.00	4,610.25	23.16
100-00-52400-130-000	BUILDING INSPECTOR SOC SEC/MED	0.00	869.05	1,606.50	737.45	54.10
100-00-52400-213-000	BUILDING INSPECTOR CONTRACT	0.00	12,287.50	21,000.00	8,712.50	58.51
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	13,247.00	16,059.46	1,200.00	-14,859.46	1,338.29
PUBLIC SAFETY		365,074.12	592,623.35	423,559.70	-169,063.65	139.91
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE	0.00	0.00	3,000.00	3,000.00	0.00
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	7,008.87	50,258.62	130,000.00	79,741.38	38.66
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	0.00	154,272.58	155,000.00	727.42	99.53
100-00-53103-000-000	TRAFFIC CONTROL	291.65	561.21	1,500.00	938.79	37.41
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	1,595.00	10,092.00	30,000.00	19,908.00	33.64
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	122.01	771.97	0.00	-771.97	0.00
100-00-53104-390-000	RD INSPECTOR MISC	108.44	877.98	16,253.00	15,375.02	5.40
100-00-53105-000-000	DRAINAGE & CULVERTS	0.00	3,340.65	20,000.00	16,659.35	16.70
100-00-53106-000-000	SNOW REMOVAL EXPENSE	0.00	63,585.32	120,000.00	56,414.68	52.99
100-00-53107-000-000	SNOW REMOVAL PRIV ROADS	0.00	2,700.50	9,000.00	6,299.50	30.01
100-00-53420-000-000	STREET LIGHTING	785.68	5,499.76	9,000.00	3,500.24	61.11
100-00-53432-000-000	SIDEWALK MAINT	0.00	0.00	1,500.00	1,500.00	0.00
100-00-53440-450-000	STORM WATER PLANNING	0.00	11,135.77	5,000.00	-6,135.77	222.72

Fund: 100 - GENERAL FUND

Account Number		2024	2024	2024	Budget Status	% of Budget
		August	Actual 08/19/2024	Budget		
100-00-53440-451-000	STORM WATER MANAGEMENT	1,790.47	9,037.47	50,000.00	40,962.53	18.07
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	34,611.35	233,461.02	437,944.00	204,482.98	53.31
100-00-53635-000-000	RECYCLING	16,685.79	116,800.53	198,235.00	81,434.47	58.92
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	0.00	4,068.30	0.00	-4,068.30	0.00
100-00-53640-000-000	WEED & NUISANCE CONTROL	0.00	0.00	1,000.00	1,000.00	0.00
PUBLIC WORKS		62,999.26	666,463.68	1,187,432.00	520,968.32	56.13
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	0.00	1,500.00	500.00	-1,000.00	300.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	0.00	1,178.00	1,200.00	22.00	98.17
HEALTH AND HUMAN SERVICES		0.00	2,678.00	1,700.00	-978.00	157.53
100-00-55200-110-000	PARKS WAGES	250.00	2,712.50	10,000.00	7,287.50	27.13
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	19.13	207.51	0.00	-207.51	0.00
100-00-55200-363-000	PARKS MAINTENANCE EXP	2,436.42	13,708.48	25,000.00	11,291.52	54.83
100-00-55200-390-000	PARKS MISC EXP	39.11	15,411.05	3,000.00	-12,411.05	513.70
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	1,708.78	5,000.00	3,291.22	34.18
CULTURE, RECREATION AND EDU.		2,744.66	33,748.32	43,000.00	9,251.68	78.48
100-00-56200-455-000	ECONOMIC DEV WC-IDB	0.00	0.00	7,600.00	7,600.00	0.00
100-00-56200-456-000	ECONOMIC DEV T.I.F.	2,567.50	22,259.17	10,000.00	-12,259.17	222.59
100-00-56300-110-000	PLANNING COMMISSION WAGES	0.00	1,100.00	1,800.00	700.00	61.11
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	0.00	12,698.47	50,000.00	37,301.53	25.40
100-00-56400-452-000	LAND USE/ZONING SURVEYING &FYG	1,718.58	5,976.08	5,000.00	-976.08	119.52
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	234.00	1,093.00	50,000.00	48,907.00	2.19
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	3,869.15	14,598.83	125,000.00	110,401.17	11.68
CONSERVATION AND DEVELOPMENT		8,389.23	57,725.55	249,400.00	191,674.45	23.15
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	3,587.50	152,933.80	60,000.00	-92,933.80	254.89
100-00-57200-000-000	RESERVE FOR TOWN REVALUATION	0.00	0.00	10,000.00	10,000.00	0.00
100-00-57301-000-000	BELLHAVEN LANE POND	3,467.05	5,994.29	30,000.00	24,005.71	19.98
100-00-57302-000-000	LEONARD POINT DETENTION POND	3,505.34	11,485.52	8,738.00	-2,747.52	131.44
100-00-57400-000-000	FIRE EQUIPMENT	0.00	0.00	256,000.00	256,000.00	0.00
100-00-57500-000-000	JONES PARK	0.00	0.00	30,000.00	30,000.00	0.00
CAPITAL OUTLAY		10,559.89	170,413.61	394,738.00	224,324.39	43.17
100-00-58100-610-000	GO REFUNDING BOND PRINCIPAL	0.00	0.00	220,000.00	220,000.00	0.00
100-00-58200-620-000	OMRO ROAD INTEREST	0.00	215,687.80	102,741.60	-112,946.20	209.93
100-00-58201-620-000	STORM SEWER INTEREST	0.00	75,782.20	36,098.40	-39,683.80	209.93
DEBT SERVICE		0.00	291,470.00	358,840.00	67,370.00	81.23
Total Expenses		511,886.77	2,222,363.44	3,200,473.41	978,109.97	69.44
Net Totals		-511,183.77	-1,788,872.81	17,999.91	1,806,872.72	-9,938.23

RECEIVED

RECEIVED

JUL 24 2024

JUL 12 2024

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN

PETITION FOR ADDITION OF
PROPERTY TO THE TOWN OF ALGOMA SANITARY DISTRICT #1

TOWN OF ALGOMA
SANITARY DISTRICT #1

TO: The Town Board of the Town of Algoma, Winnebago County, Wisconsin


WHEREAS, The undersigned landowner does hereby request addition of the following described real estate per Wisconsin Statutes 60.785(1)(a) to the Town of Algoma Sanitary District #1, Winnebago County, Wisconsin:

Parcel	Owner	Address	Description	Acreage
0020210	Jack Merrill	4730 County Rd E	SE-NW, Sect. 19, T18N, R16E	3.76

WHEREAS, Sanitary sewer is necessary and public health safety, convenience and welfare will be promoted by addition of such land to the Town of Algoma Sanitary District #1 and the properties to be included therein will be benefited by such addition.

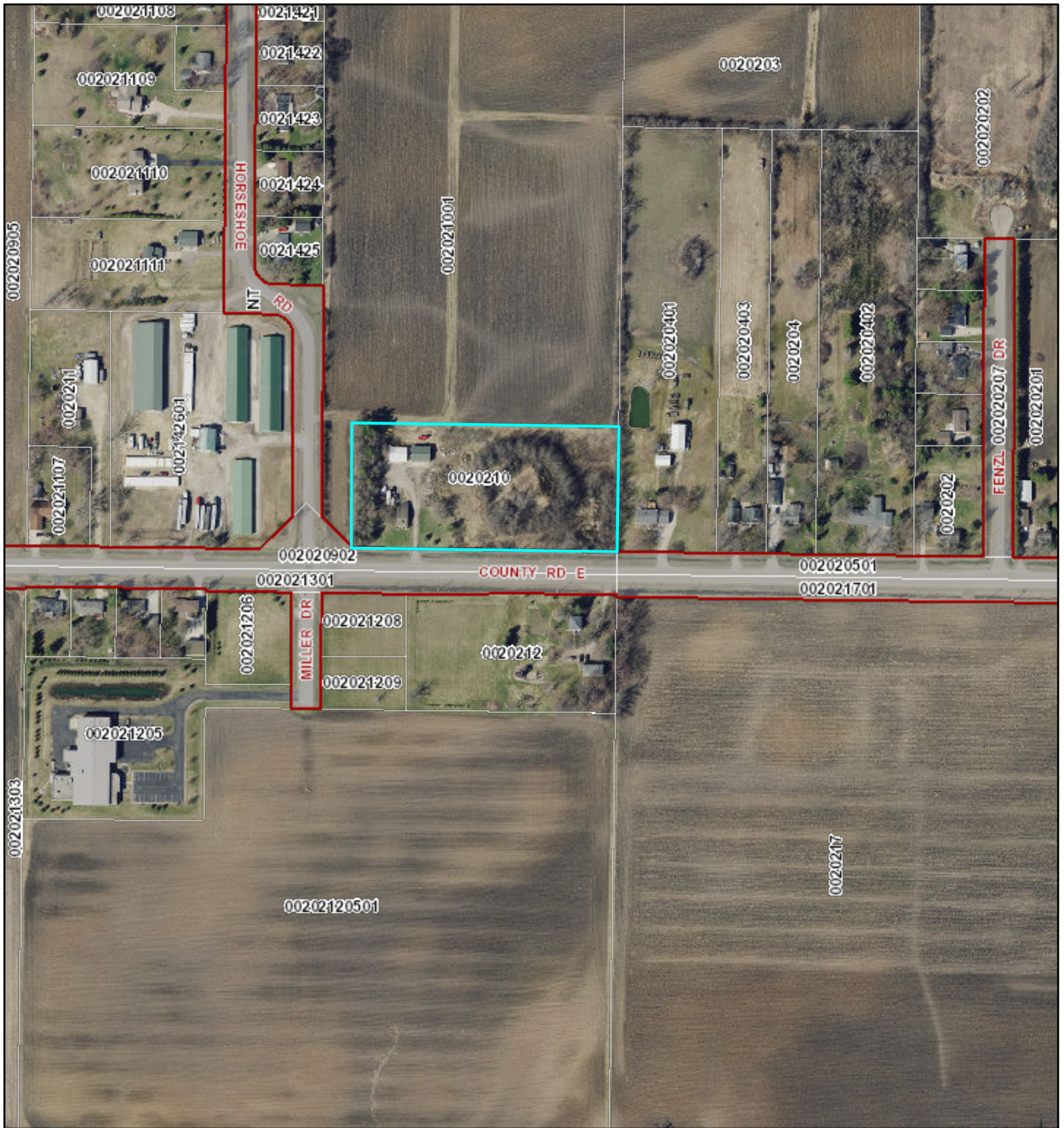
THEREFORE, BE IT RESOLVED, that the landowner submits this petition to the Town Board of the Town of Algoma for action pursuant to Wisconsin Statute 60.71 for the addition of the above-described properties to the Town of Algoma Sanitary District No.1.

Adopted this 12th day of July 2024



Jack Merrill, Owner

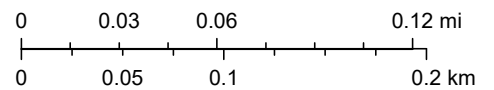
Parcel 002-0210 Boundary Map of 4730 County Road E



7/16/2024, 8:52:11 AM

1:3,733

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways**
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW
- Municipal Boundary



Winnebago County GIS, Imagery Date: April 2020

State Bar of Wisconsin Form 1-2003
WARRANTY DEED

Document Number

Document Name

THIS DEED, made between
Anthony J. Bauer and Monette K. Bauer
("Grantor," whether one or more), and
Jackson I. Merrill
("Grantee," whether one or more).

Grantor, for a valuable consideration, conveys to Grantee the following described real estate, together with the rents, profits and fixtures, and other appurtenant interests, in Winnebago County, State of Wisconsin ("Property") (If more space is needed, please attach addendum):

The South 327 feet of the East 1/2 of the East 1/2 of the Northwest 1/4 of Section 19, Township 18 North, Range 16 East, in the Town of Algoma, Winnebago County, Wisconsin, EXCEPTING therefrom the West 66 feet thereof, and also excepting therefrom that portion thereof heretofore conveyed for roadway purposes by Deed recorded as Document No. 431640.

DOC# 1925920
NATALIE STROHMEYER
REGISTER OF DEEDS
WINNEBAGO COUNTY, WI
RECORDED ON:
07/08/2024 12:51 PM
RECORDING FEE: 30.00
TRANSFER FEE: 870.00
EXEMPTION #:

PAGES: 1

****The above recording information verifies that this document has been electronically recorded and returned to the submitter****

Recording Area

Name and Return Address:
Jackson I. Merrill

002-0210

Parcel Identification Number (PIN)

This is not homestead property.

Grantor warrants that the title to the Property is good, indefeasible in fee simple and free and clear of encumbrances except:

Municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report, and Real Estate Condition Report, and in the Offer, general taxes levied in the year of closing.

Dated: 2 day of July, 2024

Anthony J. Bauer
Anthony J. Bauer
Monette K. Bauer
Monette K. Bauer

AUTHENTICATION

Signature(s): Isaac Dolt

Authenticated on: _____

*
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

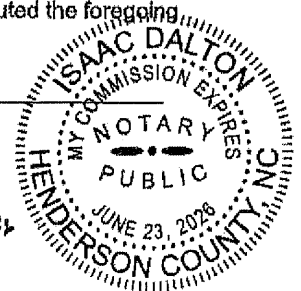
THIS INSTRUMENT DRAFTED BY:
Perry J. Armstrong
File # 724030446

ACKNOWLEDGMENT

STATE OF North Carolina
Henderson COUNTY } ss.

Personally came before me on 2nd day of July, 2024
the above-named Anthony J. Bauer and Monette K. Bauer
to me known to be the person(s) who executed the foregoing
instrument and acknowledged the same.

Isaac Dolt
*
Notary Public, State of North Carolina
My Commission (is permanent) (expires:)
June 23, 2026



(Signatures may be authenticated or acknowledged. Both are not necessary.)
NOTE: THIS IS A STANDARD BAR FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

General and Transient Merchants

LICENSE APPLICATION

APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: **Town of Algoma**) and a complete reproducible site plan, which includes, but is not limited to:

- All structures, parking, streets, and other manmade or natural features associated with the site.
- A north arrow.
- Map scale and distances.

APPLICATION

PETITIONER

Gailan Group LLC (920) 420-1075
Petitioner Name Petitioner Phone Number

18 Jewlers park DR Neenah WI 54956
Petitioner Address City State Zip Code

OWNER (IF NOT PETITIONER)

Mohammed Gailan (920) 509-7404
Owner Name Owner Phone Number

3129 honey creek ct Oshkosh WI 54904
Owner Address City State Zip Code

PROPOSED ACTIVITY LOCATION

PROPOSED ACTIVITY DESCRIPTION

Door to Door Rooted. and Yard Signs

LICENSE DURATION

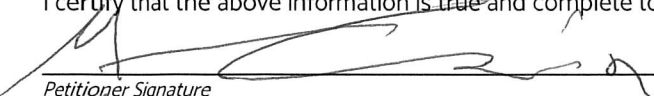
Period* for which license is sought:

08/09/24 - 09/30/2025
From Date To Date

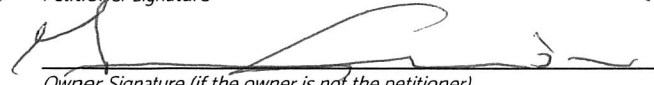
*Licenses may be requested for a period of up to one year.

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.


Petitioner Signature

8/9/24
Date


Owner Signature (if the owner is not the petitioner)

8/9/24
Date



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Ordinance No. 2024-01 An Ordinance Repealing Chapter 274 of the Code of Ordinances for the Town of Algoma, Relating to Sex Offenders

SUMMARY:

At the July 17, 2024 Town Board meeting Town Attorney Lehocky discussed her recommendations with the Board to either repeal or revise Town Code Chapter 274 Sex Offenders.

She discussed two options:

1. Repeal the current ordinance in its entirety; or
2. Amend the current code to add a Sex Offender Board and create a process to apply the requirements of the code.

Staff are bringing forth an ordinance (option 1) to repeal the ordinance should the Board wish to take action at this meeting.

If the Board wishes to amend the current ordinance (option 2), Staff is requesting direction on those proposed amendments. Changes identified through this discussion would be brought to the Board as an ordinance for consideration at a future meeting.

Copies of the current code (Ch. 274 Sex Offenders) and Ord. 2024-01 are attached.

RECOMMENDED ACTION: Staff recommend repeal of the current ordinance which is effective immediately. Should the Board agree, the following motion may be made:

“Motion to approve Ordinance No. 2024-01 An Ordinance Repealing Chapter 274 of the Code of Ordinances for the Town of Algoma, Relating to Sex Offenders.”

ATTACHMENTS:

1. Ordinance No. 2024-01
2. Ch. 274 Sex Offenders (current code)

ORDINANCE NO. 2024 – 01

**AN ORDINANCE REPEALING CHAPTER 274 OF THE CODE OF ORDINANCES FOR THE TOWN OF
ALGOMA, RELATING TO SEX OFFENDERS**

The Town Board of the Town of Algoma ordains as follows:

1. That Chapter 274 of the Municipal Code of the Town of Algoma relating to sex offenders be, and hereby is, repealed.
2. That the effective date for the ordinance is August 22, 2024.
3. That this ordinance shall be posted and/or published, as provided by law.

Adopted by the Town Board of Algoma, Winnebago County, Wisconsin, on this 21st day of August, 2024.

Joel Rasmussen, Town Chair

ATTEST:

Katherine Reinbold
Municipal Clerk/Treasurer

Chapter 274

SEX OFFENDERS

	ARTICLE I	§ 274-4.	Renting property to designated offender.
	Residency Restrictions	§ 274-5.	Selling property to designated offender.
§ 274-1.	Findings; intent.	§ 274-6.	Violations and penalties.
§ 274-2.	Definitions.		
§ 274-3.	Prohibited location; prohibited conduct; exceptions.		

[HISTORY: Adopted by the Town Board of the Town of Algoma as indicated in article histories. Amendments noted where applicable.]

ARTICLE I

Residency Restrictions**[Adopted 11-15-2006 by Ord. No. 123A]****§ 274-1. Findings; intent.**

- A. Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are extremely likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. This makes the cost of sexual offender victimization to society at large, while incalculable, clearly exorbitant.
- B. It is the intent of this article to serve the Town's compelling interest to promote, protect and improve the health, safety, and welfare of the citizens of the Town by creating areas around locations where children regularly congregate in concentrated numbers wherein certain sexual offenders and sexual predators are prohibited from establishing temporary or permanent residence.

§ 274-2. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

CHILD □ A person under the age of 16 for purposes of this article.

DESIGNATED OFFENDER □ Any person who is required to register under § 301.45, Wis. Stats., for any sexual offense against a child.

□ INOR □ A person under the age of 17.

□ ER □ ANENT RESIDENCE □ A place where the person abides, lodges, or resides for 14 or more consecutive days.

TE □ □ ORAR □ RESIDENCE □ A place where the person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person's permanent residence.

§ 274-3. Prohibited location; prohibited conduct; exceptions.

- A. □ rohibited location of residence. It is unlawful for any designated offender to establish a permanent residence or temporary residence within 2,000 feet of any school, licensed day-care center, park, trail, playground, place of worship, or any other place designated by the Town as a place where children are known to congregate.
- B. □ rohibited activity. It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas or wearing an Easter Bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no nonfamilial children are present, are exempt from this subsection.
- C. □ easurement of distance.
- (1) For purposes of determining the minimum distance separation, the requirement shall be

measured by following a straight line from the outer property line of the permanent residence or temporary residence to nearest outer property line of a school, licensed day-care center, park, trail, playground, place of worship, or any other place designated by the Town where children are known to congregate.

- (2) The Town Clerk shall maintain an official map showing prohibited locations as defined by this article.¹ The Clerk shall update the map at least annually to reflect any changes in the location of prohibited zones. These shall be designated on the map as child safety zones.²
- D. Exceptions. A designated offender residing within a prohibited area as described in Subsection A does not commit a violation of this section if any of the following apply:
- (1) The person established the permanent residence or temporary residence and reported and registered the residence pursuant to § 301.45, Wis. Stats., before the effective date of this article.
 - (2) The person is a minor and is not required to register under § 301.45 or 301.46, Wis. Stats.
 - (3) The school, licensed day-care center, park, trail, playground, place of worship, or any other place designated by the Town as a place where children are known to congregate within 2,000 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to § 301.45, Wis. Stats.
 - (4) The residence is also the primary residence of the person's parents, grandparents, siblings, spouse, or children, provided that such parent, grandparent, sibling, spouse or child established the residence at least two years before the designated offender established residence at the location.
 - (5) The residence is a property owned or leased by the Wisconsin Department of Corrections.

§ 274-4. Renting property to designated offender.

- A. It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to this article, if such place, structure, or part thereof, trailer or other conveyance is located within a prohibited location zone described in § 274-3A.
- B. A property owner's failure to comply with the provisions of this section shall constitute a violation of this section and shall subject the property owner to the code enforcement provisions and procedures as provided in this article.

§ 274-5. Selling property to designated offender.

- A. It is unlawful for any owner, real estate broker or real estate sales person to participate in the sale of any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a temporary or permanent residence by a person prohibited from establishing such permanent or temporary residence pursuant to this article, if such place, structure, part thereof, trailer or conveyance is located within a prohibited location zone described in § 274-3A.

1. Editor's Note: The map is included as an attachment to this chapter.

2. Editor's Note: Original Subsection D, Penalties, which immediately followed this subsection, was moved to its own section. See now § 274-6, Violations and penalties.

- B. Failure to comply with the provisions of this section shall constitute a violation of this section and shall subject the person violating this section to the code enforcement provisions and procedures as provided in this article.

§ 274-6. Violations and penalties.

Penalties. A person who violates this article shall be punished by a forfeiture not exceeding \$500. Each day a person maintains a residence in violation of this article constitutes a separate violation. The Town may also seek equitable relief.

LEGAL MEMORANDUM

To: Town of Algoma Board of Supervisors
From: Tyler D. Pluff
Date: August 16, 2024
Re: Ordinance Enforcement



Dear Town Board Supervisors:

It is my understanding that the Town desires to implement a procedure that would allow for the Town to penalize violators of the Town's ordinances. Below is a general overview of a procedure available to the Town and an outline showing the steps the Town will need to take to move forward if it desires.

Currently the only method of enforcement available to the Town looks to be through the injunction procedure in the courts. However, this method is normally only useful for continuing and obvious violations that require an increased response through the court system.

State statutes allow for a municipality to enforce its ordinances through a citation procedure. The requirements for this procedure are outlined in Wis. Stat. Sec. 66.0113. A general citation ordinance would allow the Town to issue citations for nuisance properties, failing to obtain proper permits, and other violations of Town Ordinances. These monetary fines do not result a court order to halt the activity as an injunction would but may become an important step in notifying someone of their violation of Town Ordinances.

In review of the Town's current ordinances, the Town looks to have previously enacted a version of the citation ordinance under Chapter 15. However, the authorization to issue the citations is only given to the building inspector and road supervisor for violations of specific codes.

The Town would therefore benefit by amending Chapter 15 of its ordinances to a general citation ordinance compliant with Wis. Stat. Sec. 66.0113. Under the statute, the Town Board may authorize a Town official or officials to issue citations on behalf of the Town. Normally this task is assigned to the administrator. The Town could also keep the citations available to the building inspector and road/drainage coordinator.

Once the Town has proper ordinance in place and an official has the authority to issue the citations, the Town must then set up its citation procedure with a Court. While the Town has the option of creating its own municipal court, there is also the option of having tickets heard in the circuit court. In this instance, given that the Town does not have its own police department, the Town should elect to have its citations heard at the same time as other municipalities in the circuit court.

The authorized Town official will mail out citations, by certified mail, to violators. The Town will need to acquire a citation booklet that contains the information required by the statute and ordinance. The citation would have a date on which the violator would be required to appear in court, and a fine amount. The appearance in court is the Intake Date.

Based on previous emails with the Clerk of Courts, "Intake Hearings" would likely take place on Tuesdays at 9:00 a.m.. The Town Attorney would be present at intake, to discuss the citations with violators who appear. If not guilty pleas are entered, then the matter would proceed to a potential pretrial conference, and then a hearing in front of a circuit court judge. It is important to note that all payments are made to the circuit court because there are fees involved with filing citations in the circuit court and the remainder is then distributed to the Town.

In summary the following steps would need to be completed in order to implement a proper citation procedure:

Step 1: An amended citation ordinance is drafted that allows for citations to be issued by a Town Official

Step 2: Citation Ordinance Amendment is approved by the Town Board. The Town Board should also create/amend its fee schedule in order to allow for correct citation amounts for violations

Step 3: The Town will need to coordinate with Winnebago County Clerk of Court in setting up citation intake for the Town

Step 4: The Town obtains a citation booklet and may begin issuing citations

Step 5: The Town Attorney prosecutes the citation in court.

This memorandum gives a general overview of the process. I will be attending the Town Board Meeting in person to answer questions that you may have regarding the process.

I look forward to discussing the topic with you further at your meeting.

Town Counsel Law & Litigation, LLC

s/ Tyler D. Pluff
Tyler D. Pluff

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Burning in the Town of Algoma

SUMMARY:

At the July 17, 2024 Town Board meeting there was general discussion of burning in the Town of Algoma. The Board directed Staff to provide:

1. Information on how burning is handled in other municipalities, including whether or not a permit is required.
2. Further information on enforcement options.

Staff have researched 8 municipalities, which were selected for their location in relation to the Town of Algoma and/or similar size/development activity to the Town of Algoma.

Staff has attached and will discuss the following with the Board:

1. A summary that notes the following for each municipality:
 - If they have a burn permit.
 - If they have a burn permit, the cost and period of time the permit covers.
 - Additional details that stood out within their code/process such as specific burn times/days; requirement to contact the County prior to burning; and liability.
 - Violations and penalties.
2. Copies of municipal code, burn permits and/or other material relating to burning for each municipality.

Analysis:

- Of the 8 municipalities it is split 50/50 for having a burn permit.
- Five municipalities are towns—2 of the 5 towns have permits (3 do not).
- For those communities that do have a permit, the cost is either free or no more than \$15.00.

While for the most part there is consistency in general regulations and prohibitions for burning, there is no clear best practice for use of burn permits.

Introducing a permit process would require additional administrative processes and staff time. The current town ordinance provides for violations and penalties, but the town does not have the ability to enforce.

In light of the information on the previous agenda item regarding enforcement, staff recommend getting enforcement in place and enforcing the current violations and penalties for burning without the addition of a burn permit. Knowing setting up that procedure may take some time, we could again mail the postcard sent last fall reminding residents of the burn ordinance and list the dates for yard waste pick-up.

RECOMMENDED ACTION: Staff recommend not implementing a burn permit at this time.

ATTACHMENTS:

1. Municipal comparisons for burning
2. Comparison communities information on burning and burn permits

Burn Ordinance and Permit Comparisons 8/21/24

Municipality	2024 Prelim Population	General Code	Burn Permit?	Permit cost & duration	Additional details	Violations and penalties
Town of Algoma	6,867	Open Burning with regulations and prohibitions	No	NA		violations; amount varies with violation up to \$200
City of Oshkosh	67,245	Recreational burning with regulations nad prohibitions	Yes	\$15.00, annual	use online permit system	
Town of Buchanan	6,815	Outdoor and refuse burning with regulations and prohibitions	Yes	Free, annual	Permits valid Saturdays 8am-8pm. Liability of burner for all fire supression costs and other damage caused by the fire; Right of entry and inspection by Fire Dept	Forfeiture of not less than \$200 nor more than \$1,000 plus cost of prosecution. Penalites are doubled for third and subsequent offenses.
Town of Neenah	3,664	Burning with regulations nad prohibitions	No	NA	contact the Sheriff's Office for bigger burns	\$100-\$500 for each offense plus reasonable costs incurred by Town fighting the fire, resitution, and/or prosecution costs.
Town of Omro	2,413	do not have code for burning	Yes	\$10.00, annual	Before burning must contact Sheriff's Office	none specified
Town of Oshkosh	2,432	do not have code for burning	No	NA	No permit but person is liable for any nuisance or illegal burning. If large burn should call County Sheriff before and after fire.	Subject to a citation.
Town of Sheboygan	8,279	Open Burning with regulations and prohibitions	No permit, request is verbal and Town Board is informed	Free, each instance	Must notify County prior to burning. Except for campfires and permitted bonfires, open burning shall only be conducted between 4pm-9pm. Right of entry and inspection by Fire Dept.	Varies \$25-150 plus court costs
Village of Fox Crossing	19,285	Open Burning with regulations and prohibitions	No	NA	No fire started when the wind speed exceeds 10 mph at Appleton Intl Airport	
Village of Harrison	15,364	Open Burning with regulations and prohibitions	Yes	Free; One week (7 days)	valid 7am-7pm during that week; Must inform Sheriff's Dept or other designated official; permittee has liability	Subject to General Penalty of the Village. First offense no more than \$500, second no more than \$1,000 - each plus cost of prosecution

ARTICLE I
Open Burning
[Adopted 8-22-1996 by Ord. No. 88]

§ 184-1. Applicability.

Burning in the following situations is hereby regulated or prohibited:

- A. Open burning.
- B. Burn barrel fires.
- C. Burning of construction waste.
- D. Burning of salvage.
- E. Burning of marsh hay, large areas of grass, large brush piles and large campfires over three feet in diameter.
- F. Burning of garbage, refuse, hazardous substances, industrial waste, waste tires, and medical waste.

§ 184-2. General regulations.

The following general regulations apply to all burning as hereafter classified:

- A. All fires shall be attended at all times by one person at least 16 years of age.
- B. A hose attached to a pressurized water source, fire extinguisher, or shovel shall be at hand to control spread of the fire.
- C. Only dry materials may be burned in order to prevent excessive smoke.
- D. Burning is prohibited when wind velocity exceeds 10 miles per hour.
- E. Fires may be no less than 10 feet from any structure or property line. **[Amended 10-15-1997 by Ord. No. 94]**
- F. No fire should be started later in the day than 1/2 hour before sunset.
- G. Except for starter fluid which can be used with small campfires and grills, burning of flammable or combustible liquids is prohibited.
- H. Burning of all types in any ditches or drainageways, whether on public or private lands, is prohibited.
- I. To the extent not inconsistent with specific provisions of this article, the definitions set forth in Chapter 328, Article II, Solid Waste Disposal and Recycling, of the Town Code shall control.
- J. All persons should be considerate of neighbors at all times. In particular, consideration should be given to the direction of travel of smoke.

§ 184-3. Specific regulations.

The following regulations apply to the following specific classifications of burning:

- A. Open burning.¹
 - (1) Fires shall not exceed three feet in diameter.
 - (2) Only charcoal, clean untreated wood, regardless of diameter, dry leaves and brush, and nontreated paper products shall be burned. (See Subsection C prohibitions.)
- B. Burn barrels.
 - (1) Only dry paper, leaves, or untreated wood shall be burned in burn barrels.
 - (2) The top of the barrel must be covered by a wire screen.
- C. Construction site burning. Burning of any construction material at construction sites is strictly prohibited.
- D. Salvage burning. Salvage burning is strictly prohibited in the Town of Algoma.
- E. Garbage, etc.
 - (1) Burning of garbage, refuse, hazardous substances, industrial waste, waste tires, and medical waste is prohibited in the Town of Algoma.
 - (2) Combustibles, including construction materials, shall not be brought into the Town for the purpose of burning, unless as fuel for fires specifically permitted by this article.
- F. Burning in open areas and large fires.
 - (1) Burning of marshes, grasslands, and large brush piles over three feet in diameter must be reported to the Fire Chief. If the reporting party is unable to reach the Fire Chief, he or she should call the Winnebago County Communications Center.²
 - (2) The Chief shall direct calls to the administrative phone number of the Winnebago County Sheriff's Department where the caller shall provide the following information:
 - (a) The address, phone number, name of responsible person and telephone number at the burn.
 - (b) Secured person at the burn.
 - (3) A return phone call to the Winnebago County Sheriff's Department is required at its completion.

§ 184-4. Exemption.

Controlled burns by the Town Fire Department for demolition or fire training are exempt from the

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

provisions of this article.

§ 184-5. Violations and penalties.

Any person who shall violate any of the provisions of this article shall, upon conviction thereof, forfeit the amounts set forth below, together with costs of prosecution, and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail of Winnebago County, Wisconsin, until said forfeiture and costs are paid, but not exceeding six months. Each day of violation shall constitute a separate offense.

- A. Violators of § 184-3A, B, C and F shall forfeit not less than \$30 nor more than \$60.³
- B. Violators of § 184-3D and E shall forfeit not less than \$100 nor more than \$200.⁴
- C. Violators of § 184-2 shall forfeit not less than \$30 nor more than \$50 for the first violation, and not less than \$75 nor more than \$100 for a second violation.⁵
- D. Before issuing a citation or ticket for a violation of this article, the enforcing officer shall issue a written warning to the violator. A copy of such warning shall be filed with the Town Clerk. Any subsequent violation by the same person shall result in a ticket or citation.⁶

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

4. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

5. Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

6. Editor's Note: Original Section VI (of Ordinance No. 88), Enforcement, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II).



City of Oshkosh Recreational Burning

Recreational fires are prohibited in the City of Oshkosh without a valid permit. A recreational fire permit is required to be purchased before any burning. Outdoor cooking is allowed without a permit using approved devices such as grills and smokers.

The City of Oshkosh will allow citizens to have recreational fires at single-family and two-family dwellings provided that such fires are in strict compliance with restrictions relating to recreational fires. Permits will only be issued to property owners or tenants who have received permission from the property owner. The City of Oshkosh Fire Department will enforce these restrictions to ensure that fires do not compromise safety or cause neighborhood concerns.

Permits can be purchased online or in-person at Fire Station #15 located at 101 Court St. The cost of the permit is \$15 and is valid for one calendar year from January 1 to December 31. You must obtain a permit every calendar year.

The burn permit shall allow burning only under prescribed conditions. The permit shall in no way relieve an individual from potential personal liability. Any person responsible for the existence or spread of fire shall be liable for the payments of costs incurred.

Burning hours are Sun-Thurs. 11 a.m. to 10 p.m. and Friday and Saturday 11 a.m. to 12 a.m.

Rules for Outdoor Burning

- Permits shall be available to the City of Oshkosh Fire Department personnel upon request. If the permit is not available, the fire will be extinguished immediately.
- Permits are non-transferable.
- The outdoor fireplace shall be an assembly that includes a bowl for holding the wood, screen sides, and a cover to contain the embers/sparks, and supports to assure clearances to combustibles.
- Recreational fires must be attended at all times by at least one responsible person of 18 years or older.
- A method of extinguishment shall be readily available, such as a garden hose or a fire extinguisher with a minimum 4A rating.
- The fire shall be completely extinguished before leaving the fireplace unsupervised.
- The fireplace cannot be used within 15 feet of buildings, combustibles, or lot lines.
- Only dry wood is to be burned.
- The burning of trash, yard waste, building construction materials, or other waste is prohibited.
- No recreational fire shall be started when wind direction or speed will cause embers or other burning material to be carried onto any building or combustible material.
- Burning shall not produce smoke that causes a public nuisance.
- The City of Oshkosh Fire Department reserves the right to extinguish the fire for any reason deemed necessary.

*****When burning, please be considerate of your neighbors*****

LOSS OF PRIVILEGES AND/OR FINES MAY RESULT BY NOT FOLLOWING THE GUIDELINES

Town of Buchanan

Chapter 290. Fire Prevention

Article III. Outdoor Burning

§ 290-7. Purpose. This article is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the Town of Buchanan (from threats) due to the air pollution and fire hazards of open burning, outdoor burning and refuse burning.

§ 290-8. Applicability. This article applies to all outdoor burning and refuse burning within the Town of Buchanan.

A. This article does not apply to grilling or cooking using charcoal, wood, propane or natural gas in cooking or grilling appliances.

B. This article does not apply to burning in a stove, furnace, fireplace or other heating device within a building used for human or animal habitation unless the material being burned includes refuse as defined in § 290-9 of this article.

C. This article does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.

§ 290-9. Definitions.

As used in this article, the following terms shall have the meanings indicated:

CAMPFIRE A small outdoor fire intended for recreation or cooking not including a fire intended for disposal of waste wood or refuse.

CLEAN WOOD Natural wood which has not been painted, varnished or coated with a similar material, has not been pressure treated with preservatives and does not contain resins or glues as in plywood or other composite wood products.

FIRE CHIEF The Chief of Buchanan Fire and Rescue or other person authorized by the Fire Chief.

MAINTENANCE FIRE A fire that is conducted as a means of disposing of excess leaves, brush, clean wood and other vegetative debris from agricultural property, nursery property, site preparation, spring/fall yard cleanup or cleanup after a natural disaster. Maintenance fires are allowed on residential and agriculturally zoned properties. Maintenance fires for industrial or commercially zoned properties are not permitted.

OPEN BURNING Kindling or maintaining a fire where the products of combustion are emitted directly into the ambient air without passing through a stack or a chimney.

OUTDOOR BURNING Open burning or burning in an outdoor wood-fired furnace.

REFUSE Any waste material except clean wood.

§ 290-10. Prohibited acts. Open burning, outdoor burning and refuse burning are prohibited in the Town of Buchanan unless the burning is specifically permitted by this article.

§ 290-11. Prohibited materials. Unless a specific written approval has been obtained from the Department of Natural Resources, the following materials may not be burned in an open fire, incinerator, burn barrel, furnace, stove or any other indoor or outdoor incineration or heating device. The Town of Buchanan will not issue a permit for burning any of the following materials without air pollution control devices and a written copy of an approval by the Department of Natural Resources:

A. Rubbish or garbage, including but not limited to food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris or other household or business wastes.

B. Waste oil or other oily wastes except used oil burned in a heating device for energy recovery subject to the restrictions in Ch. NR 590, Wis. Adm. Code.^[1]

[1] *Editor's Note: See now Ch. NR 679, Wis. Adm. Code.*

C. Asphalt and products containing asphalt.

D. Treated or painted wood, including but not limited to plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives.

E. Any plastic material, including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, plastic films and plastic containers.

F. Rubber, including tires and synthetic rubber-like products.

G. Newspaper, corrugated cardboard, container board, office paper and other materials that must be recycled in accordance with Chapter [450](#), Solid Waste, of the Code of the Town of Buchanan.

§ 290-12. Burning of leaves, brush, clean wood and other vegetative debris.

A. Burning leaves, brush, clean wood and other vegetative debris in the Town of Buchanan. Open burning of leaves, weeds, brush, stumps, clean wood, trees and other vegetative debris is allowed in the Town of Buchanan in accordance with Subsections B and C and the following provisions which shall apply to all burning in the Town:

(1) All allowed open burning shall be conducted in a safe nuisance-free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard on roadways, railroads or airfields. Open burning shall be conducted in conformance with all local and state fire protection regulations.

(2) Except for barbecue, gas and charcoal grills, no open burning shall be undertaken during periods when either the Fire Chief or the Wisconsin Department of Natural Resources has issued a burning ban applicable to the area.

(3) Unless explicitly allowed elsewhere in this article, a commercial enterprise other than an agricultural or silvicultural operation may open burn only at a facility approved by and in accordance with provisions established by the Department of Natural Resources and the Fire Chief.

(4) Fires set for forest, prairie or wildlife habitat management are allowed with the approval of the Department of Natural Resources.

(5) Outdoor campfires and small bonfires for cooking, ceremonies or recreation are allowed, provided that the fire is confined by a control device or structure such as a barrel, fire ring, or fire pit. Bonfires are allowed only if approved by and in accordance with provisions established by the Fire Chief.

(6) Open burning shall be constantly attended and supervised by a competent person of at least 18 years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire-extinguishing equipment as may be necessary for the total control of the fire.

(7) No materials may be burned upon any street, curb, gutter, ditch or sidewalk or on the ice of a pond, stream or water body.

(8) Except for barbecue, gas and charcoal grills, no burning shall be undertaken within 25 feet from any lot line, combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief.

B. Maintenance fires; burning leaves, brush, clean wood and other vegetative debris within the sanitary district. Open burning of leaves, weeds, brush, stumps, clean wood, trees and other vegetative debris is allowed in the Town of Buchanan for areas located within the Darboy Joint Sanitary District No. 1, except in accordance with the following provisions:

(1) Except for campfires and permitted bonfires, open burning shall only be conducted on Saturdays, other than legal holidays, as defined by § 995.20, Wis. Stats., between the hours of 8:00 a.m. and 8:00 p.m.

(2) Open burning under this section shall only be conducted at a location at least 50 feet from the nearest building which is not on the same property.

(3) Open burning under this section shall not be larger than five feet in diameter and the fuel shall not be stacked higher than three feet in height.

C. Maintenance fires; burning leaves, brush, clean wood and other vegetative debris outside the sanitary district. Open burning of leaves, weeds, brush, stumps, clean wood and other vegetative debris is allowed in the Town of Buchanan for areas located outside the Darboy Joint Sanitary District No. 1 only in accordance with the following provisions:

(1) Except for campfires and permitted bonfires, open burning shall only be conducted on Saturdays, other than legal holidays, as defined by § 995.20, Wis. Stats., between the hours of 8:00 a.m. and 8:00 p.m.

(2) Open burning under this section shall only be conducted at a location at least 100 feet from the nearest building which is not on the same property.

(3) Open burning under this section shall not be larger than 10 feet in diameter and the fuel shall not be stacked higher than five feet in height.

§ 290-13. Burn barrels.

A burn barrel may be used in the Town of Buchanan only in accordance with the following provisions:

A. The burn barrel shall not be used to burn any of the prohibited materials listed in § 290-11 of this article and may only be used in accordance with the provisions of § 290-12 of this article.

B. The burn barrel shall be located at least 100 feet from the nearest building that is not on the same property as the burn barrel.

C. The burn barrel shall have vent holes above the ash line for combustion air and shall be covered with a heavy wire screen.

D. The burn barrel shall not serve a commercial or industrial enterprise.

E. The owner of the burn barrel shall obtain an annual permit from the Town in accordance with § 290-15 of this article.

§ 290-14. Fire Department practice burns. Notwithstanding §§ 290-10 and 290-11 of this article, Buchanan Fire and Rescue may burn a standing building if necessary for fire-fighting practice and if the practice burn complies with the requirements of the Department of Natural Resources.

§ 290-15. Burning permits.

A. No person shall start or maintain any open burning without obtaining a burning permit issued by the Town of Buchanan. The fee for each burning permit shall be paid as listed in the Town of Buchanan Fees and Licenses Schedule.^[1]

[1]Editor's Note: The Town Fees and Licenses Schedule is on file in the office of the Town Administrator.

B. An outdoor campfire does not require a permit, provided that the fire complies with all other applicable provisions of this article.

C. The owner or occupant of the property shall obtain an annual burning permit for each burn barrel before using the burn barrel. The fee for each annual burning permit shall be paid as listed in the Town of Buchanan Fees and Licenses Schedule. An annual permit expires on December 31 of each year.

D. When weather conditions warrant, the Fire Chief or the Department of Natural Resources may declare a burning moratorium on all open burning and temporarily suspend previously issued burning permits for open burning.

E. A burning permit issued under this section shall require compliance with all applicable provisions of this article and any additional special restrictions deemed necessary to protect public health and safety.

F. Any violation of the conditions of a burning permit shall be deemed a violation of this article. Any violation of this article or the burning permit shall void the permit.

§ 290-16. Liability. A person utilizing or maintaining an outdoor fire shall be responsible for all fire-suppression costs and any other liability resulting from damage caused by the fire.

§ 290-17. Right of entry and inspection. The Fire Chief or any authorized officer, agent, employee or representative of the Town of Buchanan who presents credentials may inspect any property for the purpose of ascertaining compliance with the provisions of this article. (Note: If the owner or occupant of the premises denies access to the property for this purpose, a special inspection warrant may be obtained in accordance with § 66.0119, Wis. Stats.)

§ 290-18. Enforcement; violations and penalties.

A. The Fire Chief, Emergency Manager, Fire Chief designee, Outagamie County Sheriff's Department and Town Administrator are authorized to enforce the provisions of this article.

[Amended 11-10-2016 by Res. No. 2016-05]

B. Any person violating any of the provisions of this article shall be subject to a forfeiture of not less than \$200 nor more than \$1,000 plus the cost of prosecution. Penalties are doubled for third and subsequent offenses.

MUNICIPAL CODE OF THE **TOWN OF NEENAH**, WINNEBAGO COUNTY, WI
CHAPTER 5

1. Signs shall be posted in uniform locations, five to fifteen feet (5'-15') to the right side of the main driveway access point, on the back side of the road ditch. In more densely populated areas, and in site specific situations, signs may be posted to the left of the main driveway access point or closer to the road. These are general guidelines, with the ultimate goal being visibility, uniformity, and longevity.
 2. The sign shall be mounted on a post made of metal or other durable material, as determined, designated, or chosen by the Town of Neenah, and shall be at a right angle to the abutting roadway so as to be easily visible from either direction on the abutting street.
- (c) The cost of maintaining or replacing the uniform address number sign shall be assessed to the property owner, as provided for by the Town Board.
- (d) Although the U.S. Postal Service requires the address number to be displayed on the mailbox or mailbox supporting structure for mail delivery, the uniform address number sign shall not be posted on the mailbox or mailbox supporting structure.

5.05 BURNING

- (1) **Purpose.** It is the purpose of this Section to prevent the setting of fires within the Town of Neenah that create a nuisance or hazard to persons or property.
- (2) **Exceptions.** This Section shall not apply to:
- (a) Burning rubbish or trash in properly fire-screened barrels, cans, burners, or other similar containers, provided all air openings are covered with wire screen with openings no larger than one inch in diameter.
 - (b) Cooking fires in grills or in the open, unless said fires are recreational fires.
 - (c) Fires started in fireplaces, woodstoves, heating furnaces, pellet burners, or other similar devices.
 - (d) Fires started for approved fire training.
- (3) **Regulation of Burning Generally**
- (a) Any person who sets a fire in the Town, whether on the ground, in a container, or in a structure, must attend the fire until it is extinguished, subject to the exceptions above in Subsection 5.05(2) herein.
 - (b) No person shall burn weeds, leaves, brush, grass, or any other rubbish on the surface of Town roads.
 - (c) No person shall set a fire which causes smoke which creates a public nuisance or causes diminished visibility for motor vehicle traffic on nearby roads.
 - (d) No person shall burn rubber, plastic, or other petroleum-based materials.

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 5

- (e) Any person engaged in burning must ensure that the fire remains manageable and controllable by that person.
 - (f) No person shall burn a large rubbish pile, large brush pile, or field unless the Sheriff's Department is notified in advance of burning those materials and immediately after the fire is extinguished.
 - (g) No person shall burn a structure without prior approval in writing from the Fire Chief or the Fire Chief's designated representative.
 - (h) During times which the Town Board, Fire Chief, or any state, county or other governmental authority with jurisdiction may choose to designate and publish as "no burning", any person who wishes to engage in burning must first obtaining a permit from the Town Fire Chief or the Town Chairman.
- (4) **Recreational Fires**
- (a) **Definition of Recreational Fire.** Recreational fires are defined as user-started personal fires used for cooking, warmth, or other personal enjoyment.
 - (b) No person shall build a recreational fire nearer than ten (10) feet from any tree, shrub, bush, fence, building, or combustible material.
 - (c) All recreational fires shall be surrounded by a non-combustible material such as concrete, brick, or stone, or be contained in a below-ground pit with a depth of at least ten (10) inches.
 - (d) Any person who builds a recreational fire must personally attend the fire until it is extinguished.
- (5) **Fires in Town Parks.** Any person building a fire within a Town park must do so within a portable or permanent grill and subject to all posted regulations. See Section 15.02 herein.
- (6) **Penalties.** Any person violating the provisions of this Section will be subject to forfeiture not less than one hundred dollars (\$100.00) and not more than \$500.00 for each offense, plus the reasonable costs incurred by the Town in fighting and putting out such fire, plus an amount to be paid in restitution to any person whose person or property is injured or damaged by such fire. Any person subject to forfeiture under this section must also pay the costs of prosecution.

Town Officials Serving you:

Brian Noe, Chairman
Mark Krings, Supervisor
Steve Disterhaft, Supervisor
Dana Woods, Clerk
Brenda Pluchinsky, Treasurer
Bruce Roskom, Planning Commission Chair



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(920) 685-2111
www.townofomro.us

BURNING PERMIT APPLICATION

Date: _____

Applicant's Name: _____

Telephone: _____

Mailing Address: _____

Burn Site Location: _____

Material to be Burned: _____

All town residents who do open burning must have a permit issued by the Town Treasurer.
Landlords will be responsible for informing their tenants about burning permits.

1. Permits will be issued to responsible persons only.
2. Permits will be issued from the date obtained to December 31 of that year.
3. Permits will be refused during dry times and windy days.
4. Consider all fire hazard conditions on and adjacent to area to be covered by the burning permit.
5. The Town Treasurer will issue burning permits.
6. The Town Board can regulate burning.
7. It is illegal to set a fire and fail to extinguish it.
8. It is illegal to allow a fire to escape your control.
9. It is a felony to intentionally set fire to lands of another.
10. A person will be liable for the cost of putting out a fire he/she has caused.
11. There shall be no burning of asphalt, rubber, plastic, oily substances, or wet, noncombustible rubbish or garbage.
12. Burn late in the day when temperature is lower and humidity is higher.
13. Burn when the winds are gentle.
14. Have fire-fighting tools on site before you start a fire.
15. An adequate fire break must be made around the fire.
16. **Before starting a fire, a person must notify the Winnebago County Sheriff's Department (Dispatch) by calling 236-7300. Call the sheriff again when you finish burning.**
17. The cost of the permit is \$10.00. Make check payable to **Town of Omro**. Mail or drop off application with payment and a stamped, self-addressed envelope.

By signing this application, you have agreed and will comply with the terms above.

Applicant's Signature: _____

Burning - Brush

Do I need a permit to burn? —

No, but you are ultimately responsible for any nuisance or illegal burning in accordance to the State of Wisconsin and local ordinances. Violations are subject to a citation.

If the Fire Department is called to respond, the fire department must extinguish the fire.

If it is a large burn, you should call the Winnebago County Sheriff (Fire Non-Emergency) at [920-236-7300](tel:920-236-7300) when you begin the controlled fire **and** call back the same phone number when the fire has been extinguished. This is to avoid any unnecessary fire calls.

What could be considered a nuisance? —

Smoke blowing onto a neighbor's property. If a neighbor determines the smoke from a burn is an annoyance, the fire department could be asked to extinguish the fire at the expense of the person/property owner starting the fire.

Consider the direction of the wind and weather, and other conditions before you start a controlled fire.

What is allowable to burn? —

Only untreated wood, brush, and leaves are allowable to burn.

Are large bonfires allowed? —

Town of Oshkosh residents that plan to burn a large controlled fire, the person should contact the Winnebago County Sheriff's Office non-emergency phone [920-236-7300](tel:920-236-7300) to alert them when you begin the fire. When the fire has been extinguished, call the Sheriff's Office back to let them know. This process will avoid unnecessary fire-reported calls/runs.

Winnebago County Sheriff (Fire Non-Emergency) at [920-236-7300](tel:920-236-7300).

Town of Sheboygan

Chapter 127. Burning. Open

§ 127-1. Applicability.

This chapter applies to all outdoor burning and refuse burning within the Town of Sheboygan.

A. This chapter does not apply to grilling or cooking using charcoal, wood, propane or natural gas in cooking or grilling appliances.

B. This chapter does not apply to burning in a stove, furnace, fireplace or other heating device within a building used for human or animal habitation unless the material being burned includes refuse as defined in § 127-2.

C. This chapter does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.

§ 127-2. Definitions. As used in this chapter, the following terms shall have the meanings indicated:

CAMPFIRE A small outdoor fire intended for recreation or cooking, not including a fire intended for disposal of waste wood or refuse.

CLEAN WOOD Natural wood which has not been painted, varnished or coated with similar material, has not been pressure treated with preservatives and does not contain resins or glues as in plywood or other composite wood products.

CONFIDENTIAL PAPERS Printed material containing personal identification or financial information that the owner wishes to destroy.

FIRE CHIEF The Chief of the Town of Sheboygan Volunteer Fire Department or other person authorized by the Fire Chief.

OPEN BURNING Kindling or maintaining a fire where the products of combustion are emitted directly into the ambient air without passing through a stack or a chimney from an enclosed chimney.

OUTDOOR BURNING Open burning or burning in an outdoor wood-fired furnace.

OUTDOOR WOOD-FIRED FURNACE A wood-fired furnace, stove or boiler that is not located within a building intended for habitation by humans or domestic animals.

REFUSE Any waste material except clean wood.

§ 127-3. General prohibition. Open burning, outdoor burning and refuse burning are prohibited in the Town of Sheboygan unless the burning is specifically permitted by this chapter.

§ 127-4. Materials that may not be burned.

A. Unless a specific written approval has been obtained from the Department of Natural Resources, the following materials may not be burned in an open fire, incinerator, burn barrel, furnace, stove or any other indoor or outdoor incineration or heating device. The Town of Sheboygan will not issue a

permit for burning any of the following materials without air pollution control devices and a written copy of an approval by the Department of Natural Resources.

B. Rubbish or garbage, including but not limited to food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris or other household or business wastes.

C. Waste oil or other oily wastes except used oil burned in a heating device for energy recovery subject to the restrictions in Ch. NR 679, Wis. Adm. Code.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]

D. Asphalt and products containing asphalt.

E. Treated or painted wood, including but not limited to plywood, composite wood products or other wood products that are painted, varnished or treated with preservatives.

F. Any plastic material, including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fibers, films and containers.

G. Rubber ,including tires and synthetic rubber-like products.

H. Newspaper, corrugated cardboard, container board, office paper and other materials that must be recycled in accordance with the Chapter [257](#), Solid Waste, Article [III](#), Recycling, except as provided in [§ 127-9](#).

[§ 127-5. Open burning of leaves, brush, clean wood and other vegetative debris.](#)

Open burning of leaves, weeds, brush, stumps, clean wood and other vegetative debris is allowed only in accordance with the following provisions:

A. All allowed open burning shall be conducted in a safe, nuisance-free manner, when wind and weather conditions are such as to minimize adverse effects and not create a health hazard or a visibility hazard on roadways, railroads or airfields. Open burning shall be conducted in conformance with all local and state fire protection regulations.

B. Except for barbecue, gas and charcoal grills, no open burning shall be undertaken during periods when either the Fire Chief or the Wisconsin Department of Natural Resources has issued a burning ban applicable to the area.

C. Open burning shall be conducted only on the property on which the materials were generated or at a facility approved by and in accordance with provisions established by the Department of Natural Resources and the Fire Chief.

D. Unless explicitly allowed elsewhere in this chapter, a commercial enterprise other than an agricultural or silvicultural operation may open burn only at a facility approved by and in accordance with provisions established by the Department of Natural Resources and the Fire Chief.

E. Open burning of weeds or brush on agricultural lands is allowed if conducted in accordance with other applicable provisions of this chapter.

F. Fires set for forest or wildlife habitat management are allowed with the approval of the Department of Natural Resources.

G. Outdoor campfires and small bonfires for cooking, ceremonies or recreation are allowed, provided that the fire is confined by a control device or structure, such as a barrel, fire ring, or firepit.

H. Burning of trees, limbs, stumps, brush or weeds for clearing or maintenance of rights-of-way is allowed if approved by the Fire Chief and if in accordance with other provisions of this chapter.

I. Burning in emergency situations, such as natural disasters, is allowed if approved by the Department of Natural Resources.

J. Except for campfires, open burning under this section shall only be conducted at a location at least 250 feet from the nearest building that is not on the same property.

K. Except for campfires and permitted bonfires, open burning shall only be conducted between the hours of 4:00 p.m. and 9:00 p.m.

L. Open burning shall be constantly attended and supervised by a competent person of at least 18 years of age until the fire is extinguished and is cold. The person shall have readily available for use such fire-extinguishing equipment as may be necessary for the total control of the fire.

M. No materials may be burned upon any street, curb, gutter or sidewalk or on the ice of a lake, pond, stream or water body.

N. Except for barbecue, gas and charcoal grills, no burning shall be undertaken within 25 feet from any combustible material, combustible wall or partition, exterior window opening, exit access or exit unless authorized by the Fire Chief.

§ 127-6. Burn barrels.

A burn barrel may be used in the Town of Sheboygan only in accordance with the following provisions:

A. The burn barrel shall not be used to burn any of the prohibited materials listed in § 127-4.

B. The burn barrel shall be located at least 250 feet from the nearest building that is not on the same property as the burn barrel.

C. The burn barrel shall have vent holes above the ash line for combustion air and shall be covered with a heavy wire screen.

D. The burn barrel shall not serve a business.

§ 127-7. Outdoor wood-fired furnaces. An outdoor wood-fired furnace may be used in the Town of Sheboygan only in accordance with the following provisions:

A. The outdoor wood-fired furnace shall not be used to burn any of the prohibited materials listed in § 127-4.

B. The outdoor wood-fired furnace shall be located at least 500 feet from the nearest building which is not on the same property as the outdoor wood furnace.

C. The outdoor wood-fired furnace shall have a chimney that extends at least 15 feet above the ground surface. The Town Board may approve a lesser height on a case-by-case basis if necessary to comply with manufacturer recommendations and if the smoke from the lower chimney height does not create a nuisance for neighbors.

§ 127-8. Fire Department practice burns. Notwithstanding §§ 127-3 and 127-4, the Town of Sheboygan Volunteer Fire Department may burn a standing building if necessary for firefighting practice and if the practice burn complies with the requirements of the Department of Natural Resources.

§ 127-9. Exemption for burning certain papers.

A. Notwithstanding § 127-4H, paper and cardboard products may be used as a starter fuel for a fire that is allowed under this chapter.

B. Small quantities of confidential papers from a residence may be burned if necessary to prevent the theft of financial records, identification or other confidential information.

C. Confidential papers from a commercial enterprise shall be shredded or destroyed in a manner other than burning.

D. A fire set for burning of a small quantity of confidential papers shall be subject to and comply with § 127-5A through C, F, and J through N.

§ 127-10. Liability. A person utilizing or maintaining an outdoor fire shall be responsible for all fire-suppression costs and any other liability resulting from damage caused by the fire.

§ 127-11. Right of entry and inspection. The Fire Chief or any authorized officer, agent, employee or representative of the Town of Sheboygan Volunteer Fire Department or the Town of Sheboygan who presents credentials may inspect any property for the purpose of ascertaining compliance with the provisions of this chapter. Note: If the owner or occupant of the premises denies access to the property for this purpose, a special inspection warrant may be obtained in accordance with § 66.0119, Wis. Stats.

§ 127-12. Enforcement; violations and penalties.

A. The Fire Chief, the Town Chairperson and the Town Ordinance Enforcement Officers are authorized to enforce the provisions of this chapter.

B. The penalty for violation of any portion of this chapter shall be a forfeiture of not less than \$25 or more than \$250, plus the cost of prosecution. Penalties are doubled for second and subsequent offenses.

C. The bond or forfeiture penalty for the first violation of this section is \$50, plus penalty assessments and court costs.

D. The bond or forfeiture penalty for the second violation of this section is \$100, plus penalty assessments and court costs.

E. The bond or forfeiture penalty for the third and subsequent violations of this section is \$150, plus penalty assessments and court costs.

Village of Fox Crossing

Chapter 218. Fires and Fire Prevention

Article VIII. Open Burning

§ 218-27. Scope. [Amended 5-10-2021 by Ord. No. 210426-2]

The provisions of this article shall cover all fires that result in products of combustion being released into the atmosphere regardless of whether they pass through a stack or chimney from an enclosed chamber. Burning is classified as a cooking, recreational or maintenance fire. Burning as part of an industrial operation regulated by other agencies is not included as part of this article. This article is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the Village of Fox Crossing due to the air pollution and fire hazards of open burning, outdoor burning and refuse burning.

§ 218-28. General. [Amended 5-10-2021 by Ord. No. 210426-2]

Except as permissible by this chapter, no person, firm or corporation shall build any outdoor fire within the corporate limits of the Village of Fox Crossing. Fireplaces, wood stoves or similar wood-burning devices/appliances within a structure are exempt from the provisions of this article unless the emission from these devices creates a public nuisance.

§ 218-29. Definitions.

The following definitions shall apply to this article:

ACCELERANT A flammable or combustible liquid that will increase the rate of burning of a material.
Note: Under no circumstances may any flammable or combustible liquid be used to start or promote any non-cooking fire to burn.

APPROVED CONTAINER An approved container shall be one that is purchased from a retailer that has been preapproved by a manufacturer for open burning. Fire pits that are manufactured from blocks, bricks or stone are also permissible so long as they are solely used for the provisional burning allowed under § **218-30** of this chapter.

[Amended 5-10-2021 by Ord. No. 210426-2]

ATTENDANCE All fires shall be constantly attended until the fire is completely extinguished.

BONFIRE A "bonfire" is an outdoor fire utilized for ceremonial purposes.

CLEARANCE The distance from the edge of the fire area or outside perimeter of the approved container, including a vertical overhead clearance to open sky.

COMBUSTIBLES Any material that is capable of igniting and burning. Combustible materials shall include but not be limited to structures, landscaping, trees, etc.

COOKING FIRE A fire for the purpose of cooking food either in a manufactured device such as a grill or in a firepit.

EXTINGUISHING ABILITY A minimum of one portable fire extinguisher or other approved extinguishing equipment, such as a garden hose, shall be available for immediate utilization.

FUEL Fuel for any fires identified under this article shall only consist of dry natural wood materials, charcoal, LP or natural gas. Materials for fires shall not include rubbish, garbage, trash, grass, leaves, any material made of or coated with rubber, plastic, leather, paint or petroleum-based materials and shall not contain any flammable or combustible liquids. Maintenance fires are allowed on residential and agricultural properties two acres or greater in size. Maintenance fires for industrial or commercial occupancy are not permitted.

[Amended 5-10-2021 by Ord. No. 210426-2]

PORTABLE COOKING DEVICE Described as any cooking device that may be carried or wheeled by a single person and that does not have a permanently affixed fuel source.

PROHIBITED AREAS Any fire may not be maintained in any right-of-way, ditch or swale, roadway or along any shoreline. No fires of any kind except cooking fires in a commercially manufactured cooking device are allowed on commercial properties.

RECREATIONAL FIRE An outside fire used for the purpose of enjoyment by a family, friends, or organization.

[Amended 5-10-2021 by Ord. No. 210426-2]

RESPONSIBLE PERSON At least one responsible person of age 16 years or older must be in attendance of all fires.

§ 218-30. Provisions for burning.

A. Bonfires.

- (1) Bonfire size is to be determined by the Fire Chief/Fire Marshal and must be inspected prior to the event.
- (2) Bonfires shall not be closer than 25 feet to combustible materials or lot lines.
- (3) Bonfires must be completely extinguished at the end of the event. The "end of the event" is determined as the time when there is no responsible person supervising the fire.

[Amended 5-10-2021 by Ord. No. 210426-2]

- (4) Bonfires may not be started with any type of accelerant.
- (5) There must be an ability to control or extinguish the bonfire at all times.
- (6) A responsible person must be present during the construction and burning of a bonfire.
- (7) Bonfires may not be conducted in any prohibited areas.

B. Recreational fires/cooking fires.

- (1) Cooking fires shall be in portable cooking devices, legitimate firepits or commercially manufactured devices.

(2) Recreational/cooking fires shall not be larger than three feet in diameter and the fuel may not be stacked higher than two feet tall. The firepit shall be surrounded on the outside, aboveground, by a noncombustible material such as concrete block or rock.

[Amended 5-10-2021 by Ord. No. 210426-2]

(3) Recreational/cooking fires, including commercially manufactured devices, shall not be conducted within 15 feet of a structure, combustible materials, or property lines.

(4) Recreational/cooking fires must be completely extinguished at the end of the event. The "end of the event" is determined as the time when there is no responsible person supervising the fire.

[Amended 5-10-2021 by Ord. No. 210426-2]

(5) Recreational/cooking fires may not be started with any type of accelerant.

(6) There must be an ability to control or extinguish all fires at all times.

(7) All fires must be completely extinguished at the end of the event.

(8) A responsible person must be present during the recreational/cooking fire.

(9) Recreational fires may not be conducted in any prohibited areas.

C. Maintenance fires.

(1) Maintenance fires may be conducted on any property owner's site which is two acres or greater in area. All maintenance fires must be approved by the Fire Chief or Fire Marshal before taking place.

(2) The location of maintenance fires shall not be less than 30 feet from any structure, combustibles or property lines, and provisions shall be made to prevent the fire from spreading to within 30 feet of any structure.

(3) Maintenance fires are limited to one pile per parcel. A "parcel" is described as any contiguous property owned by a single individual.

(4) Maintenance fires may not be conducted after dusk.

(5) Maintenance fires may not be started with any type of accelerant.

(6) There must be an ability to control or extinguish the maintenance fire at all times.

(7) Maintenance fires must be completely extinguished before dusk.

(8) A responsible person must be present during the maintenance fire.

(9) Maintenance fires may not be conducted in any prohibited areas.^[1]

[1] *Editor's Note: Former Subsection D, Burning of leaves, which immediately followed, was repealed 5-10-2021 by Ord. No. 210426-2.*

§ 218-31. Safety considerations. The following shall be adhered to for burning:

A. Atmospheric conditions. Fires will be limited to the following atmospheric conditions. No fire shall be started unless there are favorable conditions for burning with regard to wind direction and speed. No fire shall be started at a time when the wind speed exceeds 10 mph, as measured at the Appleton International Airport.

B. Prohibited burning. Burning that will be offensive or objectionable (creating a public nuisance as defined in Chapter 287 of the Village Code) due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. A Fire Department officer, Village Code Enforcement Officer, or a Police Department officer is authorized to order the extinguishment by either the party in control of the fire or the Fire Department when burning creates or adds to a hazardous or objectionable situation. For these reasons, the only allowed burning is seasoned dry wood, use of charcoal, and the use of propane/natural gas fuel appliances or manufactured pellets.

[Amended 5-10-2021 by Ord. No. 210426-2]

(1) The burning of leaves is prohibited.

§ 218-32. Portable cooking devices.

A. Portable cooking devices, regardless of cooking fuel, shall not be operated within 15 feet of combustible construction.

B. Exceptions:

(1) One- and two-family dwellings.

(2) Where buildings and decks are protected by an automatic sprinkler system.

C. Prohibited locations. Portable cooking devices are prohibited on the balcony of any multifamily residential dwelling.

§ 218-33. Exempt fires.

The following described fires shall be exempt from the requirements described in this article:

A. Approved training for fire protection purposes. The Fox Crossing Fire Department shall be the authority to determine approval of all such fires.

B. Approved prairie grass burns may be allowed with permission of the Fire Chief or Fire Marshal to manage prairie grass plots.

§ 218-34. Emergency powers of Fire Chief.

A. When the Fire Chief, or his/her designee, determines there are environmental conditions likely to produce a serious threat of fire to life and property, it shall be the duty of the Fire Chief of the Fire Department to impose a burning ban and burning restrictions and require that no person may:

[Amended 5-10-2021 by Ord. No. 210426-2]

(1) Set, build or maintain any fire or light and use any fireworks, as defined per Wisconsin Statutes.

(2) Throw, discard or drop matches, ashes or other burning material while outdoors in the immediate vicinity of combustible natural vegetation.

B. The ban described above shall be lifted when the serious threat is no longer present.

§ 218-35. Violations and penalties.

See § **218-50** of this chapter.

Chapter 218, Fires and Fire Prevention			
§ 218-50A(1) and (2)	Violation of Ch. 218, specifically Articles I through XI, and Ch. 53, § 53-3, Authority at emergency incidents		§ 101.14
	First offense, plus prosecution costs	\$50 to \$200*	
	Second offense, plus prosecution costs	\$100 to \$400*	
§ 218-50B	Violation of Sec. 907 of the IFC, reference equipment and testing	\$10 to \$200	
§ 218-50C	Violation of Ch. 228, Hazardous Materials	Actual costs incurred	
§ 218-50D(1) and (2)	Violation of Ch. 218, Art. III, Installation Permits		
	Installations without local plan review process in addition to permit fees	\$100	
	Installation completed without installation permit in addition to permit fees	\$200	
§ 218-50F	Violation of Ch. 218, Art. IX, Flammable and Combustible Liquids Storage		
	First offense	\$50 to \$200	
	Second offense	\$100 to \$400	
§ 218-50G	Violation of Ch. 218, Art. X, Fireworks	\$100 to \$1,000	
§ 218-50H	False alarms		
	First alarm per 12-month period	No charge	
	Second false alarm per 12-month period, plus payroll for 4 firefighters	\$100*	
	Third and subsequent false alarms per 12-month period, plus full firefighter payroll	\$150*	
§ 218-50I	Hazardous materials release/spill fees, per vehicle per hour for expenses incurred, plus firefighters payroll expenses and reimbursement for materials	\$90 (per FEMA)	
§ 218-50J	Motor vehicle crash response per apparatus, not to exceed 2 apparatus	\$100 per hour	
	Extraction equipment - multiple vehicles billed individually	\$250	
	Oil dry, per 5-gallon container	\$25	
	Firefighter payroll based upon prevailing wage per call; multiple vehicles will be based upon number of vehicles divided into payroll	Per call	
§ 218-50K	Routine fire prevention visits		
	Repeat fire prevention visits	\$0	
	Noncompliance of any violation noted on the first reinspection	\$50	
	Noncompliance of any violation noted on the second reinspection	\$100	
	Noncompliance of any violation noted on the third reinspection	\$150	
	Noncompliance of any violation noted on the fourth or more reinspections	\$200	
	Citation fine	Per court fine schedule (Bond Schedule)	

Village of Harrison

DIVISION 12-II-2 REGULATION OF OPEN BURNING

12-40 Open Burning Prohibited

No person shall build any outdoor fire within the Village boundaries except as set forth in section 12-41. Any permit is valid for one week or seven days. This prohibition on burning includes burning of construction waste and debris at construction sites or demolition of any structures. Burning shall also be subject to the administrative rules of the state department of natural resources.

(Ord. No. 43, § 1, 5-8-1997; Ord. No. 81(Ser. 2002), § 1, 3-26-2002)

12-41 Exceptions

1. Outdoor cooking over a fire contained in a device, ground pit bordered with field or decorative stone or a structure designed for such use is permissible. Burning contained in a 55-gallon drum or similar device is permissible.
2. Burning of bags, twine, and other incidentals relating to agricultural operations is permissible when it is done in a controlled area under the supervision of the property owner or an agent of the property owner.
3. Controlled burning of grass or similar vegetation for environmental management purposes, with the prior written approval of a fire chief or his designee, may be permitted.
4. Other occasions of desirable outdoor burning not specified by this section, but not as an alternative to refuse or recycling removal or disposal of which other methods are available, may be granted single or multiple occasion approval as in subsection (c) of this section.
5. Whenever approval and a special permit are granted by a fire chief or his designee under subsection (c) or (d) of this section, the permit shall be valid between 7:00 a.m. and 7:00 p.m. and be conditioned on observance of safety restrictions and insurance requirements set forth therein.
6. Copies of all burning permits issued shall immediately be forwarded to the Village fire department chief and the county sheriff's dispatch.

(Ord. No. 43, § 2, 5-8-1997; Ord. No. 81(Ser. 2002), § 2, 3-26-2002)

12-42 Requirements

1. Prior to initiating the fire permit within this article, the property owner shall contact the Village hall for official approval.
2. Upon authorization verification and prior to igniting the fire, the property owner must inform the county sheriff's department, or such other official as may be directed by the Village board, of the time and location of fire.
3. No fire shall be permitted within 20 feet of any structure.
4. There must be not less than two means of extinguishing any fire permitted herein.

(Ord. No. 43, § 3, 5-8-1997; Ord. No. 81(Ser. 2002), § 3, 3-26-2002)

12-43 Chief And Village Designee May Prohibit

The fire chief and/or Village designee is permitted to prohibit any or all bonfires and outdoor fires when atmospheric conditions or local circumstances make such fires hazardous.

(Ord. No. 43, § 4, 5-8-1997; Ord. No. 81(Ser. 2002), § 4, 3-26-2002)

12-44 Burning On Streets

No material may be burned upon any street, road, curb, gutter, open ditch or sidewalk.

(Ord. No. 43, § 5, 5-8-1997; Ord. No. 81(Ser. 2002), § 5, 3-26-2002)

12-45 Liability

Persons utilizing and maintaining outdoor fires may be responsible for any liability resulting from damage caused by his fire.

(Ord. No. 43, § 6, 5-8-1997; Ord. No. 81(Ser. 2002), § 6, 3-26-2002)

12-46 Penalty

Any person in violation of this article shall be punished according to the general penalties described in section 1-7.

(Ord. No. 43, § 7, 5-8-1997; Ord. No. 81(Ser. 2002), § 7, 3-26-2002)

1-7 General Penalty; Continuing Violations

1. In this section, the term "violation of this Code" means any of the following:
 1. Doing an act that is prohibited or made or declared unlawful, an offense, a violation or a misdemeanor by ordinance, by statute adopted by reference in this Code, by state rule or regulation adopted by reference in this Code, or by rule or regulation authorized by ordinance.
 2. Failure to perform an act that is required to be performed by ordinance, by statute adopted by reference in this Code, by state rule or regulation adopted by reference in this Code or by rule or regulation authorized by ordinance.
 3. Failure to perform an act if the failure is prohibited or is made or declared unlawful, an offense, a violation or a misdemeanor by ordinance, by statute adopted by reference in this Code, by state rule or regulation adopted by reference in this Code or by rule or regulation authorized by ordinance.
2. In this section, the term "violation of this Code" does not include the failure of a Village officer or Village employee to perform an official duty unless it is specifically provided that the failure to perform the duty is to be punished as provided in this section.
3. Except as otherwise provided by law or ordinance, a person convicted of a violation of this Code shall be punished as follows:
 1. For the first offense, by a forfeiture of not more than \$500.00, plus costs of prosecution.
 2. For each subsequent violation of the same provision by the person, by a forfeiture of not more than \$1,000.00, plus costs of prosecution.
 3. In default of payment of such forfeiture and costs, after complaint is filed and judgment awarded, such person may be committed to the county jail until such forfeiture and costs are paid, except, every commitment shall limit the duration of such imprisonment to a definite term not exceeding 180 days.
4. Except as otherwise provided by law or ordinance, with respect to violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense. Except as otherwise provided by law or ordinance, as to violations that are not continuous with respect to time, each act constitutes a separate offense.

5. The imposition of a forfeiture does not prevent suspension or revocation of a license, permit or franchise or other administrative sanctions.
6. Violations of this Code that are continuous with respect to time are a public nuisance and may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent injunctive relief.
7. Citation method of enforcement.
 1. *Enforcement.* The Village hereby elects, pursuant to the authority of Wis. Stats. §§ 66.0113 and 778.25, to use the citation method of enforcement of ordinances. All county law enforcement officers, in cooperation with all Village personnel charged with the responsibility of enforcing the provisions of this Code, are hereby authorized to issue citations for violations of this Code, including ordinances for which a statutory counterpart exists.
 2. *Contents of citation.* The citation shall contain the following, as provided in Wis. Stats. § 66.0113(1)(b):
 1. The name and address of the alleged violator.
 2. Factual allegations describing the alleged violation.
 3. The time and place of the offense.
 4. The number and section of the ordinance violated.
 5. A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so.
 6. The time and date at which the alleged violator may appear in court.
 7. A statement which in essence informs the alleged violator:
 1. That a cash deposit may be made, which deposit shall be delivered or mailed to the county clerk of courts prior to the time of the scheduled court appearance.
 2. That if a deposit is made, no appearance in court is necessary unless the violator is subsequently summoned.
 3. That if a cash deposit is made and the alleged violator does not appear in court, he will be deemed to have entered a plea of no contest and submitted to a forfeiture, a penalty assessment imposed by Wis. Stats. § 757.05, a jail assessment imposed by Wis. Stats. § 302.46(1), a crime laboratories and drug law enforcement assessment imposed by Wis. Stats. § 165.755, any applicable consumer information assessment imposed by Wis. Stats. § 100.261 and any applicable domestic abuse assessment imposed by Wis. Stats. § 973.055(1) not to exceed the amount of the deposit or, if the court does not accept the plea of no contest, a summons will be issued commanding him to appear in court to answer the complaint.
 4. That if no cash deposit is made and the alleged violator does not appear in court at the time specified, the court may issue a summons or a warrant for the alleged violator's arrest or consider the nonappearance to be a plea of no contest and enter judgment, or the Village may commence an action to collect

the forfeiture, the penalty assessment imposed by Wis. Stats. § 757.05, the jail assessment imposed by Wis. Stats. § 302.46(1), the crime laboratories and drug law enforcement assessment imposed by Wis. Stats. § 165.755, any applicable consumer information assessment imposed by Wis. Stats. § 100.261 and any applicable domestic abuse assessment imposed by Wis. Stats. § 973.055(1).

5. That if the court finds that the violation involves an ordinance that prohibits conduct that is the same as or similar to conduct prohibited by state statute punishable by fine or imprisonment or both, and that the violation resulted in damage to the property of or physical injury to a person other than the alleged violator, the court may summon the alleged violator into court to determine if restitution shall be ordered under Wis. Stats. § 800.093.
8. A direction that if the alleged violator elects to make a cash deposit, the statement which accompanies the citation shall be signed to indicate that the statement required under subsection (g)(2)g of this section has been read. Such statement shall be sent or brought with the cash deposit.
9. Such other information as the Village deems necessary.
3. *Effects of citation.* The citation shall have the legal effect specified in Wis. Stats. §§ 66.0113 and 778.25, and a duly issued citation shall confer subject matter jurisdiction upon the county circuit court.
4. *Schedule of deposits.*
 1. A schedule of cash deposits may be established for use with citations issued under this section of the Code by adoption of a resolution by the Village board according to the penalty provisions of this Code or the state statutes, whichever is applicable. In the absence of a scheduled or statutorily mandated deposit amount for a particular violation, the deposit amount shall be \$100.00, plus applicable court costs and assessments.
 2. Deposits shall be made in cash, money order or certified check to the clerk of courts at the county courthouse, who shall provide a receipt for each cash deposit received.
5. *Procedure.* Wis. Stats. § 66.0113(3) and any amendments thereto, relating to a violator's options and procedure on default, is hereby adopted and incorporated herein by reference.
6. *Outstanding unpaid forfeitures.* The provisions of Wis. Stats. § 66.0115 on outstanding unpaid forfeitures is adopted.
7. *Nonexclusivity.*
 1. *Other ordinance.* Adoption of this section does not preclude the Village board from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter.
 2. *Other remedies.* The issuance of a citation under this section shall not preclude the Village board or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order.

State Law reference— Penalties under county and municipal ordinances, Wis. Stats. § 66.0109; ordinance violations; citations, Wis. Stats. § 66.0113 et seq.; collection for forfeitures, Wis. Stats. § 778.01 et seq.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Certified Survey Map by petitioner Darryl Lehman, Martinsen & Eisele, on behalf of Robert K. Balda to combine parcels 002001310 and 002001301 into one parcel.

GENERAL INFORMATION:

Petitioner: Darryl Lehman
Martinsen & Eisele, Inc
101 West Main Street
Omro, WI 54963

Owner: Robert K. Balda
4007 Leonard Point Road
Oshkosh, WI 54904

Past Planning Discussion(s): None

Action Requested: Petitioner is requesting approval of the Certified Survey Map on behalf of the property owner to combine two parcels, 002001310 and 002001301, into one parcel.

Property Location and Type:

The subject properties are adjacent, owned by the same property owner, and are both zoned R-2 Suburban Residential. Both lots currently meet the dimensional and access requirements for lots in this zoning district. The property owner wants to combine the two parcels to construct a new home on the one, newly created parcel.

These parcels are not in an area of Town where a boundary agreement is currently in effect.

ANALYSIS:

The proposed zoning change, as stated above, would combine two existing adjacent parcels into one parcel. Both parcels are currently zoned R-2 Suburban Residential Zoning District and subject to, and meet, the dimensional standards defined for that district in Chapter 23: Town/County Zoning of the Winnebago County Municipal Code, exhibit 8-2 as follows:

R-2 Suburban residential district (subdivided)

	<u>Single-family</u>	<u>Garage Lot</u>	<u>Nonresidential</u>
Lot size, minimum [3]:	20,000 sq. ft. for an unsewered lot; 9,000 sq. ft. for a sewered lot and nonshoreland; 10,000 sq. ft. for a sewered lot and shoreland	2,480 sq. ft.	43,000 sq. ft.
Lot size, maximum:	none	no limitation	no limitation
Lot width, minimum:	100 ft. for an unsewered lot; 65 ft. for a sewered lot	44 ft.	200 ft.
Road frontage, minimum:	33 ft.	35 ft.	200 ft. for an unsewered lot; 33 ft. for a sewered lot
Separation between detached buildings, minimum:	10 ft.	10 ft.	10 ft.
Yard setback: [6,7]			
Street yard, minimum:	30 ft.	30 ft.	30 ft.
Side yard, minimum: [5]	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building	3 ft.	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building
Rear yard, minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley	3 ft.	25 ft. for a principal building; 3 ft. for a detached accessory building

There are no lot maximum size restrictions.
 The proposed lot meets these dimensional requirements.

PLAN COMMISISON RECOMMENDATION:

The Planning Commission considered this item at their August 14, 2024 meeting.

The petitioner, Darryl Lehman, was in attendance. Commissioner Thompson noted that there can only be one principal structure on a residential lot and suggested a condition be placed to remove one of the existing homes. Mr. Lehman confirmed that the plan is to remove both existing homes and build one new home on the combined parcels as soon as possible.

The Planning Commission passed the motion 6-0 to recommend approval for the proposed rezoning to the Town Board with the condition of removal of one of the two existing principal structures within one year.

RECOMMENDED ACTION:

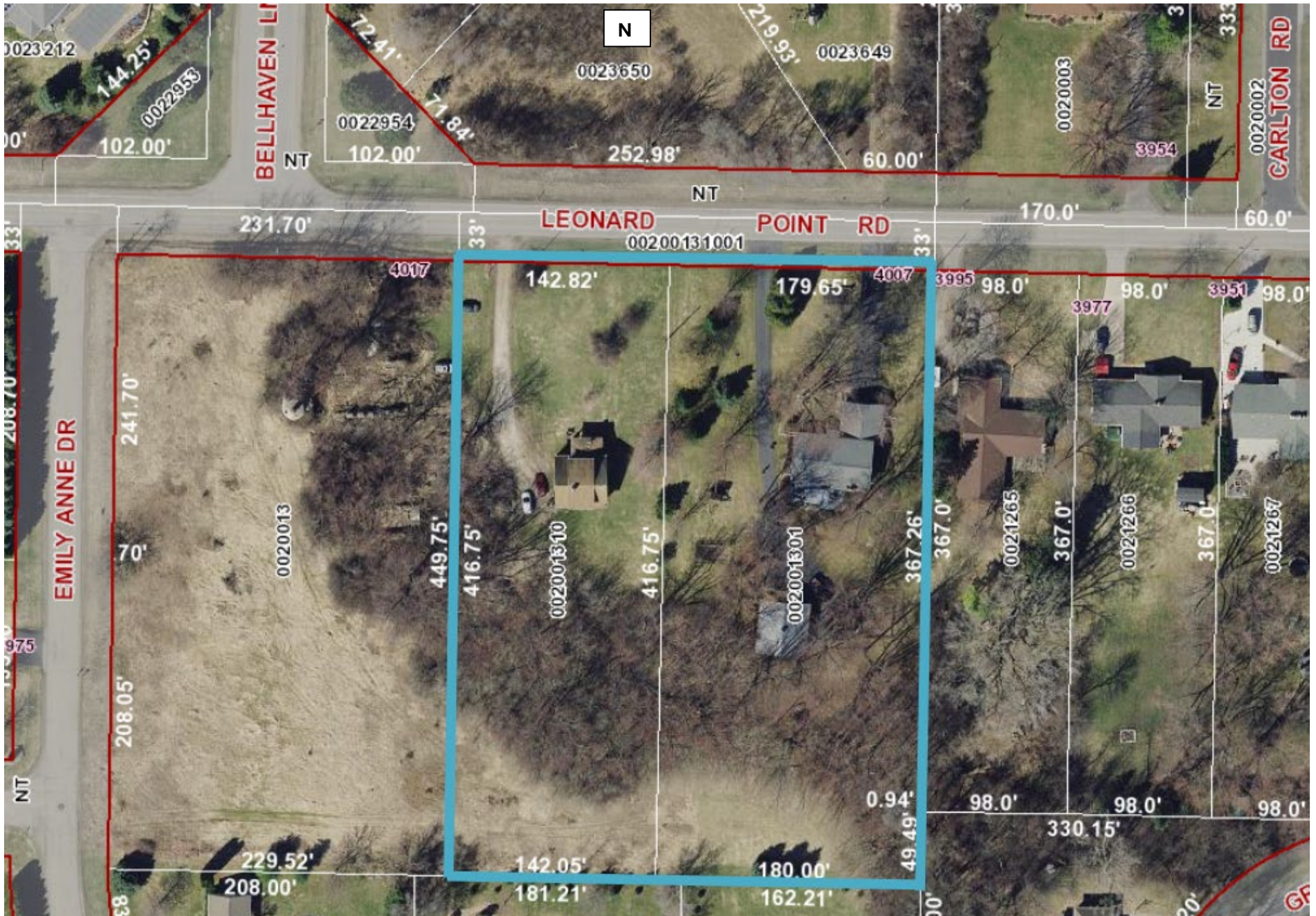
The Planning Commission recommends approval for the proposed CSM with one condition. Should the Town Board agree the following motion may be made:

“Motion to approve the Certified Survey Map by petitioner Darryl Lehman, Martinson & Eisele, on behalf of Robert K. Balda, to combine parcels 002001310 and 002001301 into one parcel with the condition of removal of one of the two existing principal structures within one year.”

ATTACHMENTS:

1. GIS map of parcels
2. Town Application
3. Certified Survey Map of proposed lot

8/14/2024 Planning Commission Exhibit: Approval of Certified Survey Map by petitioner Darryl Lehman, Martinson & Eisele, on behalf of Robert Balda to combine parcels 002001310 and 002001301.





Town of Algoma
15 N. Oakwood Road
Oshkosh, WI 54904
(920) 235-3789

Visit us at www.townofalgoma.org
M-Th 9:00-5:00 F 9:00-1:00

Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: Martenson & Eisele, Inc DARRYL LEHMAN Date: 7-25-24
Petitioner's Address: 101 W. MAIN STREET City: OMRO State: WI Zip: 54963
Telephone #: (920) 685-6240 Fax: () _____ Other Contact # or Email: darryl@martenson-eisele.com
Status of Petitioner (Please Check): Owner Representative Tenant Prospective Buyer
Petitioner's Signature (required): [Signature] Date: 7-25-24

OWNER INFORMATION

Owner(s): Robert Balda Date: 7-23-24
Owner(s) Information: 4007 Leonard Pt Road City: Oshkosh State: WI Zip: 54904
Telephone #: (920) 420-5453 Fax: () _____ Other Contact # or Email: _____
Ownership Status (Please Check): Individual Trust Partnership Corporation
Property Owner Consent (required)

By signature hereon, I/We acknowledge that Town officials and/or employees may, in the performance of their functions, enter upon the property to inspect or garner other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Town of Algoma for incomplete submissions or other administrative reasons.

Property Owner's Signature: [Signature] Date: 7-23-24

SITE INFORMATION

Address/Location of Proposed Project: 4007 LEONARD POINT ROAD
Current Use of Property: Single Family Residence Zoning: R-2
Land Uses Surrounding Your Site:
North: Single Family Residence
South: Single Family Residence
East: Single Family Residence
West: VACANT

Projected Timeline: Start ASAP on new home construction

Project Description: Combine tax parcels 002001310 & 002001301
into one tax parcel to allow placement of new home

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.

SITE PLAN REVIEW/PLAN COMMISSION APPLICATION

PURPOSE: THE INTENT OF THIS DOCUMENT IS TO PROVIDE A USER-FRIENDLY GUIDE TOWARD NEW DEVELOPMENT STANDARDS AND PRACTICES IN THE TOWN OF ALGOMA. THE TOWN OF ALGOMA ADMINISTERS LAND USE STANDARDS AND RELIES ON CHAPTER 23 TOWN AND COUNTY ZONING STANDARDS THROUGH WINNEBAGO COUNTY.

CONTACTS: **TOWN OF ALGOMA**
 (920) 235-3789
 15 N. OAKWOOD ROAD
 OSHKOSH, WI 54904
 WWW.TOWNOFALGOMA.ORG

WINNEBAGO COUNTY PLANNING/ZONING
 (920) 232-3344
 112 OTTER AVENUE
 OSHKOSH, WI 54901
 WWW.CO.WINNEBAGO.WI.US

WORK IN THE RIGHT-OF-WAY: VACANT (920) 235-3789
BUILDING INSPECTIONS: DAVE FRANK - (920) 233-1999

REGULATIONS: **TOWN OF ALGOMA MUNICIPAL CODE: CHAPTER 225 LAND USE**
[HTTP://TOWNOFALGOMA.ORG/RESIDENT-INFO/TOWN-ORDINANCES/](http://townofalgoma.org/resident-info/town-ordinances/)
WINNEBAGO COUNTY CHAPTER 23 TOWN/COUNTY ZONING CODES
[HTTPS://WWW.CO.WINNEBAGO.WI.US/GENERALCODE](https://www.co.winnebago.wi.us/generalcode)

FEE STRUCTURE

SITE PLAN REQUIREMENTS

REVIEW TYPE	FEE
Certified Survey Map (CSM) Review	200.00
Preliminary Plat Review	TBD*
Final Plat Review	500.00
Condominium Review	350.00
Replat and Assessor's Plat Review	TBD*
Conditional Use Permit Review	350.00
Rezone Review	350.00
Comprehensive Plan Amendment	800.00
Planned Development District Review	1,000.00**
Site Plan Review	2,000.00**

General Requirements: A site plan shall be submitted prior to an application for a building permit. For conditional uses under the Winnebago County Zoning Ordinance, a site plan shall be submitted and reviewed by the Town Planning Commission and Town Board prior to the hearing before the County Planning and Zoning Committee. Any Town of Algoma conditions regarding the conditional use permit would become part of the County's conditional use permit (in non-shoreland areas).

Required Information, A site plan will contain the following:

- Location Map, which must be legible to indemnify the location within the town
- Names of adjacent or surrounding streets
- A survey of the property, drawn to scale of sufficient size to show boundaries (lot lines) of the parcel, include dimensions
- Location and dimensions of structures and yards
- The location and dimensions of all parking/loading areas/driveways/intersections
- Internal traffic patterns, lighting patterns, landscaping patterns, internal signage
- Location of public and private easements
- Location of public and private utilities
- Other relevant information to show compliance with Town of Algoma Municipal Code and Winnebago County Zoning Ordinance

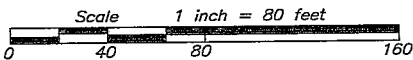
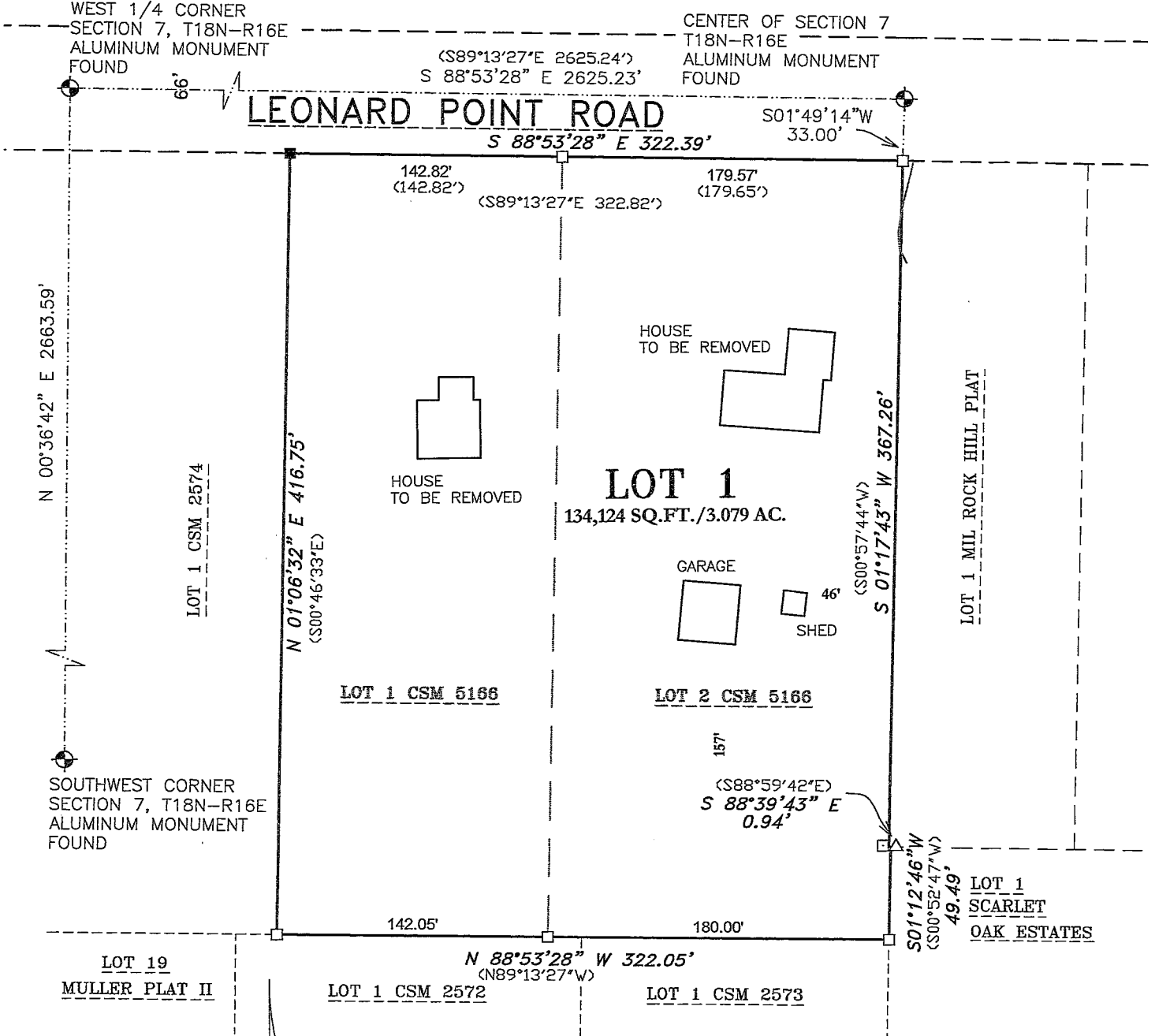
* Fee will be part of the Developer's Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.

** Minimum fee due at time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.

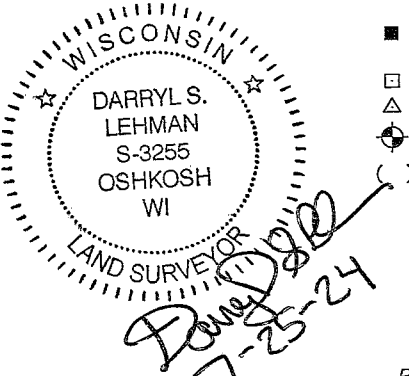
CERTIFIED SURVEY MAP NO. _____

ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY
 MAP 5166, BEING PART OF THE NORTHEAST 1/4
 OF THE SOUTHWEST 1/4 OF SECTION 7, TOWNSHIP
 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA,
 WINNEBAGO COUNTY, WISCONSIN.

SURVEY FOR:
 ROBERT BALDA
 4007 LEONARD POINT ROAD
 OSHKOSH, WI 54904



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM OF 1983(1991) IN WHICH THE NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 07, BEARS S88°53'28"E



LEGEND

- 1-1/4" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1-1/4" O.D. IRON PIPE FOUND
- △ 1-1/4" REBAR FOUND
- ⊙ GOVERNMENT CORNER FOUND
- () RECORDED AS

Martenson & Eisele, Inc.



101 West Main Street
 Omro, WI 54963
 www.martenson-eisele.com
 P 920.685.6240

Planning
 Environmental
 Surveying
 Engineering
 Architecture

PROJECT NO. 0-2937-001
 FILE 2937001CSM SHEET 1 OF 3
 This instrument was drafted by: DSL

Certified Survey Map

ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5166, BEING PART OF THE
NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 7, TOWNSHIP 18 NORTH,
RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Darryl S. Lehman, Professional Land Surveyor, do hereby certify:

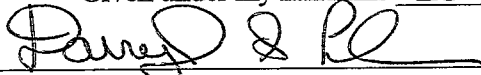
That I have surveyed, divided and mapped, at the direction of Robert Balda, all of Lot 1 of Certified Survey Map 5166, being part of the Northeast 1/4 of the Southwest 1/4 of Section 7, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin, described as follows:

Commencing at the West 1/4 corner of said Section 7; thence South 88 degrees 53 minutes 28 seconds East 2625.23 feet, along the North line of the said Southwest 1/4; thence South 01 degree 49 minutes 14 seconds West 33.00 feet, to the point of beginning; thence South 01 degree 17 minutes 43 seconds West 367.26 feet, along the East line of said Lot 2 of Certified Survey Map 5166; thence South 88 degrees 39 minutes 43 seconds East 0.94 feet, along the said East line; thence South 01 degree 12 minutes 46 seconds West 49.49 feet, along the said East line; thence North 88 degrees 53 minutes 28 seconds West 322.05 feet, along the South line of said Lot 1 and Lot 2 of Certified Survey Map 5166; thence North 01 degree 06 minutes 32 seconds East 416.75 feet, along the West line of said Lot 1 of Certified Survey Map 5166; thence South 88 degrees 53 minutes 28 seconds East 322.39 feet, along the South right-of-way line of Leonard Point Road, to the point of beginning.

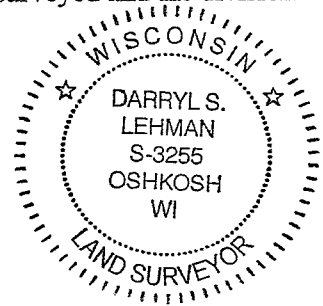
That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the Town of Algoma, and Winnebago County Subdivision Ordinances.

This map is a correct representation of all of the exterior boundaries of land surveyed and the division thereof.

Given under my hand this 25th day of July, 2024.



Darryl S. Lehman, PLS-3255



Winnebago County Planning and Zoning Committee Certificate:

Pursuant to the Land Subdivision Regulations of the County of Winnebago, Wisconsin, all the requirements for approval have been fulfilled. This Minor Subdivision was approved by the Winnebago County Planning and Zoning Committee on _____ day of _____, 2024.

Chairman, Planning and Zoning Committee

This CSM is contained wholly within the property described in the following recorded instruments:

<u>Owner(s) of record</u>	<u>Document(s)</u>	<u>Parcel Number(s)</u>
Robert K. Balda	1433225	002001301
Robert K. Balda	1925453	002001310

Certified Survey Map

ALL OF LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5166, BEING PART OF THE
NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 7, TOWNSHIP 18 NORTH,
RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

OWNERS CERTIFICATE:

As owner, I the undersigned, hereby certify that I caused the land above described to be surveyed, divided, and mapped all as shown and represented on this map.

Robert K. Balda Date

State of Wisconsin)
)SS
Winnebago County)

Personally came before me on the _____ day of _____, 2024, the above owners to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

Town Treasurer Date County Treasurer Date

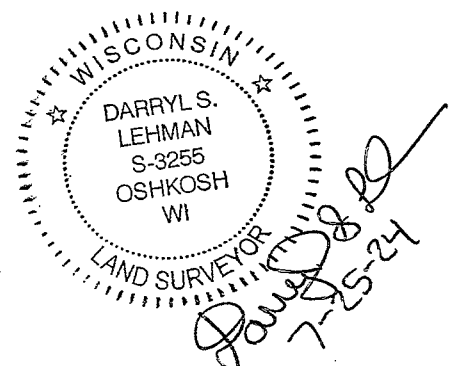
Print Name Print Name

Town Board Approval:

We hereby certify that the Town of Algoma has reviewed and approved this certified survey map.

Town Chairman Date Town Clerk Date

Print Name Print Name



To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Update Fee Schedule

SUMMARY: The Town has contracted services with McMahon and Associates to perform our building inspections upon the retirement of the Town building inspector on 5/31/2024. The Town has also contracted services with McMahon for management counsel to review our permitting processes, fees and the parkland impact fees.

This is a big change and a big project to tackle so we are approaching it in the following steps:

1. Single Family and Duplex New Build process and fees.
2. Online permitting/portal (next item on the agenda).
3. Other/non-new build building permits. Best practices for permitting and fees.
4. Parkland Impact Fee, to be reviewed in conjunction with the update of the Comprehensive Outdoor Recreation Plan which is currently planned for 2025.

Town Staff have been working with McMahon to review our processes and our fees to ensure we are recovering costs for these building inspections.

The increase is significant, however, please keep in mind the following:

- These costs are set to recover costs charged by our building inspection service provider—not a revenue source. Generally speaking, we pay \$160/hour for inspection and surveying services. The town no longer employs a building inspector, and is not paying for labor and expenses for that position.
- The cost does include a \$100 administrative fee. This cost will cover town staff costs for labor and resources, such as the technology component for an online portal.
- This total includes the yard grade deposit of \$2,000 which is refundable.
- These costs have not been updated since April 2020 and it is not clear what methodology was used to determine them at that time. The proposed fees will recover costs; hence not have an effect on the general fund—the property owner will be paying for the service, not the taxpayer.

Staff will discuss the attached comparisons – here are notes on each:

McMahon has provided some comparison information on all building permits. I have included the section specifically for new builds.

Town of Sheboygan uses a contracted vendor for their inspections. Their new build cost is \$8,935 plus \$20.00 per each 100 square fee of construction in excess of \$2,000 square fee. This includes a \$3,000 as built inspection deposit.

Town of Black Wolf Staff also made this change to McMahon services. They charge \$6,240 for their base charge (compared to our proposed \$5,985).

Finally, the proposed fee scheduled has been reformatted from the previous version and minor clarifications have been made. Additional changes will be proposed as the other permits are reviewed. Generally, the fee schedule would be reviewed annually and any changes will be considered as part of the budget process.

RECOMMENDED ACTION: Staff recommend approval of the updated fee schedule as presented. Should the Town Board agree the following motion may be made:

“Motion to approve the Town Fee Schedule effective August 22, 2024.”

ATTACHMENTS:

1. Proposed Town of Algoma Fee Schedule effective 8.22.24
2. New build comparisons by McMahon
3. Town of Sheboygan new build fees
4. Town of Black Wolf new build checklist

TOWN OF ALGOMA FEE SCHEDULE		Draft 8/21/24		Proposed	
				Effective August 22, 2024	
Code Section	Fee Type	Description	2024	Proposed	Last updated
	Residential Building Permits				
	Single Family				
§ Sec. 135	Base Price - Single Family Home	Includes State Seal, Plumbing, Electrical, HVAC, 10-Inspections. Includes the state seal, and administration fee and 12 total inspections.	635.00	5,895.00	4/15/2020
§ Sec. 135	Surveying (4 inspections)	Includes driveway/culvert	565.00	2,625.00	4/15/2020
§ Sec. 135	Final Yard Grade Deposit		1,000.00	2,000.00	4/15/2020
§ Sec. 135	Certificate of Occupancy Fee Deposit		500.00	500.00	4/15/2020
§ Sec. 210	Parks and Recreation Facilities Impact		825.00	825.00	4/15/2020
		Single Family Base Permit Price Permit	3,525.00	11,345.00	
§ Sec. 135	Additional Inspection	per inspection beyond 12 in base price	50.00	160.00	4/15/2020
	Duplex				
§ Sec. 135	Base Price - Duplex	Includes State Seal, Plumbing, Electrical, HVAC, 10-Inspections. Includes the state seal, and administration fee and 12 total inspections.	735.00	5,895.00	4/15/2020
§ Sec. 135	Surveying (4 Inspections)	Includes driveway/culvert	565.00	2,625.00	4/15/2020
§ Sec. 135	Final Yard Grade Deposit		1,000.00	2,000.00	4/15/2020
§ Sec. 135	Certificate of Occupancy Fee Deposit		1,000.00	1,000.00	4/15/2020
§ Sec. 210	Parks and Recreation Facilities Impact		1,650.00	1,650.00	4/15/2020
		Duplex Base Permit Price Permit	4,950.00	13,170.00	
§ Sec. 135	Additional Inspection	per inspection	50.00	160.00	4/15/2020
§ Sec. 135	Accessory Building/Structure Permit w/o Electric Service	Includes garage, boathouse, shed, pole building, permanent children's activity playhouse/playground	50.00 plus \$.10 per sq. ft.	50.00 plus \$.10 per sq. ft.	4/15/2020
§ Sec. 135	Addition and Remodeling Permit w/o Electric Service	Includes 8 inspections	50.00 plus \$.20 per sq. ft.	50.00 plus \$.20 per sq. ft.	4/15/2020
§ Sec. 135	Deck Permit	Includes 3 inspections	105.00	105.00	4/15/2020
§ Sec. 135	Siding Permit	Includes 1 inspection	40.00	40.00	4/15/2020
§ Sec. 135	Mechanical Permit	Includes 1 inspection	45.00	45.00	4/15/2020
§ Sec. 135	Additional Mechanical Inspections	per inspection	30.00	30.00	4/15/2020
§ Sec. 135	Special Project Permit	Includes windows, door alternations, changes in structure, foundation repairs, etc	40.00 plus \$5.00 per 1,000 sq ft over 1,001 sq. ft.	40.00 plus \$5.00 per 1,000 sq ft over 1,001 sq. ft.	4/15/2020

Code Section	Fee Type	Description	2024	Proposed	Last updated
	Animals				
§ Sec. 113	Neutered/Spayed Dog	annual charge	10.00	10.00	4/15/2020
§ Sec. 113	Unneutered/Non-spayed Dog	annual charge	15.00	15.00	4/15/2020
§ Sec. 113	Running at Large - First offense		25.00	25.00	4/15/2020
§ Sec. 113	Running at Large - Second offense		65.00	65.00	4/15/2020
§ Sec. 113	Dogs improperly housed outside - First offense		50.00	50.00	4/15/2020
§ Sec. 113	Dogs improperly housed outside - Second offense		130.00	130.00	4/15/2020
§ Sec. 113	Inhumane Treatment of Dogs - First time offense		100.00	100.00	4/15/2020
§ Sec. 113	Inhumane Treatment of Dogs - Second offense		300.00	300.00	4/15/2020
§ Sec. 113	Violate limit on number of dogs - First offense		25.00	25.00	4/15/2020
§ Sec. 113	Violate limited on number of dogs - Second offense		65.00	65.00	4/15/2020
	Land Development (Town Review Fees Only)				
§ Sec. 225	Certified Survey Map (CSM) Review		200.00	200.00	4/15/2020
§ Sec. 225	Preliminary Plat Review	Fee will be part of the Developers Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.	TBD	TBD	4/15/2020
§ Sec. 225	Final Plat Review		500.00	500.00	4/15/2020
§ Sec. 225	Condominium Review		350.00	350.00	4/15/2020
§ Sec. 225	Replat and Assessor's Plat Review	Fee will be part of the Developers Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.	TBD	TBD	4/15/2020
§ Sec. 225	Conditional Use Permit Review		350.00	350.00	4/15/2020
§ Sec. 225	Rezone Review		350.00	350.00	4/15/2020
§ Sec. 225	Comprehensive Plan Amendment		800.00	800.00	4/15/2020
§ Sec. 225	Planned Development District Review	Minimal fee due at the time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.	1,000.00	1,000.00	4/15/2020
§ Sec. 225	Site Plan Review	Minimal fee due at the time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.	2,000.00	2,000.00	4/15/2020

Table 1

**BUILDING PERMIT FEES
NEW HOME CONSTRUCTION**

I. NEW ONE AND TWO-FAMILY DWELLINGS OF NOT MORE THAN 2000 SQUARE FEET:

(1)	Administration Fee	\$200.00
(2)	Building Permit and Inspections	350.00
(3)	HVAC Permit and Inspections	150.00
(4)	Plumbing Permit and Inspections	300.00
(5)	Electric Permit and Inspections	210.00
(6)	Energy Worksheet Review	75.00
(7)	Plan Review/WI Building Permit Seal/Occupancy Permit	200.00
(8)	Highway and Town Office [Erosion control and miscellaneous work.]	500.00
(9)	As-Built/Site Plan/Elevation review by Town Engineer	750.00
(10)	Sewer Connection Fee	2,000.00
(11)	Driveway (Culvert) Permit	300.00
(12)	Reinspection Fee (to clear failed inspections)	150.00

II. **PLUS:** \$20.00 per each 100 square feet of construction in excess of 2,000 square feet.

III. "AS BUILT" SURVEY, ROAD AND DITCH INSPECTION DEPOSIT

A \$3,000.00 refundable "as built" survey, road and ditch inspection deposit shall be collected at the time of building permit issuance. The "as built" survey and inspection deposit shall be refunded to applicant when an "as built" survey, road and ditch inspection as required by § 3.03(3) of the Town Code, has been approved by the Town Building Inspectors and Public Works Director or Engineer and placed on file with the Town Clerk's office and all inspections have been completed. In the event applicant fails to provide the required "as built" survey, road and ditch inspection within six (6) months of occupancy of the subject property or occupies the property before final inspections have been successfully completed, the Town may in its discretion (i) authorize its surveyor and/or engineer to prepare same and deduct the costs therefore from the "as built" survey, road and ditch inspection deposit or (ii) retain the "as built" survey, road, and ditch inspection deposit as a forfeiture for failure to provide the required "as built" survey or for occupying the property before final inspections have been successfully completed. In addition, the Town may deduct all extra building inspection fees and costs required to complete the building inspection as required by this Code. The balance of said deposit, if any, shall be refunded to the applicant within sixty (60) days of the satisfactory completion of all building permit requirements.



BUILDING A NEW HOME: CHECKLIST

This checklist form provides all the steps of preparing to build your home and obtain a Building Permit. This checklist must be turned into the Town with the required permits, forms and fees prior to a Building Permit being issued.

LIST OF CONTACT NAMES AND NUMBERS

- Town of Black Wolf – (920) 688-1404
- Town of Black Wolf Zoning Administrator, Tom Verstegen - (920) 379-3081
- McMahon and Associates, Building Inspectors – (920) 751-4200

APPLICATION FOR BUILDING PERMIT

- Complete the initial building permit application form via the online Building Permit System (*applications must be thoroughly completed*)
[https://esla.wi.gov/apex/Custom Portal Intro Page.](https://esla.wi.gov/apex/Custom Portal Intro Page)
- Contact the Town at (920) 688-1404 once complete and submitted

PREPARE YOUR DOCUMENTS

Please turn in the completed checklist, payments and required documents listed below to the Town of Black Wolf:

- 2 copies of blue prints must be submitted to the Town Hall as soon as your application is completed online. McMahon will need to review the blue prints **with** the application BEFORE final approval can be granted for a permit.
- Building Permit Fee payable to Town of Black Wolf : \$6,240 – This amount will include 12 total inspections and an administration fee. If less than 12 inspections at final, the balance will be returned to the payee (homeowner or contractor) minus an administrative fee of \$40 per completed transaction.
- Contact Tom Verstegen (920) 379-3081 for Zoning Permit and information - attach a copy of the zoning permit.
- If Winnebago County Zoning Permit is required, attached a copy of zoning permit.
- Contact Rob Keller (920) 379-0717 for potential Road Access/Culvert Permit (required contact). If culvert if required, attach copy.
- Erosion Control Permit (attach)
- Sanitary District Permit (attach)
- Elevation/grade was determined and meets specifications (check box)
- Surveyor marks are in place and visible (check box)



August 5, 2024

Town of Algoma
Attn: Maggie Mahoney
15 N. Oakwood Road
Oshkosh, WI 54904

Re: Town of Algoma
2024 – 02 | Bellhaven Lane Iron Enhanced Sand Filter
Certificate for Payment #1
McM. No. A0018-09-22-00615

Dear Maggie:

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Northeast Asphalt, Inc. in the amount of \$61,454.40 for partial payment for work performed through July 15, 2024.

Please process the enclosed, and forward payment to Northeast Asphalt, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in blue ink, appearing to read "Phil T. Kleman".

Phil T. Kleman, CPESC
Municipal & Water Resources Engineer

PTK:mck

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #1

CERTIFICATE FOR PAYMENT

TOWN OF ALGOMA
15 N. Oakwood Road
Oshkosh, WI 54904

Contract No. 2024 - 02
Project File No. A0018-09-22-00615.06
Certificate No. One (1)
Issue Date: August 5, 2024
Project: Bellhaven Lane Iron
Enhanced Sand Filter

This is To Certify That, In Accordance With The Contract Documents Dated: April 30, 2024

NORTHEAST ASPHALT
W6380 Design Drive
Greenville, WI 54942

Is Entitled To Partial Payment For Work Performed Through: July 15, 2024


- Contractor's Application for Payment Attached
- Itemized Cost Breakdown Attached

Original Contract	<u>\$410,675.01</u>	Completed To Date	<u>\$64,688.84</u>
Net Change Orders	<u>\$0.00</u>	Retainage 5%	<u>\$3,234.44</u>
Current Contract Amount	<u>\$410,675.01</u>	Subtotal	<u>\$61,454.40</u>
		Previously Certified	<u>\$0.00</u>

Amount Due This Payment: \$61,454.40

Please process and forward payment to NORTHEAST ASPHALT, INC.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



Phil T. Kleman, CPESC
Associate / Municipal & Water Resources Engineer

CERTIFICATE FOR PAYMENT #1

TOWN OF ALGOMA
 Bellhaven Lane Iron Enhanced Sand Filter
 Contract No. 2024-02
 MoM No. A0018-09-22-00615

Contractor: NORTHEAST ASPHALT, INC.
 W6380 DESIGN DRIVE
 GREENVILLE, WI 54942

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahon Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

Item	Qty	Unit	Description	Bid Prices		Previous Requests		This Request		Completed to Date	
				Unit Price	Total	Qty	Total	Qty	Total	Qty	Total
1.	1	L.S.	Traffic Control	\$3,624.36	\$3,624.36	\$0.00	\$0.00	0.50	\$1,812.18	0.50	\$1,812.18
2.	1	L.S.	Tracking Pad (If Needed)	\$1,401.58	\$1,401.58	\$0.00	\$0.00	1.00	\$1,401.58	1.00	\$1,401.58
3.	1	L.S.	Turbidity Barrier	\$650.00	\$650.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
4.	20	L.F.	Silt Fence	\$12.00	\$240.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
5.	5	Ea.	Inlet Protection	\$145.00	\$725.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
6.	4	Ea.	Temporary Ditch Checks	\$115.00	\$460.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
7.	1	L.S.	Dewatering	\$1,551.53	\$1,551.53	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
8.	1	L.S.	Clearing & Grubbing	\$6,000.00	\$6,000.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
9.	515	L.F.	Sawcut Asphalt	\$2.29	\$1,179.35	\$0.00	\$0.00	1.00	\$6,000.00	1.00	\$6,000.00
10.	1	L.S.	Remove Existing Culverts, Storm Sewer or Storm Structures	\$1,300.00	\$1,300.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
11.	1	L.S.	Abandon / Bulkhead Existing Storm Sewer or Culverts	\$3,550.00	\$3,550.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
12.	4	Ea.	Pothole Water Main & Water Service Crossings	\$500.00	\$2,000.00	\$0.00	\$0.00	4.00	\$2,000.00	4.00	\$2,000.00
13.	1	L.S.	Common Excavation / Site Grading (Estimated at 660 C.Y.)	\$62,606.78	\$62,606.78	\$0.00	\$0.00	0.75	\$46,955.08	0.75	\$46,955.08
14.	350	S.Y.	Remove Unsuitable Soil & Replace with 2 Foot Clay Liner, if Needed	\$0.01	\$3.50	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
15.	1	L.S.	Geotechnical Engineer / Clay Liner Letter of Opinion	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
16.	347	C.Y.	Sand (Filter Bed)	\$51.79	\$17,971.13	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
17.	52,000	Lbs.	Iron Fillings	\$0.64	\$33,280.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
18.	78	C.Y.	Pea Gravel	\$57.04	\$4,449.12	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
19.	235	C.Y.	Gravel Storage Layer	\$40.03	\$9,407.05	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
20.	1	Ea.	Stone Weeper	\$4,026.05	\$4,026.05	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
21.	1	Ea.	24 Inch x 38 Inch HE RCP Cl. III Storm Sewer	\$170.00	\$170.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
22.	64	L.F.	12 Inch RCP Cl. IV Storm Sewer	\$89.00	\$5,696.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
23.	93	L.F.	12 Inch RCP Cl. IV Storm Sewer	\$89.00	\$8,277.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
24.	569	L.F.	30 Inch Storm Sewer	\$155.00	\$88,195.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
25.	47	L.F.	15 Inch Storm Sewer	\$85.00	\$3,995.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
26.	12	L.F.	12 Inch Storm Sewer	\$89.00	\$1,068.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
27.	25	L.F.	13 Inch x 17 Inch CMP - Arch Culvert	\$70.00	\$1,750.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
28.	44	L.F.	20 Inch x 28 Inch CMP - Arch Culvert	\$92.00	\$4,048.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
29.	44	L.F.	6 Inch Sch 40 PVC Perforated Underdrain	\$14.99	\$6,610.59	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
30.	59	L.F.	8 Inch Sch 40 PVC Perforated Underdrain	\$24.89	\$1,468.51	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
31.	40	L.F.	4 Inch Sch 40 PVC Storm Lateral	\$66.00	\$2,640.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
32.	11.19	V.F.	Storm Manhole or Inlet Manhole (6 Foot Diameter)	\$1,055.00	\$11,805.45	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
33.	32.87	V.F.	Storm Manhole or Inlet Manhole (5 Foot Diameter)	\$35,433.86	\$1,162,000.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
34.	1	Ea.	Storm Yard Drain (30 Inch Diameter)	\$2,850.00	\$2,850.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
35.	1	Ea.	Outlet Structure (2 Foot x 3 Foot Box)	\$6,520.00	\$6,520.00	\$0.00	\$0.00	1.00	\$6,520.00	1.00	\$6,520.00
36.	1	Ea.	24 Inch x 38 Inch HE RCP Apron Endwall with Trash Guard	\$3,935.00	\$3,935.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
37.	2	Ea.	12 Inch RCP Apron Endwall	\$1,162.00	\$2,324.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
38.	2	Ea.	13 Inch x 17 Inch CMP - Arch Flared End Section	\$291.00	\$582.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
39.	2	Ea.	20 Inch x 28 Inch CMP - Arch Flared End Section	\$382.00	\$764.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
40.	8	Ea.	8 Inch PVC Cleanout (10 Inch Frost Sleeve)	\$1,122.26	\$8,978.08	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
41.	6	Ea.	6 Inch PVC Cleanout (8 Inch Frost Sleeve)	\$490.36	\$2,942.16	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
42.	3	Ea.	4 Inch PVC Cleanout (6 Inch Frost Sleeve)	\$525.00	\$1,575.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
43.	2	Ea.	Connect Existing Storm Sewer to New Storm Manhole / Structure	\$1,275.00	\$2,550.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
44.	1	Ea.	Lower 8 Inch Water Main, if Needed	\$6,500.00	\$6,500.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
45.	1	Ea.	Lower 6 Inch Water Main, if Needed	\$5,700.00	\$5,700.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
46.	1	Ea.	Lower 1-1/2 Inch Water Service, if Needed	\$2,300.00	\$2,300.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
47.	35	C.Y.	Extra Light Rip-Rap	\$46.51	\$1,627.85	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
48.	490	S.Y.	HMA Pavement Restoration, 3-1/2 Inch	\$17,836.00	\$8,739,840.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
49.	26	S.Y.	HMA Driveway Restoration, 3 Inch	\$36.10	\$938.60	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
50.	1	L.S.	Temporary Stabilization for Prairie Areas (Temp. Seed & Mulch - Estimated at 480 S.Y.)	\$360.00	\$360.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
51.	1	L.S.	Turf Grass Restoration (Topsoil, Seed, Fertilizer & Mulch - Estimated at 1,580 S.Y.)	\$11,613.00	\$11,613.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
52.	5	Event	Burr Oak Tree (1-1/2 Inch to 2 Inch Caliper, B&B)	\$685.00	\$3,425.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
53.	0.28	Acre	Site Preparation - Herbiciding Prairie Areas (0.28 acres)	\$540.00	\$151.20	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
			Prairie Planting (Seed & WisDOT Class I, Type A Erosion Mat)	\$14,250.00	\$3,990.00	\$0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
TOTAL (Items 1. through 53., Inclusive)				\$410,675.01	\$0.00	\$0.00	\$0.00	\$64,688.84	\$64,688.84	\$64,688.84	\$64,688.84

Completed to Date:	\$64,688.84
Retainage (5%):	\$3,234.44
Subtotal:	\$61,454.40
Previous Application:	\$0.00
Amount Due This Application:	\$61,454.40

McMAHON

McMahon Associates, Inc.

ENGINEERS ARCHITECTS

SCIENTISTS LAND SURVEYORS

1445 McMahon Drive
Neenah, WI 54956

Telephone: (920)751-4200
FAX: (920)751-4284

P.O. Box 1025
Neenah, WI 54957-1025

APPLICATION FOR PAYMENT

(OWNER)
Town of Algoma
15 North Oakwood Drive
Oshkosh, WI 54904

PROJECT:	Bellhaven Lane Iron Enhanced Sand Filter
CONTRACTOR	Northeast Asphalt, Inc.
Contract No.	2024-02
Project No.	A0018-09-22-00615
Application No.	001
Application Date	August 1, 2024
Period From	Start To 07/15/24

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- Schedule Of Values
- Schedule Of Unit Prices
- Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	\$ 410,675.01	Completed to date	\$ 64,688.84
Net Change Orders	\$ -	Retainage	\$ 3,234.44
Current Contract Amount	\$ 410,675.01	Sub-total	\$ 61,454.40
		Previous Payments	

Amount Due This Application:	\$ 61,454.40
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The undersigned Contractor hereby swears, under penalty of perjury, that 1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through 1 inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

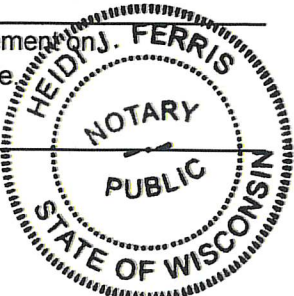
Dated 8/1/24 Northeast Asphalt, Inc.
BY [Signature] (contractor)

COUNTY OF Doutagamie
STATE OF Wisconsin } ss

Before me on this 1st day of August, personally appeared Jake Brucker agent known to me, who being duly sworn, did depose and say that he/she is the of the Contractor above mentioned; that he/she executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: March 15, 2026

[Signature]
(Notary Public)





AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: Purchase Online Municipal Payment Portal for the Town of Algoma

SUMMARY:

The Town has used Point & Pay for online and credit card payment processing since 2016. Staff have issues with this provider including issues with the card readers, no control over setting/entering prices for times, no control over formatting, poor customer service, and no notification when payments are made. In addition, detailed transaction reports are not available, so it is extremely difficult at tax time to determine payments withing lump sum transactions. Overall it is an outdated and inefficient software with limited features that requires an unreasonable amount of staff labor to utilize.

In researching other payment processing options, staff participated in a demonstration with a provider called HeyGov on June 5, 2024. Follow up questions revealed that this provider would meet our payment processing needs and the detailed transaction reports we need. In addition, they offer applications for Permits/Licenses, Facility Rentals, and Resident Concern Reporting (311).

Around this same time the Town began engagement with McMahan and Associates for online building permits in conjunction with the building inspection services they are now providing. McMahan arranged demonstrations with two vendors, Evolve and SmartGov, for applications for building inspections. Upon completion of the demonstrations and learning the prices for each, it became clear that these are both powerful applications, but both are not only cost prohibitive for the Town, they are beyond what we need. Staff recommended to McMahan that it made more sense for them to pursue a building inspection software and have communities buy-in as part of the service contract. McMahan has confirmed they are considering that option as a possibility but have no firm commitment or timeline for an implementation.

In the meantime, the Town needs to get a solution for payment processing. HeyGov provides the payment processing as well as the Permit/Licensing module, getting us online at a much more reasonable cost. In addition, we would be able to go online with our facility rentals and resident concerns.

Use of the online portal and reporting system will increase staff efficiency and responsiveness, as well as provide a better user experience for residents and vendors/contractors.

For these reasons, Staff recommends purchase of the full HeyGov package. The following summary reflects that option. *A comparison of the three proposals is attached as well as their detailed quotes.*

	First Year Cost (includes set-up)	Annual Cost
Evolve	\$30,300	\$18,050
SmartGov	\$36,350	\$14,400
HeyGov	\$ 9,600	\$ 7,000

Funding:

Fees collected for permits, licenses, and room rentals would offset the annual costs for the software. Fees will be reviewed and updates will be brought to the Board for consideration at future meetings. Note that the previous agenda item for the fee schedule changes for building permits includes an Administrative Fee.

This item was not budgeted for 2024. As covered in the Administrator’s Report, it is unlikely that the Town Hall roof repair will occur in 2024. Staff is requesting reallocation of the \$20,000 budgeted in the General Fund for the Town Hall roof repair for the \$9,600 implementation and first year costs for HeyGov in 2024.

The \$7,000 annual costs would be included in the operating budget each year.

RECOMMENDED ACTION: Staff recommend purchasing the HeyGov full package at a cost of \$9,600 for the reasons stated above. Should the Town Board agree the following motion may be made:

“Motion to approve the purchase and implementation of the HeyGov for \$9,600, contingent upon review of any required agreement by legal counsel; and to approve reallocation of \$9,600 in the General Fund for the Town Hall Roof Repair for this purchase.”

ATTACHMENTS:

1. Online Municipal Portal comparison
2. Online Municipal Portal proposals/pricing information

Municipal Online Payment Portal 8/21/24

Vendor	Date of Demonstration	Payment Processing	Features	Set up Cost details - All include training and support to configure workflows, forms and payment processing	Set up cost	First year cost	Annual Cost
Evolve	7/2/2024	Uses partner payment merchant	Fully online building inspection process with forms/permits; notifications; app for multiple users; detailed reporting; support. GIS integration, scheduling. Mobile inspections app.	Base package includes web portal, permitting module, and mobile inspection app; travel costs for implementation would be additional	\$12,250	\$30,300	\$18,050 plus payment processing
SmartGov (Granicus)	7/30/2024	Uses partner payment merchant	Fully online building inspection process with forms/permits; notifications; app for multiple users; detailed reporting; support. GIS integration, scheduling. Able to edit process and forms ad hoc and without technical support. Mobile inspection app.		\$21,950	\$36,350	\$14,400 plus payment processing
HeyGov	6/5/2024	Is the payment merchant; Payments integrate with Town financial software (Workhorse) and provide transaction detail;	Online process for forms/permits; notifications; app for multiple users; detailed reporting; support.	\$1000 one-time fee for each of 3 apps, except resident concern reporting (311) which is free plus annual cost for each app; If purchase all at once, is \$2000 one-time set up fee plus \$7,000 annual fee; Plus one time purchase of card readers (estimate 2 at \$300 each)	\$1,000 per app or all apps for \$2,000	Resident Concens free in both scenarios. Payments and Permits only \$7,600; Add Rentals for total package \$9,600	Payment and Permits only \$5,500; Total package \$7,000 (payment processing included)



QUOTATION

Infovision Software, Inc.

P.O. Box 234, Carlsbad, CA 92018-0234
 Phone: (800) 849-1655

July 08 2024

TO: Russ VanGompel
 McMahan Public Management
 On behalf of: Town of Algoma
 1226 Lake Street
 Algoma WI 54201
rvangompel@mcmgrp.com
 715.491.5898

Product / Service Description	Users	Comments	Price
Software Implementation Services (One-time Implementation Cost)			
Configuration and setup of Base Package plus 2 Modules:			
1) Base Package (includes Web Portal)		Flat fee	\$3,500
2) Permitting		Flat fee	\$7,500
3) Mobile Inspection app		Flat fee	\$1,250
* Migration of current license data to Evolve		Included	\$0
Travel Expenses are additional and added at actual incurred.			TBD
Total One Time Implementation Cost			\$12,250
SAAS Annual Fees for Software Licensing, Support and Maintenance			
1) Base Package (includes Web Portal)			\$10,000
2) Permitting			\$0
3) Mobile Inspection app			\$0
3) Users	7	\$1150 / per User	\$8,050
Total Annual Ongoing Cost			\$18,050
Total First Year Cost			\$30,300
Total Ongoing Cost			\$18,050

* Per annum subject to maximum 5% annual increase.

Granicus Proposal for Algoma, WI

ORDER DETAILS

Prepared By: Brian Ondrako
Phone:
Email: brian.ondrako@granicus.com
Order #: Q-367737
Prepared On: 30 Jul 2024
Expires On: 16 Sep 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
SmartGov Training	Upon Delivery	1 Each	\$2,896.00
SmartGov Custom Implementation	Upon Delivery	1 Each	\$0.00
Existing Merchant Connector Configuration	Upon Delivery	1 Each	\$1,500.00
Project Management - SmartGov	Upon Delivery	1 Each	\$2,863.05
Map Connector Configuration	Upon Delivery	1 Each	\$1,250.00
Parcel Connector Configuration	Upon Delivery	1 Each	\$3,125.00
Portal Configuration	Upon Delivery	1 Each	\$1,250.00
Fees Configuration (Pages)	Upon Delivery	1 Each	\$531.00
General Config	Upon Delivery	1 Each	\$2,500.00
Workflow template customization	Upon Delivery	1 Each	\$3,535.00
Custom Reports	Upon Delivery	5 Each	\$2,500.00
SUBTOTAL:			\$21,950.05

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov - Enterprise	Annual	1 Each	\$13,026.00
SmartGov Code Enforcement	Annual	1 Each	\$0.00
SmartGov Licensing	Annual	1 Each	\$0.00
SmartGov Permitting	Annual	1 Each	\$0.00
SmartGov Connector Merchant	Annual	1 Each	\$1,372.00
SUBTOTAL:			\$14,398.00

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.
SmartGov Code Enforcement	Annual subscription for SmartGov Code Enforcement Module for managing service requests and complaints.
SmartGov Licensing	Annual subscription for SmartGov Licensing Module for contractor registration, rental registration, business licensing.
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.
SmartGov Connector Merchant	Connection to one merchant in the back office and/or portal from a list of available options. Subscriber remains responsible for the relationship with the provider.
SmartGov Training	Includes up to two (2) hours of User Acceptance Training to prepare primary users for Validation, focused on navigation and testing best practices. Go-Live training will span a one (1) week period, provided in three (3) hour sessions focused on Permit/Application Intake, Review, Inspections and Code Enforcement processes (as needed).
SmartGov Custom Implementation	SmartGov Configuration based on implementation options selected.
Existing Merchant Connector Configuration	Configure merchant connection. Test and troubleshoot connection during test process. Subscriber to provide the required linking information for Company to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys. Requirements vary slightly depending on the selected Merchant. SmartGov will not test in Production environments.

Solution	Description
<p>Project Management - SmartGov</p>	<p>Project Management: Company Project Manager will act as an extension of the Subscriber's team and manage the implementation from start to finish. The Subscriber will have access to a personalized timeline which will be reviewed on a regular cadence. The Project Manager will partner with the Subscriber to coordinate all services, management of the project timeline, and help identify risks and/or issues.</p> <p>Project Management Services include:</p> <ul style="list-style-type: none"> • Project planning and kickoff meetings. • Project schedule developed and maintained according to the SOW tasks, deliverables, dependencies, and resource assignments. • Status reporting and coordination of status meetings, bi-weekly, or as required. • Schedule monitoring and scope management. • Risk Management planning to identify, analyze, and mitigate risks. • Action Item and decision tracking, as well as resolving and escalating issues. • Change control management and issue tracking. • Company project resource management. • Verify product and deliverable acceptance with Subscriber. • Facilitating transition to Support. • Company's Project Manager will serve as the single point of contact for the project related to this SOW.

Solution	Description
<p>Map Connector Configuration</p>	<p>Configure subscribers ESRI GIS layers into SmartGov Troubleshooting the incoming data Train client on how to maintain the service in SmartGov.</p> <p>MAP/GIS Connector:</p> <p>Company will connect to ESRI Map Service provided by Subscriber and secured by a publicly trusted certificate issued by a Certificate Authority.</p> <p>Subscriber is responsible for contracting separately with ESRI map service provider and ESRI configuration.</p> <p>SmartGov Requirements for Map Connector Integration: ArcGIS for Server 10.4 or ArcGIS for server Enterprise Standard 10.7.1 (OR) ArcGIS Online. Subscriber Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included. Custom base maps are not supported. Base maps from the ESRI base map library will be available for use.</p> <p>The following base maps are currently included (subject to change): Imagery Imagery Hybrid Streets Topographic Navigation Streets (Night) Terrain with Labels Light Gray Canvas Dark Gray Canvas Oceans National Geographic Style Map Open Street Map Charted Territory Map Community Map Navigation (Dark Mode) Newspaper Map Human Geography Map Human Geography Dark Map Modern Antique Map Mid-Century Map Nova Map Colored Pencil Map Firefly Imagery Hybrid</p>

Solution	Description
	USA Topo Maps

Solution	Description
Parcel Connector Configuration	<p>Company will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the Subscriber.</p> <p>Configure Subscribers parcel fields into SmartGov. Troubleshooting the incoming data and providing recommendations for Subscriber to resolve data gaps. Train Subscriber on how to maintain the service in SmartGov.</p> <p>Delimited File – A delimited file may be uploaded to the job at runtime. The delimited file option supports a single address for each individual parcel. Subscriber must use the template provided by Company.</p> <p>Parcel Layer – A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password.</p> <p>Subscriber is responsible for obtaining, cleaning, and maintaining all parcel data within the delimited file and/or ESRI Rest service.</p> <p>The configured parcel job will be available for Subscriber to run on-demand after go-live. The Parcel Layer Job can be set to run daily, weekly, monthly, or annually defined by how often Subscriber intends to update the Rest Service.</p> <p>Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum: Parcel Number Primary Situs Address Primary Situs City Primary Situs State Primary Situs Zip Code Owner Name Owner Street Address Owner City populated for USA addresses only Owner State populated for USA addresses only Owner Zip Code populated for USA addresses only International Indicator with a value of "Y" for any owner address outside of the USA International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA</p> <p>Inclusion of the following additional fields is recommended: Parcel center point latitude in decimal degrees Parcel center point longitude in decimal degrees</p> <p>If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields: Parcel Number</p>

Solution	Description
	Secondary Situs Address Secondary Situs City Secondary Situs Zip Code Inclusion of the following additional fields is recommended for the secondary address layer: Address point latitude in decimal degrees Address point longitude in decimal degrees
Portal Configuration	Company will customize Subscriber's Portal by: <ul style="list-style-type: none"> • Loading Subscriber logo. • Exposing all permits/business licenses identified in Configuration workbook in which citizens will have access. • Advising on best practices for public release timeline and access code configuration. • Load Subscriber custom verbiage into limited fields. • Provide the access URL (Uniform Resource Locator) for Subscriber to add link to jurisdiction web pages. Includes consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements.
Fees Configuration (Pages)	Subscriber Fees configured based on provided Fee schedule and according to Configuration Workbook. Based on Subscriber fee schedule, defined in the Order Form, Company will: <ul style="list-style-type: none"> • Setup Subscriber fee code calculations. • Load Subscriber FMS (Financial Management System) / GL (General Ledger Code) (according to Configuration Workbook). • Load Subscriber Valuation table (according to Configuration Workbook or ICC (International Chamber of Commerce) table). Setup Subscriber fixture costs (according to Configuration Workbook). • Load other Subscriber custom attributes / details as required for Subscriber fee calculations (according to Configuration Workbook).

Solution	Description
General Config	<p>General Configuration: As part of the General Configuration, Company will:</p> <ul style="list-style-type: none"> • Create Subscriber database with best practice defaults. • Provide Validation environment access to Subscriber. • Load Subscriber users with Company standard permissions (according to Configuration Workbook). • Configure system values (locality, time zone, header and footer detail, standard report settings). • Load Client Code References/Violation types (according to Configuration Workbook). • Set up General Ledger accounts. • Load Subscriber logo. • Provide access to over 100 reports and output document templates. Subscriber receives credentials for environment when initial configuration items under General Configuration deliverable are completed.
Workflow template customization	<p>Workflow Template Configuration: Company will configure process templates as defined in the Business Process Analysis phase for each department in scope: Building/Permits, Code Enforcement, Licensing and/or Recurring Inspections. Company will:</p> <p>Load Subscriber Code References/Violation types (according to Configuration Workbook).</p> <p>Load custom attributes/details within the limited fields available (not associated with fees, according to Configuration Workbook).</p> <p>Configure workflow to meet business requirements defined in Configuration Workbook.</p> <p>Consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements.</p> <p>Completed upon configuration according to documentation in the Configuration Workbook Percentage: 100%</p>
Custom Reports	<p>Custom scoped work for custom reports outside of the scope of the standard reports offered.</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-367737 dated 30 Jul 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Algoma, WI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-367737 dated 30 Jul 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

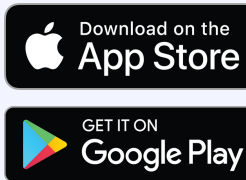
Algoma, WI	
Signature:	
Name:	
Title:	
Date:	

Pricing Sheet



Town of Algoma, WI
Pricing valid through 01/01/2025

Pssst... we also have a free mobile app for residents and staff to use



Hey311 is included at no extra cost for all packages

Package 1



Online & In-Person Payment System

Includes: Online Payments through HeyGov with unlimited payment portals, QR Code Payments, Access to Payment Admin Dashboard. Ability to take in person credit card payments and log cash/check payments also included. Includes Workhorse file swap.

\$2,500
/annual

+\$1000 one-time set-up fee

Package 2



Full Digital Solution for your Municipality

Includes: Everything listed above + Online Reservations (max of 5 facilities) + Online Licensing & Permitting system (max of 10 forms built by HeyGov) + 311 system. Full Digital solution for your municipality. Unlimited Departments, Department Members, and Workflows. **See page 4 for Use Case Examples by app.**

*Does not include ClerkMinutes

\$7,000
/annual

+\$2000 one-time set-up fee

Save \$1,000 annually + \$1,000 in setup fees vs buying individual modules!



*Card readers can be purchased for \$300 each after signing contract.



HeyGov.com

Pricing Sheet

Hey Gov

Town of Algoma, WI

Pricing valid through 01/01/2025

Download on the App Store

GET IT ON Google Play

Pricing by App

HeyLicense

Includes: 10 digital forms (Licenses, Permits, etc.) with built-in workflows. Also includes unlimited storage of applications within HeyGov. With purchase of HeyGov Pay can include a payment step.

\$3,000
/annual

+\$1000 one-time set-up fee

HeyReserve

Includes: Online Reservations (Up to 5 venues) with online application forms and payment step. Includes Admin Dashboard with stored applications, an approval process, and the ability to take and return deposits through HeyGov.

\$2,500
/annual

+\$1000 one-time set-up fee

HeyGov Pay

Includes: Online Payments through HeyGov with unlimited payment portals, QR Code Payments, Access to Payment Admin Dashboard. Ability to take in person credit card payments and log cash/check payments also included.

\$2,500
/annual

+\$1000 one-time set-up fee

Hey311

Includes: Interface for residents to report local issues and concerns, communication channel between citizens and local gov officials, Real-time updates and tracking of issue resolution progress, Dashboard for efficient management and oversight of citizen reports

Free
/annual

no set-up fee



HeyGov.com

Pricing Sheet

Hey Gov

Town of Algoma, WI

Pricing valid through 01/01/2025

Download on the App Store

GET IT ON Google Play

Optional Add-ons

Five (5) Additional Forms or Venue Listings

Includes: 5 additional online fillable forms (Licenses, Permits, etc.) with a payment step and built-in workflows or 5 additional venue listings in HeyReserve

+\$1,000
/one-time

ClerkMinutes

Includes: Access to ClerkMinutes and ability to generate 5 meetings per month with a resident facing page that includes audio/video recording, action items, agenda, and minutes. Test for free at ClerkMinutes.com/try

+\$1,000
/annual
no set-up fee

Certificate/License Generator

Includes: This add-on works with the HeyLicense system. Once an application has been approved, a certificate or license will be generated that the resident can download and/or print.

+\$500
/annual

HeyGov Customer Support for your Residents

Includes: HeyGov will be point of contact for your residents for help regarding technical support, online applications, reservations, and payments. It's almost like adding an extra member to your team!

+\$7,000
/annual
no set-up fee

Hey Gov



HeyGov.com

Use Case Examples

Hey Gov

You can use HeyGov for whatever you would like but here are some of our most common use cases!



Payment Portals

- Daily Boat Launch Pass
- Utility Bill Payments
- Property Tax Payments
- Parking Fees
- Citation Payments
- Donations
- Pool Pass
- Cemetery Plots
- Event Tickets
- Rec Payments



Licensing & Permitting

- Annual Boat Launch Pass
- Dog Licensing
- Business Licenses
- Building Permits
- Liquor Licensing
- Special Event Permits
- Rec Sport Registrations
- Operator's (Server) License
- Utility Service Request Form
- Short Term Rental Applications



Reservations

- Park Pavilion/Shelter
- Town Hall
- Rec Center Rooms
- Sports Fields (eg. Baseball Field)
- Library Meeting Rooms



311

- Resident Questions
- Resident Issue Reporting
- 2-way Communication with Residents
- Department Task Manager

Integrates with



and more...





Resolution for Inclusion Under Group Life Insurance

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the _____ of the _____ of _____
Governing body Employer legal name

that pursuant to the provisions of Chapter 40 of the Wisconsin Statutes such _____
Governing body

hereby determines to be included under the following Group Life Insurance program(s) provided by Chapter 40 of the Wisconsin Statutes for its eligible personnel:

Check box(es) for coverage desired:

- Basic Group Life Insurance (1x earnings)
- Supplemental Group Life Insurance (1x earnings)
- Additional Group Life Insurance
 - 1 Unit (1x earnings)
 - 2 Units (2x earnings)
 - 3 Units (3x earnings)
- Spouse and Dependent Group Life Insurance
- Amount of insurance for any insured employee who attains age 65 on or after the effective date of this resolution shall be 50% rather than 25%

BE IT FURTHER RESOLVED, that the proper officers are herewith authorized and directed to take all actions and make such deductions and submit such payments as are required by the Group Insurance Board of the State of Wisconsin to provide such group life insurance.

BE IT FURTHER RESOLVED, that the _____ WRS Agent submit a certified copy of this
Employer name
resolution to the State of Wisconsin Department of Employee Trust Funds.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the _____ of the _____ of _____ on the
Governing body Employer name
____ day of _____, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this ____ day of _____.

I understand that Wis. Stat. 943.395 provides criminal penalties for knowingly making false and fraudulent statements on this form and hereby certify that, to the best of my knowledge and belief, the information is true and correct.

Federal Tax Identification Number (FEIN) _____

Employer Identification Number (EIN) **69-036-**_____ Number of eligible employees: _____

WRS agent signature: _____ WRS agent title: _____

Mailing address: _____

Telephone: _____

Email: _____

For ETF use only
EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:

The resolution shall be effective on the first of the fourth month after receipt in the office of the Department of Employee Trust Funds. Submit completed form to ETF at ETFSMBESSNewEmployer@etf.wi.gov or fax to 608-267-4549.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 21, 2024

RE: 2025-2029 Capital Improvement Plan

SUMMARY:

Initial discussion of the 2024-2029 Capital Improvement Plan (CIP). The CIP was last updated in February 2023. Known changes to project costs and schedules are reflected and will be discussed with the Board.

Edits and additional projects and equipment purchases will be added as part of the upcoming budget discussions.

The attached CIP reports are in the following order:

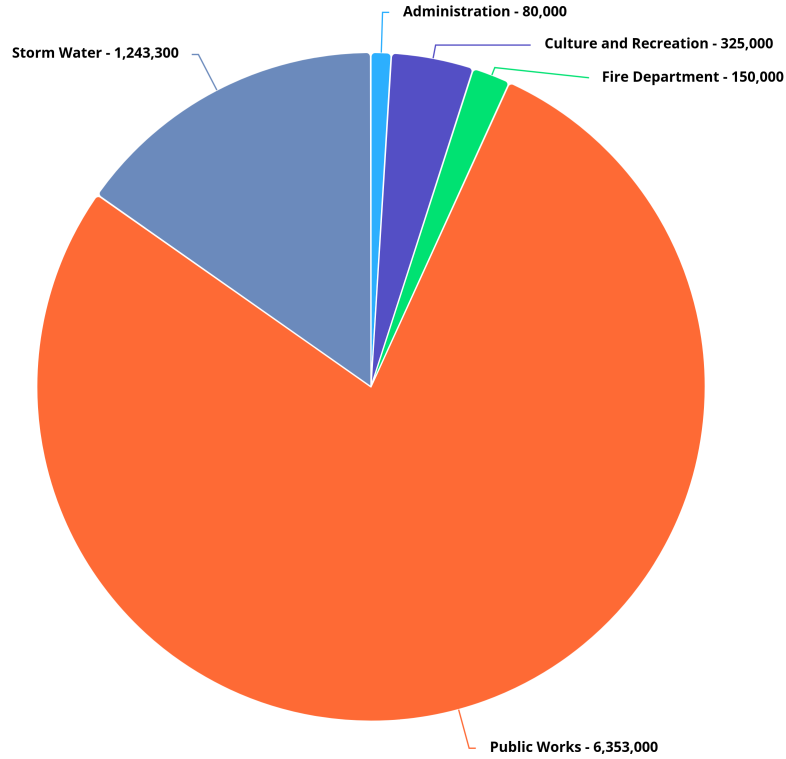
1. Summary of Projects by Department
2. Summary of Projects by Funding Source
3. Projects by Funding Source and Department
4. Project detail sheets. There is a separate detail page for each project.

RECOMMENDED ACTION: NA

ATTACHMENTS:

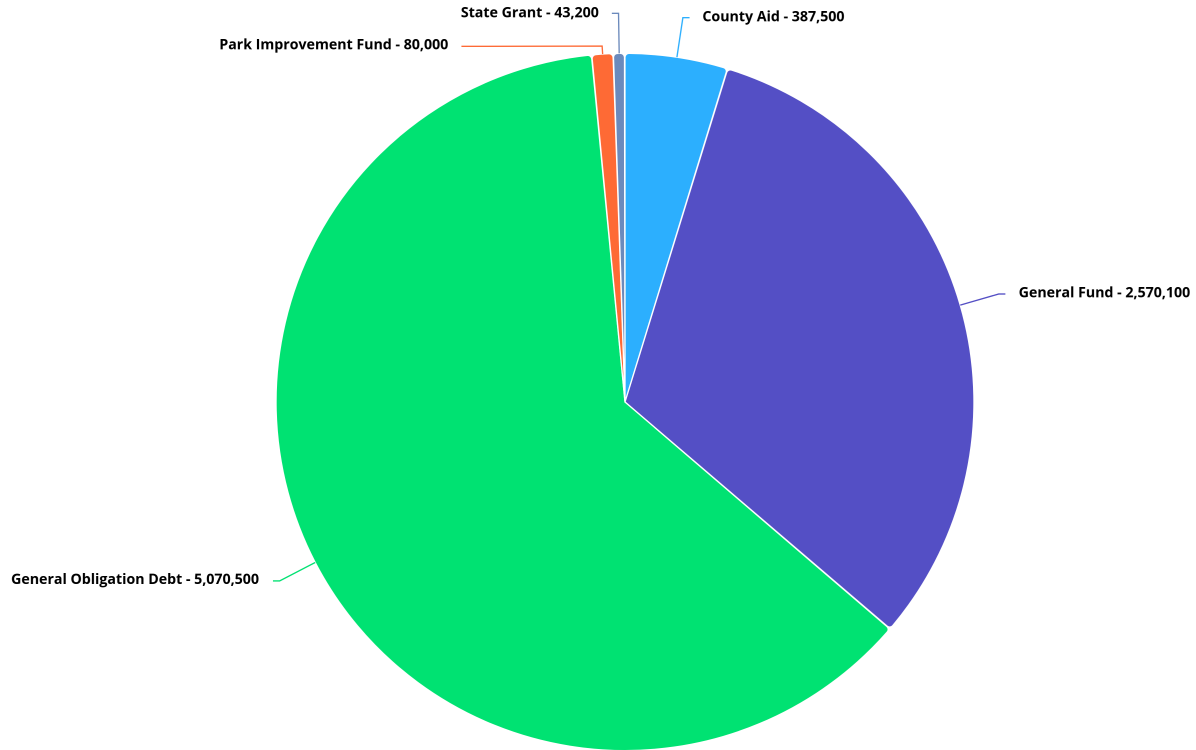
1. Summary of Projects by Department
2. Summary of Projects by Funding Source
3. Projects by Funding Source and Department
4. Project Detail

2025 through 2029
Capital Improvement Plan
 Algoma, Wisconsin
Department Summary



Department	2025	2026	2027	2028	2029	Total
Administration	54,000	14,000	4,000	4,000	4,000	80,000
Culture and Recreation	170,000	5,000	150,000			325,000
Fire Department	30,000	30,000	30,000	30,000	30,000	150,000
Public Works	1,158,000	3,230,000	805,000	855,000	305,000	6,353,000
Storm Water	147,200	967,700	75,400	26,100	26,900	1,243,300
GRAND TOTAL	1,559,200	4,246,700	1,064,400	915,100	365,900	8,151,300

2025 through 2029
Capital Improvement Plan
 Algoma, Wisconsin
Funding Source Summary



Source	2025	2026	2027	2028	2029	Total
County Aid	40,000	347,500				387,500
General Fund	1,916,000	123,700	259,400	160,100	110,900	2,570,100
General Obligation Debt	500,000	3,520,500	550,000	500,000		5,070,500
Park Improvement Fund	80,000					80,000
State Grant	43,200					43,200
GRAND TOTAL	2,579,200	3,991,700	809,400	660,100	110,900	8,151,300

2025 through 2029
Capital Improvement Plan
 Algoma, Wisconsin
Projects by Funding Sources and Department

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
Administration								
Annual Computer Replacements	*AD-AN-01	2 - Very Important	4,000	4,000	4,000	4,000	4,000	20,000
General Fund			4,000	4,000	4,000	4,000	4,000	20,000
Municipal Complex Study	*AD-25-01	2 - Very Important	35,000	0	0	0	0	35,000
General Fund			35,000					35,000
Server Replacement	*AD-26-01	2 - Very Important	0	10,000	0	0	0	10,000
General Fund				10,000				10,000
Upgrade Phone System	*AD-25-02	2 - Very Important	15,000	0	0	0	0	15,000
General Fund			15,000					15,000
Administration Expenditure Total			54,000	14,000	4,000	4,000	4,000	80,000
General Fund			54,000	14,000	4,000	4,000	4,000	80,000
Administration Sources Total			54,000	14,000	4,000	4,000	4,000	80,000
Culture and Recreation								
Jones Park Playground Surface Upgrades	*CR-27-01	4 - Less Important	0	0	150,000	0	0	150,000
General Fund					150,000			150,000
Jones Park West Parking Lot	*CR-25-01	3 - Important	145,000	0	0	0	0	145,000
General Fund			65,000					65,000
Park Improvement Fund			80,000					80,000

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
Lake Butte des Morts Public Landing	*CR-26-02	3 - Important	0	5,000	0	0	0	5,000
General Fund				5,000				5,000
Update Comprehensive Outdoor Recreation Plan	*CR-25-03	2 - Very Important	25,000	0	0	0	0	25,000
General Fund			25,000					25,000
Culture and Recreation Expenditure Total			170,000	5,000	150,000	0	0	325,000

General Fund			90,000	5,000	150,000			245,000
Park Improvement Fund			80,000					80,000
Culture and Recreation Sources Total			170,000	5,000	150,000	0	0	325,000

Fire Department

Fire Department Safety Equipment	*FD-AN-01	1 - Critical	30,000	30,000	30,000	30,000	30,000	150,000
General Fund			30,000	30,000	30,000	30,000	30,000	150,000
Fire Department Expenditure Total			30,000	30,000	30,000	30,000	30,000	150,000

General Fund			30,000	30,000	30,000	30,000	30,000	150,000
Fire Department Sources Total			30,000	30,000	30,000	30,000	30,000	150,000

Public Works

Clairville Road Extension South from STH 21	*PW-26-0414	2 - Very Important	20,000	500,000	500,000	500,000	0	1,520,000
General Fund			20,000					20,000
General Obligation Debt				500,000	500,000	500,000		1,500,000
General Drainage and Culvert Maintenance	*PW-AN-03	3 - Important	65,000	65,000	65,000	65,000	65,000	325,000
General Fund			325,000					325,000
General Road Maintenance (County Contracts)	*PW-AN-02	3 - Important	65,000	65,000	65,000	65,000	65,000	325,000

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
General Fund			325,000					325,000
Leonard Point Road - East to West	<i>*PW-28-01</i>	2 - Very Important	0	0	0	50,000	0	50,000
General Fund						50,000		50,000
Leonard Point Road - STH 21 to Highland Shore Ln	<i>*PW-26-02</i>	2 - Very Important	240,000	1,690,000	0	0	0	1,930,000
General Fund			240,000					240,000
General Obligation Debt				1,690,000				1,690,000
Public Works Vehicle	<i>*PW-25-01</i>	4 - Less Important	40,000	0	0	0	0	40,000
General Fund			40,000					40,000
Replace Generator at Town Hall	<i>*PW-25-03</i>	2 - Very Important	13,000	0	0	0	0	13,000
General Fund			13,000					13,000
Road Crack and Seal Coating	<i>*PW-AN-01</i>	3 - Important	50,000	50,000	50,000	50,000	50,000	250,000
General Fund			50,000	50,000	50,000	50,000	50,000	250,000
Road Resurfacing (Mill and Pave)	<i>*PW-AN-04</i>	1 - Critical	125,000	125,000	125,000	125,000	125,000	625,000
General Fund			625,000					625,000
STH 21 & Leonard Point Road Roundabout South Leg	<i>*PW-26-01</i>	2 - Very Important	40,000	735,000	0	0	0	775,000
County Aid			40,000	347,500				387,500
General Obligation Debt				387,500				387,500
Watermain Extension to TIF #1 Lots	<i>*PW-25-02</i>	2 - Very Important	500,000	0	0	0	0	500,000
General Obligation Debt			500,000					500,000
Public Works Expenditure Total			1,158,000	3,230,000	805,000	855,000	305,000	6,353,000
County Aid			40,000	347,500				387,500
General Fund			1,638,000	50,000	50,000	100,000	50,000	1,888,000
General Obligation Debt			500,000	2,577,500	500,000	500,000		4,077,500
Public Works Sources Total			2,178,000	2,975,000	550,000	600,000	50,000	6,353,000

Department	Project #	Priority	2025	2026	2027	2028	2029	Total
Storm Water								
Annual Storm Pond Maintenance and Ecological	*SW-AN-01	3 - Important	24,000	24,700	25,400	26,100	26,900	127,100
General Fund			24,000	24,700	25,400	26,100	26,900	127,100
Leonard Point Road Wet Detention Pond	*SW-26-01	1 - Critical	80,000	943,000	50,000	0	0	1,073,000
General Fund			80,000					80,000
General Obligation Debt				943,000	50,000			993,000
Storm Water Management Plan Update	*SW-24-01	3 - Important	43,200	0	0	0	0	43,200
State Grant			43,200					43,200
Storm Water Expenditure Total			147,200	967,700	75,400	26,100	26,900	1,243,300
General Fund			104,000	24,700	25,400	26,100	26,900	207,100
General Obligation Debt				943,000	50,000			993,000
State Grant			43,200					43,200
Storm Water Sources Total			147,200	967,700	75,400	26,100	26,900	1,243,300
EXPENDITURE GRAND TOTAL			1,559,200	4,246,700	1,064,400	915,100	365,900	8,151,300

Capital Improvement Plan

Algoma, Wisconsin

Project # AD-AN-01
 Project Name Annual Computer Replacements

Total Project Cost	\$20,000	Contact	Administrator
Department	Administration	Type	Equipment
Category	Equipment: Computers	Priority	2 - Very Important
Status	Active	Useful Life	5 years

Description

Replace 1-2 town computers and related IT hardware annually.

Justification

Replacing 1-2 each year will ensure we are keeping up with our replacement schedule at a pace we can control and budget for effectively. Older computers will be cascaded to less heavy users to extend their lives.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	4,000	4,000	4,000	4,000	4,000	20,000
Total	4,000	4,000	4,000	4,000	4,000	20,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	4,000	4,000	4,000	4,000	4,000	20,000
Total	4,000	4,000	4,000	4,000	4,000	20,000

Capital Improvement Plan

Algoma, Wisconsin

Project # SW-AN-01
 Project Name Annual Storm Pond Maintenance and Ecological

Total Project Cost	\$127,100	Contact	Administrator
Department	Storm Water	Type	Improvement
Category	Storm Sewer/Drainage	Priority	3 - Important
Status	Active	Useful Life	1 year

Description

Annual Operation and Maintenance (O & M) and Ecological Services for Jones, Irvine, Jones Park, and Nelson pond facilities and vegetation. Includes monthly, quarterly and annual activities to properly maintain the ponds. Annual agreements with service provider defines cost range for each pond. Estimate \$24,000 for these services in 2025 and 3% annual increase.

In 2024 cost range for both O&M and Ecological:

Jones Pond: \$2,100-3,200

Irvine Pond: \$2,700-4,100

Jones Park Ponds (one wet, one dry): \$3,600-4,300 (ecological only for dry pond)

Nelson Pond: \$3,600-4,600

Thackery Pond (dry pond): \$700--1,000 (ecological only)

Additional costs for muskrat removal in fall and spring, \$3,424 per event in 2024.

Justification

Annual maintenance of the ponds is necessary to ensure pond facilities are functioning as planned and in alignment with stormwater management plan and best practices.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	24,000	24,700	25,400	26,100	26,900	127,100
Total	24,000	24,700	25,400	26,100	26,900	127,100

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	24,000	24,700	25,400	26,100	26,900	127,100
Total	24,000	24,700	25,400	26,100	26,900	127,100

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-26-0414
Project Name Clairville Road Extension South from STH 21

Total Project Cost	\$1,520,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Construction	Priority	2 - Very Important
Status	Active	Useful Life	30 years

Description

Construct new road to extend the road south of the STH 21 roundabout, eventually extending south to Clairville Road. Schedule and cost will depend on development in that area which is TBD.

Justification

New roads/infrastructure will be necessary to develop this area.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	0	500,000	500,000	500,000	0	1,500,000
Planning / Design	20,000	0	0	0	0	20,000
Total	20,000	500,000	500,000	500,000	0	1,520,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Obligation Debt	0	500,000	500,000	500,000	0	1,500,000
General Fund	20,000	0	0	0	0	20,000
Total	20,000	500,000	500,000	500,000	0	1,520,000

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # FD-AN-01
Project Name Fire Department Safety Equipment

Total Project Cost	\$150,000	Contact	Fire Chief
Department	Fire Department	Type	Equipment
Category	Equipment: Miscellaneous	Priority	1 - Critical
Status	Active	Useful Life	10 years

Description

Safety equipment purchases, including radios, for the Fire Department.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	30,000	30,000	30,000	30,000	30,000	150,000
Total	30,000	30,000	30,000	30,000	30,000	150,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-AN-03
Project Name General Drainage and Culvert Maintenance

Total Project Cost	\$325,000	Contact	Road & Drainage Coordinator
Department	Public Works	Type	Improvement
Category	Storm Sewer/Drainage	Priority	3 - Important
Status	Active	Useful Life	15 years

Description

Annual Town right-of-way maintenance for drainage and culverts.

Justification

Maintenance addresses drainage issues and extends the useful life of the drainage infrastructure.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	65,000	65,000	65,000	65,000	65,000	325,000
Total	65,000	65,000	65,000	65,000	65,000	325,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	325,000	0	0	0	0	325,000
Total	325,000	0	0	0	0	325,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-AN-02
 Project Name General Road Maintenance (County Contracts)

Total Project Cost	\$325,000	Contact	Road & Drainage Coordinator
Department	Public Works	Type	Improvement
Category	Street Paving	Priority	3 - Important
Status	Active	Useful Life	10 years

Description

Annual Town general road maintenance with County Contract. Roads will be determined annually considering PASER ratings, reconstruction schedule and development planning.

Justification

Maintenance extends the useful life of the road.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	65,000	65,000	65,000	65,000	65,000	325,000
Total	65,000	65,000	65,000	65,000	65,000	325,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	325,000	0	0	0	0	325,000
Total	325,000	0	0	0	0	325,000

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # CR-27-01
Project Name Jones Park Playground Surface Upgrades

Total Project Cost	\$150,000	Contact	Administrator
Department	Culture and Recreation	Type	Improvement
Category	Park Improvements	Priority	4 - Less Important
Status	Active	Useful Life	15 years

Description

Replace wood chips with poured in place rubber surface in two playgrounds at Jones Park.

Justification

Poured in place rubber surface can be designed to be ADA accessible and are nonslip when wet. Upfront costs are higher but the surface is easier to maintain than loose-fill options such as wood or rubber chips. Easy to clean. Over time shifting in seams can create tripping hazards and would need to be monitored and replaced as necessary.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	0	0	150,000	0	0	150,000
Total	0	0	150,000	0	0	150,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	0	0	150,000	0	0	150,000
Total	0	0	150,000	0	0	150,000

Capital Improvement Plan

Algoma, Wisconsin

Project # CR-25-01
 Project Name Jones Park West Parking Lot

Total Project Cost	\$145,000	Contact	Administrator
Department	Culture and Recreation	Type	Improvement
Category	Park Improvements	Priority	3 - Important
Status	Active	Useful Life	20 years

Description

Additional parking lot on the west side of park (access off of Leonard Point Road). Costs include land acquisition and then the paving, striping, and paving current adjacent gravel trail.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	110,000	0	0	0	0	110,000
Land Acquisition	35,000	0	0	0	0	35,000
Total	145,000	0	0	0	0	145,000

Funding Sources	2025	2026	2027	2028	2029	Total
Park Improvement Fund	80,000	0	0	0	0	80,000
General Fund	65,000	0	0	0	0	65,000
Total	145,000	0	0	0	0	145,000

Capital Improvement Plan

Algoma, Wisconsin

Project # CR-26-02
 Project Name Lake Butte des Morts Public Landing

Total Project Cost	\$5,000	Contact	Administrator
Department	Culture and Recreation	Type	Improvement
Category	Park Improvements	Priority	3 - Important
Status	Active	Useful Life	5 years

Description

Repairs and improvements to the Lake Butte des Morts public landing

Expenditures	2025	2026	2027	2028	2029	Total
Other	0	5,000	0	0	0	5,000
Total	0	5,000	0	0	0	5,000
Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	0	5,000	0	0	0	5,000
Total	0	5,000	0	0	0	5,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-28-01
 Project Name Leonard Point Road - East to West

Total Project Cost	\$50,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Reconstruction	Priority	2 - Very Important
Status	Active	Useful Life	25 years

Description

Reconstruct the east-west section of Leonard Point Road (from Highland Shore Lane to Town limit). These are preliminary engineering cost estimates only.

Expenditures	2025	2026	2027	2028	2029	Total
Planning / Design	0	0	0	50,000	0	50,000
Total	0	0	0	50,000	0	50,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	0	0	0	50,000	0	50,000
Total	0	0	0	50,000	0	50,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-26-02
Project Name Leonard Point Road - STH 21 to Highland Shore Ln

Total Project Cost	\$1,930,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Reconstruction	Priority	2 - Very Important
Status	Active	Useful Life	25 years

Description

This is a STP-Urban project (64336-01-72/73) for the BIL 2023-2026 cycle to reconstruct the roadway of Leonard Point Road (STH 21 to Highland Shores Lane) with an urban cross section consisting of asphaltic pavement for 1.25 miles. Pavement width will be 22 feet with 3.5 foot wide shoulders. Roadway will have curb and gutter, storm sewer, pavement markings and signing. There will be 5 foot sidewalks installed on both sides of the road. On street bike lanes for the entire length of the project.

The original cost estimate was \$5,564,200 and scheduled for construction in 2026 (per 2022 agreement):

- The federal/state funding is capped at \$4,152,708
- Town paying for the remaining \$1,411,492 balance plus land acquisition costs estimated at \$140,000.
- A storm water detention pond will be required as well for this project and is not included in these costs--see separate project.

In August 2024 the construction schedule was pushed back one year to 2027. The updated cost estimate of \$5,842,410 is a 5% increase from original estimate.

- The federal/state funding is capped at \$4,152,708.
- Town paying for the remaining \$1,689,702 balance plus land acquisition costs estimated at \$140,000.
- A storm water detention pond will be required as well for this project and is not included in these costs--see separate project.

Justification

The last year of improvement was 2001. The road consists of a rural cross section with two 11-foot lanes of asphaltic pavement. The pavement has a rating of 5 and is experiencing transverse and longitudinal cracking, block cracking, and raveling. The roadway has 1-foot gravel shoulders and does not pedestrian or bicycle facilities. The corridor has safety concerns with the growing number of pedestrians and the lack of accommodations for them.

Expenditures	2025	2026	2027	2028	2029	Total
Planning / Design	0	1,690,000	0	0	0	1,690,000
Land Acquisition	140,000	0	0	0	0	140,000
Construction / Maintenance	100,000	0	0	0	0	100,000
Total	240,000	1,690,000	0	0	0	1,930,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Obligation Debt	0	1,690,000	0	0	0	1,690,000
General Fund	240,000	0	0	0	0	240,000
Total	240,000	1,690,000	0	0	0	1,930,000

Capital Improvement Plan

Algoma, Wisconsin

Project # SW-26-01
 Project Name Leonard Point Road Wet Detention Pond

Total Project Cost	\$1,073,000	Contact	Administrator
Department	Storm Water	Type	Improvement
Category	Storm Sewer/Drainage	Priority	1 - Critical
Status	Active	Useful Life	30 years

Description

Wet Storm Detention Pond installed in conjunction with Leonard Point Road Reconstruction Project for stormwater management. Property feasibility conducted in 2024 and land acquisition required and is planned for 2025.

Project cost estimates as of July 2024 is \$1,073,000 includes estimated \$78,000 for land acquisition.

If construction is moved back to 2026, there may be an opportunity for a WDNR grant to cover part of the costs.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	0	943,000	50,000	0	0	993,000
Land Acquisition	80,000	0	0	0	0	80,000
Total	80,000	943,000	50,000	0	0	1,073,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Obligation Debt	0	943,000	50,000	0	0	993,000
General Fund	80,000	0	0	0	0	80,000
Total	80,000	943,000	50,000	0	0	1,073,000

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # AD-25-01
Project Name Municipal Complex Study

Total Project Cost	\$35,000	Contact	Administrator
Department	Administration	Type	Improvement
Category	Buildings	Priority	2 - Very Important
Status	Active	Useful Life	5 years

Description

Municipal Complex Study will examine existing facilities and operations and guide decision making and provide cost estimates for new municipal complex options.

Justification

Existing Town Hall is approaching end of useful life

Expenditures	2025	2026	2027	2028	2029	Total
Planning / Design	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	35,000	0	0	0	0	35,000
Total	35,000	0	0	0	0	35,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-25-01
 Project Name Public Works Vehicle

Total Project Cost	\$40,000	Contact	Administrator
Department	Public Works	Type	Equipment
Category	Unassigned Vehicles	Priority	4 - Less Important
Status	Active	Useful Life	10 years

Description

Vehicle for public works activities.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-25-03
 Project Name Replace Generator at Town Hall

Total Project Cost	\$13,000	Contact	Administrator
Department	Public Works	Type	Equipment
Category	Buildings	Priority	2 - Very Important
Status	Active	Useful Life	20 years

Description

Replace generator at Town Hall with 22kw air cooled generator. Cost estimate includes removal of current generator and switch, installation of gas regulator, gas piping, installation of raceways, and wires needed for generator operation and to meet code compliance.

Generator could be moved to another location/building if needed (voltage would have to be the same); however the warranty may be effected.

Justification

Current generator is at the end of its useful life.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	13,000	0	0	0	0	13,000
Total	13,000	0	0	0	0	13,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	13,000	0	0	0	0	13,000
Total	13,000	0	0	0	0	13,000

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-AN-01
 Project Name Road Crack and Seal Coating

Total Project Cost	\$250,000	Contact	Road & Drainage Coordinator
Department	Public Works	Type	Improvement
Category	Street Paving	Priority	3 - Important
Status	Active	Useful Life	10 years

Description

Annual Town road crack and seal coating for maintenance. Roads will be determined annually considering PASER ratings, reconstruction schedule and development planning.

Justification

Maintenance extends the useful life of the road.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-AN-04
Project Name Road Resurfacing (Mill and Pave)

Total Project Cost	\$625,000	Contact	Road & Drainage Coordinator
Department	Public Works	Type	Improvement
Category	Street Paving	Priority	1 - Critical
Status	Active	Useful Life	20 years

Description

Annual Town road resurfacing (mill and pave). Roads will be determined annually considering PASER ratings, reconstruction schedule and development planning.

Justification

Maintenance extends the useful life of the road.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	125,000	125,000	125,000	125,000	125,000	625,000
Total	125,000	125,000	125,000	125,000	125,000	625,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	625,000	0	0	0	0	625,000
Total	625,000	0	0	0	0	625,000

Capital Improvement Plan

Algoma, Wisconsin

Project # AD-26-01
Project Name Server Replacement

Total Project Cost	\$10,000	Contact	Administrator
Department	Administration	Type	Equipment
Category	Equipment: Computers	Priority	2 - Very Important
Status	Active	Useful Life	10 years

Description

Replace and upgrade Town server operating system 2026. Cost estimate includes 30-40 hour labor.

Justification

Server will be at the end of its useful life and must be upgraded to function properly.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	0	10,000	0	0	0	10,000
Total	0	10,000	0	0	0	10,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	0	10,000	0	0	0	10,000
Total	0	10,000	0	0	0	10,000

Capital Improvement Plan

Algoma, Wisconsin

Project #	PW-26-01
Project Name	STH 21 & Leonard Point Road Roundabout South Leg

Total Project Cost	\$775,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Construction	Priority	2 - Very Important
Status	Active	Useful Life	25 years

Description

This is a state project (6180-31-00/71) on STH 21 (Leonard Point Road to Washburn Street) for pavement repair/overlay of STH 21, offset left turn lanes at the Oakwood Road and Westhaven Drive intersections, and a multi-lane roundabout at the Leonard Point Road intersection.

The Town plans to develop along the south side of STH 21 including a new roadway on the south leg of the roundabout intersection.

The original cost was \$6.3M and scheduled for construction in 2027 (per 2022 agreement):

- State paying 100% design and 75% roundabout cost
- Town paying \$775,000 for 25% of roundabout (for the south leg only). The Town is responsible for additional costs associated with this south leg. The Town received a Spirit Fund grant of \$387,500 to cover half of its costs.

In 2024 the project costs were updated to \$7,686,400 and construction was moved up to 2026:

- State paying \$7,407,906 for 100% design and additional construction costs (HSIP funds added)
- Town pays remaining balance of \$278,494 plus any additional costs including design, utilities, real estate and signage. The Town will use 50/50 split of town funds and Spirit funds, up to \$387,500 each.

Justification

STH 21 pavement has deteriorated and several intersections have some safety issues. The existing STH 21 and Leonard Point Road intersection has experienced a high number of crashes including significant amount involving personal injuries. The Town is pursuing development on the south leg of this intersection which has the potential to create additional safety and operational issues.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	0	735,000	0	0	0	735,000
Planning / Design	40,000	0	0	0	0	40,000
Total	40,000	735,000	0	0	0	775,000

Funding Sources	2025	2026	2027	2028	2029	Total
County Aid	40,000	347,500	0	0	0	387,500
General Obligation Debt	0	387,500	0	0	0	387,500
Total	40,000	735,000	0	0	0	775,000

Capital Improvement Plan

Algoma, Wisconsin

Project # SW-24-01
Project Name Storm Water Management Plan Update

Total Project Cost	\$86,400	Contact	Administrator
Department	Storm Water	Type	Improvement
Category	Storm Sewer/Drainage	Priority	3 - Important
Status	Active	Useful Life	10 years

Description

Updating the Town's 2018 storm water management plan due to new development and several large street urbanization and regional stormwater pond projects. The Town also needs to develop a TMDL Plan of action, including the fiscal analysis and compliance schedule.

Total cost estimate \$86,400. This is a reimbursable grant. The Town will expend funds in 2024 and 2025 and apply for reimbursement in 2025.

Received Urban Nonpoint Source Planning Grant (USP700002Y24) for the Town of Algoma MS4 Planning grant for 1/1/24-12/31/25 which is a 50% costshare up to the grant award amount of \$43,200 with the completion of the following grant deliverables:

1. Update Town's post-construction stormwater management ordinance.
2. Update Town's post-construction stormwater management program.
3. Update Town's Stormwater Quality Management Plan/TMDL Implementation Plan.
4. Update Town's municipal separate storm system (MS4) mapping.
5. Evaluate and update Town's pollution prevention program.
6. Develop a regional pond "user charge" report as a dedicated revenue source.

Prior	Expenditures	2025	2026	2027	2028	2029	Total
43,200	Planning / Design	43,200	0	0	0	0	43,200
	Total	43,200	0	0	0	0	43,200

Prior	Funding Sources	2025	2026	2027	2028	2029	Total
43,200	State Grant	43,200	0	0	0	0	43,200
	Total	43,200	0	0	0	0	43,200

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # CR-25-03
Project Name Update Comprehensive Outdoor Recreation Plan

Total Project Cost	\$25,000	Contact	Administrator
Department	Culture and Recreation	Type	Unassigned
Category	Park Improvements	Priority	2 - Very Important
Status	Active	Useful Life	5 years

Description

Update to the Town's Comprehensive Outdoor Recreation Plan, which will also inform the parkland impact fees.

Justification

The last update was in 2009. These should be updated every 5 years.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

Capital Improvement Plan

Algoma, Wisconsin

Project # AD-25-02
 Project Name Upgrade Phone System

Total Project Cost	\$15,000	Contact	Administrator
Department	Administration	Type	Equipment
Category	Equipment: Computers	Priority	2 - Very Important
Status	Active	Useful Life	10 years

Description

Replace and upgrade phone system for Town facilities (town hall and fire department).

Justification

Current system is cumbersome and staff are very limited on ability to program phones.

Expenditures	2025	2026	2027	2028	2029	Total
Equip / Vehicles / Furnishings	15,000	0	0	0	0	15,000
Total	15,000	0	0	0	0	15,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Fund	15,000	0	0	0	0	15,000
Total	15,000	0	0	0	0	15,000

2025 thru 2029

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-25-02
Project Name Watermain Extension to TIF #1 Lots

Total Project Cost	\$500,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Water Distribution	Priority	2 - Very Important
Status	Active	Useful Life	50 years

Description

Watermain extension to lots in TIF #1. Improvement is part of development agreement so costs will be recovered by tax increment generated.

Justification

Water is required to be able to develop the lots.

Expenditures	2025	2026	2027	2028	2029	Total
Construction / Maintenance	500,000	0	0	0	0	500,000
Total	500,000	0	0	0	0	500,000

Funding Sources	2025	2026	2027	2028	2029	Total
General Obligation Debt	500,000	0	0	0	0	500,000
Total	500,000	0	0	0	0	500,000