

**TOWN OF ALGOMA**  
**WINNEBAGO COUNTY, WISCONSIN**  
**TOWN BOARD MEETING**  
**Wednesday, October 16, 2024 – 6:00 p.m.**  
**15 N. Oakwood Road, Oshkosh, WI 54904**

**PUBLIC HEARING FOR SANITARY DISTRICT ADDITION**

To add property identified as parcel 002-020403, owned by Daniel Tervonen and located at 4676 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](http://www.townofalgoma.org) on October 11, 2024.

**3. Review and approve the minutes of the following meeting:**

- A. Monthly Town Board Meeting dated September 18, 2024.
- B. Special Town Board Meeting dated September 30, 2024.

**4. Review and approve October 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
- C. TID #1 Update

**9. Town Chairman Report.**

- A. Road Maintenance Update.
- B. Oakwood Road/WIS 21 Mowing Update.

**10. Clerk/Treasurer Report.**

- A. Open Book.
- B. Absentees.

**11. Monthly Financial Statements and Financial Report.**

**12. Business.**

- A. Discussion and possible action: Petition to add property identified as parcel 002-020403, owned by Daniel Tervonen and located at 4676 County Rd. E, to the Algoma Sanitary District #1.
- B. Discussion and possible action: Pay Request #1 for the S. Oakwood Road Water Line Extension payable to Town of Algoma Sanitary District #1 in the amount of \$276,166.93.
- C. Discussion and possible action: Petition for proposed Text Amendment listed affecting the Winnebago County Zoning Ordinance (chapter 23) of the Winnebago County General Code and the Office Map of the Town of Algoma.
- D. Discussion and possible action: Certified Survey Map by petitioner Troy Hewitt, Robert E. Lee & Assoc, Inc, on behalf of OSMS Real Estate to combine parcels 002141406, 0021415, 0021416, and 002025924 into one parcel.
- E. Discussion and possible action: Conditional Use Permit by petitioner Richard Jordan for a light industrial major home occupation at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District.
- F. Discussion and possible action: Certified Survey Map by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services to divide two parcels, 00200910101 and 002009101, into three parcels.
- G. Discussion and possible action: Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy's Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101.
- H. Discussion and possible action: Approve operator's license for Kyle Wright.
- I. Discussion and possible action: Adopt Wisconsin Historical Society Retention Schedule.
- J. Discussion and possible action: Town of Algoma and Excel Underground, LLC for Underground Facilities Locating and Marking Services Agreement
- K. Discussion and possible action: 2025 Health Insurance Premium for Town Employees
- L. Discussion and possible action: Sale of Fire Department Vehicle Squad 21.
- M. Discussion: Administrator's Recommended 2025 Budget.

**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.



# Town of Algoma Fire Department

Monthly Report  
September 2024

Prepared by  
Kevin Sawicki – Fire Chief

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## Grants

No new updates.

## Trucks and Equipment

### Vehicles

- Rescue 21 – experiencing more electrical problems when operating the vehicle. The vehicle is a 2004 and should be replaced or be refurbished due to age/repairs.
- NFPA 1910 – Sets the standard for refurbishing and the retirement of fire apparatus. Vehicles should be removed from mainline status at 20 years old and retired from the fleet at 25 years old. Vehicle refurbishment can extend the life of the apparatus at a mere fraction of the cost of a new fire truck.
- Rescue 21 is a primary fire attack engine for the town. Its main function is fire suppression and vehicle extrication/special rescue.

### Truck Committee

- Engine 21 is currently at Rennert's Fire Equipment Service undergoing refurbishment. The vehicle refurbishment process is nearing completion. Completion date is set for the end of October 2024.
- Fleet – The truck committee is assessing the status of the vehicle fleet and providing directions for the future.

### New Members

- No update.

### First Drill: September 2<sup>nd</sup>, 2024

- Members participated in 911 scenarios. Skills included vehicle operation, incident command, search and rescue, forcible entry, etc. A local resident provided the training opportunity prior to demolition.

### Second Drill: September 15<sup>th</sup>, 2024

- Members participated in 911 scenarios. Skills included vehicle operation, incident command, search and rescue, forcible entry, etc. A local resident provided the training opportunity prior to demolition.



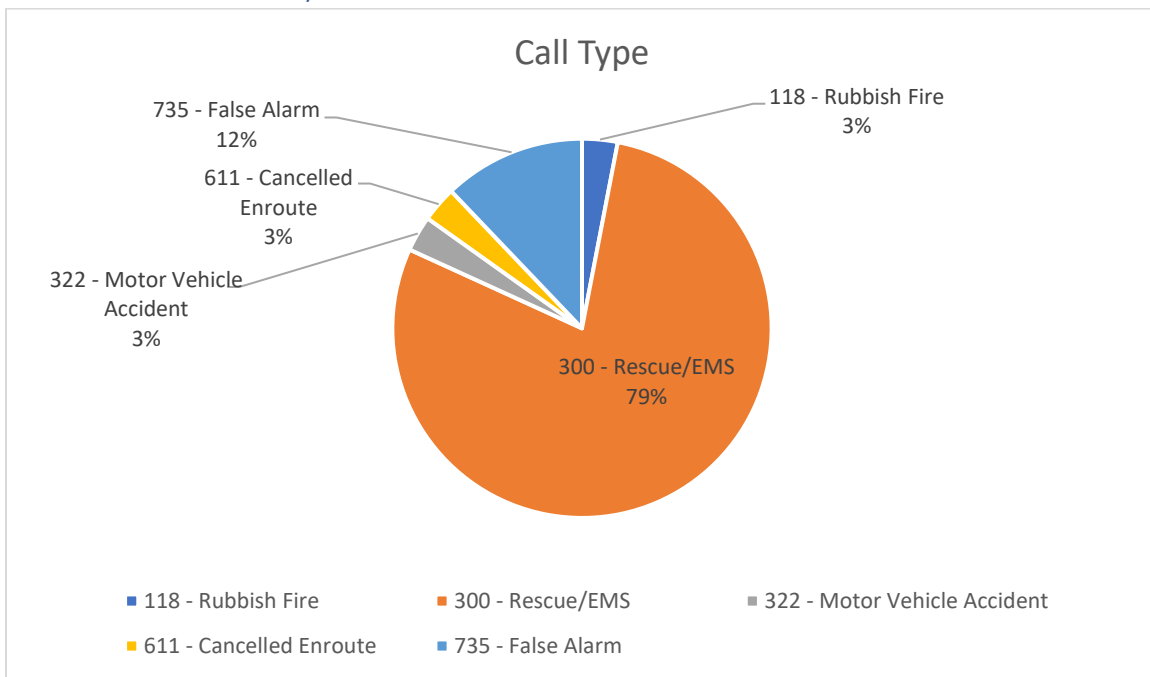


## Upcoming Events

Event	Date
Training Drills	Monday, October 21 <sup>st</sup> @ 6:30pm Monday, November 4 <sup>th</sup> @ 6:30pm
Monthly Department Meeting	Wednesday, November 13 <sup>th</sup> @ 7:00pm
Fire Department Open House	Saturday, May 17 <sup>th</sup> , 2025
Car Show	Saturday, August 16 <sup>th</sup> , 2025
Pancake Breakfast	Sunday, October 5 <sup>th</sup> , 2025

## Incidents

### Overall Incident Summary



Call Type	Count
118 – Rubbish Fire	1
300 – Rescue/Emergency Medical Service (EMS)	26
322 – Motor Vehicle Accident	1
611 – Cancelled Enroute	1
735 – False Alarm	4
<b>Total Calls</b>	<b>33</b>

**To:** Honorable Town Chairperson and Town Supervisors

**From:** Maggie Mahoney, Administrator

**Date:** October 16, 2024

**RE:** Monthly Administrator's Report

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**A. Budget Update**

Budget workshops were held on September 16 and 30. The Administrator's Recommended Budget is being presented at this regular town board meeting under new business. The budget public hearing and special town board meeting will be held on November 20 prior to the regular town board meeting on that date where the 2025 Fiscal Year budget will be adopted by motion.

**B. Major Projects Updates**

**i. Bellhaven Lane Iron Enhanced Sand Filter**

The sand filter was constructed in September. Restoration of the asphalt/shouldering was occurring the week of October 7 with the landscaping and landscape restoration to occur the week of October 14.

**ii. Leonard Point Road Storm Detention Pond**

No updates at the time of this memo.

**iii. Leonard Point Road Reconstruction**

No updates for this project at the time of this memo.

**iv. Leonard Point Road & STH 21 Roundabout**

The WisDOT Northeast Region held a virtual Local Officials Meeting on October 10 to discuss improvements on WIS 21 between Omro and Oshkosh to review the purpose and need for improvements, coordinate with local units of government, obtain comments and feedback on proposed design and discuss upcoming public involvement and outreach.

Construction is currently scheduled for 2026. WIS 21 will be closed to traffic throughout the project and the posted detour will follow WIS 116 to US 45 to I-41. Access will be maintained for local residents, businesses, and emergency vehicles.

The project website is at <https://wisconsin.gov/Pages/projects/by-region/ne/Wis21/default.aspx> includes proposed scope, schedule, traffic

impacts, displays and information for businesses in the work zone. There are various methods to provide project comment on the website.

**C. TID #1 Update**

At the time of this memo the final developer agreement and memorandum of filing are being circulated for signatures so it will be fully executed.

The Town's loan application for the BCPL State Trust Fund Loan Program was submitted by the deadline for their October 15 meeting. At the time of this memo the agenda is know known. I will provide an update on the status of the loan. Once approved, the Town will draw the funds and pay Town of Algoma Sanitary District #1 for the water line project. The first pay request is under new business.

The CSM to combine the four lots is under new business. Site plan submittal pending.

**ATTACHMENTS: NONE**

TOWN OF ALGOMA  
 RECONCILED BANK & INVESTMENT BALANCES  
 AS OF 09/30/2024

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking	Analysis	\$ 179,576.61	
	Money Market	5.55%	\$ 567,844.86	
	Special Accounts	5.55%		
	Parks Money Market		\$ 93,147.69	
	ARPA Funds Money Market		\$ 217,401.10	
	Tax Accounts (Used for collection)			
	Tax Account		\$ -	
	Refund Account		\$ 11.99	
U.S. Bank	Local Government Investment Pool (LGIP)	5.23%	\$ 620,983.23	
Verve	Savings Account	NA	\$ -	
	Money Market	1.71%	\$ -	
<b>Total Cash and Investments</b>			<b>\$ 1,678,965.48</b>	

Fund: 100 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 September	Actual 09/30/2024			
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	337,062.93	1,137,949.00	-800,886.07	29.62
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
<b>TAXES</b>		<b>0.00</b>	<b>406,261.52</b>	<b>1,496,989.00</b>	<b>-1,090,727.48</b>	<b>27.14</b>
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
<b>INTERGOVERNMENTAL REVENUES</b>		<b>0.00</b>	<b>218,239.12</b>	<b>525,284.32</b>	<b>-307,045.20</b>	<b>41.55</b>
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	20.00	15,655.00	550.00	15,105.00	2,846.36
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
100-00-44120-000-000	OTHER BUSINESS & OCCUP LIC	0.00	100.00	0.00	100.00	0.00
100-00-44125-000-000	CABLE FRANCHISE INCOME	0.00	45,559.25	61,000.00	-15,440.75	74.69
100-00-44200-000-000	DOG LICENSES	40.00	2,185.00	4,000.00	-1,815.00	54.63
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	29,360.00	50,160.00	12,000.00	38,160.00	418.00
100-00-44301-000-000	BUILDING PERMITS REMODELING	427.20	11,148.11	10,000.00	1,148.11	111.48
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	100.00	-100.00	0.00
100-00-44310-000-000	CULVERT PERMITS	150.00	3,350.00	1,000.00	2,350.00	335.00
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
<b>LICENSES AND PERMITS</b>		<b>29,997.20</b>	<b>129,767.45</b>	<b>90,680.00</b>	<b>39,087.45</b>	<b>143.10</b>
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	200.00	2,420.00	2,500.00	-80.00	96.80
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	84.12	9,000.00	-8,915.88	0.93
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	0.00	14,453.39	620,000.00	-605,546.61	2.33
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	0.00	3,872.73	5,000.00	-1,127.27	77.45
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	2,750.00	3,700.00	0.00	3,700.00	0.00
<b>PUBLIC CHARGES FOR SERVICES</b>		<b>2,950.00</b>	<b>36,881.18</b>	<b>646,520.00</b>	<b>-609,638.82</b>	<b>5.70</b>
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	1,012.17	25,334.88	2,000.00	23,334.88	1,266.74
100-00-48101-000-000	ARPA INTEREST	0.00	10,944.30	1,000.00	9,944.30	1,094.43
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	750.00	9,300.00	8,000.00	1,300.00	116.25
100-00-48301-000-000	SALE OF GARB/RECYCLING TOTES	415.00	5,170.00	3,000.00	2,170.00	172.33

Fund: 100 - GENERAL FUND

Account Number	2024 September	2024 Actual 09/30/2024	2024 Budget	Budget Status	% of Budget	
100-00-48900-000-000	OTHER MISC. REVENUES	0.00	359.00	0.00	359.00	0.00
<b>MISCELLANEOUS REVENUES</b>						
	2,177.17	53,059.59	14,000.00	39,059.59	379.00	
100-00-49200-000-000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	445,000.00	-445,000.00	0.00
<b>OTHER FINANCING SOURCES</b>						
	0.00	0.00	445,000.00	-445,000.00	0.00	
<b>Total Revenues</b>						
	35,124.37	844,208.86	3,218,473.32	-2,374,264.46	26.23	

Fund: 100 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 September	Actual 09/30/2024			
100-00-51100-110-000	TOWN BOARD WAGES	1,450.00	12,700.00	15,452.00	2,752.00	82.19
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	130.86	991.60	1,125.00	133.40	88.14
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	0.00	85.00	500.00	415.00	17.00
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	165.00	9,437.50	15,000.00	5,562.50	62.92
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	102.31	4,423.69	3,000.00	-1,423.69	147.46
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	233.59	2,254.79	2,500.00	245.21	90.19
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	9,107.61	34,907.68	18,000.00	-16,907.68	193.93
100-00-51400-390-000	GEN GOVT MISC EXP	0.00	748.70	1,000.00	251.30	74.87
100-00-51410-110-000	ADMINISTRATOR WAGES	8,750.00	69,546.40	95,254.40	25,708.00	73.01
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	669.38	6,466.52	7,286.96	820.44	88.74
100-00-51410-131-000	ADMINISTRATOR WRS	603.75	4,798.70	6,572.55	1,773.85	73.01
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE	0.00	10,035.77	16,136.64	6,100.87	62.19
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	20.00	13,389.36	1,000.00	-12,389.36	1,338.94
100-00-51411-110-000	OFFICE ASST WAGES	2,807.80	20,115.60	20,904.53	788.93	96.23
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	214.79	2,796.65	1,599.19	-1,197.46	174.88
100-00-51420-110-000	CLERK TREAS WAGES	5,783.76	51,653.02	69,061.59	17,408.57	74.79
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	425.03	5,680.85	5,283.21	-397.64	107.53
100-00-51420-131-000	CLERK TREAS WRS	399.08	3,564.07	4,765.24	1,201.17	74.79
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	1,670.39	30,218.87	22,778.04	-7,440.83	132.67
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	0.00	752.35	8,000.00	7,247.65	9.40
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	4,397.38	37,749.40	48,296.60	10,547.20	78.16
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	333.65	2,829.80	3,722.18	892.38	76.03
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	311.70	2,643.70	3,332.42	688.72	79.33
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	1,143.50	20,650.91	15,593.16	-5,057.75	132.44
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	2,556.50	6,626.50	12,000.00	5,373.50	55.22
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	82.01	3,057.38	5,000.00	1,942.62	61.15
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	0.00	15,802.50	16,000.00	197.50	98.77
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	4,620.00	41,580.00	55,440.00	13,860.00	75.00
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	145.26	5,689.78	8,000.00	2,310.22	71.12
100-00-51600-221-000	TOWN HALL GRASS/SNOW	660.00	2,660.00	3,000.00	340.00	88.67
100-00-51600-223-000	TOWN HALL PHONE	234.49	2,105.19	4,000.00	1,894.81	52.63
100-00-51600-225-000	TOWN HALL JANITORIAL	102.54	6,169.57	6,000.00	-169.57	102.83
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	3,147.73	7,769.06	5,000.00	-2,769.06	155.38
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	0.00	3,622.00	10,000.00	6,378.00	36.22
100-00-51600-820-000	TOWN HALL IMPROVEMENTS	0.00	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	0.00	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
<b>GENERAL GOVERNMENT</b>		<b>50,268.11</b>	<b>464,539.07</b>	<b>541,803.71</b>	<b>77,264.64</b>	<b>85.74</b>
100-00-52200-120-000	FD CHIEF SALARY	833.33	7,499.97	10,000.00	2,500.03	75.00

Fund: 100 - GENERAL FUND

Account Number		2024		2024 Budget	Budget Status	% of Budget
		2024 September	Actual 09/30/2024			
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	3,749.94	5,000.00	1,250.06	75.00
100-00-52200-122-000	FD CAPT SALARY	500.00	4,500.00	6,000.00	1,500.00	75.00
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	1,800.00	2,400.00	600.00	75.00
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	150.00	1,430.00	1,200.00	-230.00	119.17
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	411.25	7,500.00	13,000.00	5,500.00	57.69
100-00-52200-130-000	FD SOC SEC/MEDICARE	230.37	3,177.43	9,594.00	6,416.57	33.12
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	175.82	5,292.72	6,500.00	1,207.28	81.43
100-00-52200-221-000	FD GRASS/SNOW	425.00	2,385.00	4,000.00	1,615.00	59.63
100-00-52200-223-000	FD PHONE	53.58	481.26	3,000.00	2,518.74	16.04
100-00-52200-224-000	FD COMPUTER & WEBSITE	0.00	736.56	4,200.00	3,463.44	17.54
100-00-52200-331-000	FD TRAINING	500.00	6,474.22	9,000.00	2,525.78	71.94
100-00-52200-341-000	FD SUPPLIES	0.00	13,393.34	3,500.00	-9,893.34	382.67
100-00-52200-360-000	FD VEHICLE MAINT	131,905.48	197,901.90	11,000.00	-186,901.90	1,799.11
100-00-52200-361-000	FD FIRE HALL MAINT	2,395.00	3,213.07	10,000.00	6,786.93	32.13
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	0.00	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	0.00	710.72	1,000.00	289.28	71.07
100-00-52200-510-000	FD PROP/LIAB INSURANCE	-462.09	18,780.74	22,500.00	3,719.26	83.47
100-00-52200-810-000	FD EQUIPMENT	121.14	174,146.93	4,000.00	-170,146.93	4,353.67
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	0.00	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	0.00	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	1,874.97	2,625.00	750.03	71.43
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	1,245.00	11,370.00	10,000.00	-1,370.00	113.70
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	111.19	1,013.42	0.00	-1,013.42	0.00
100-00-52310-331-000	FIRST RESPONDER TRAINING	600.00	1,080.00	2,000.00	920.00	54.00
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	25,427.18	21,000.00	-4,427.18	121.08
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	0.00	16,059.46	1,200.00	-14,859.46	1,338.29
<b>PUBLIC SAFETY</b>		<b>140,020.06</b>	<b>771,148.74</b>	<b>423,559.70</b>	<b>-347,589.04</b>	<b>182.06</b>
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	84.98	67,480.60	130,000.00	62,519.40	51.91
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	321.65	882.86	1,500.00	617.14	58.86
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	1,131.00	11,223.00	30,000.00	18,777.00	37.41
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	86.51	858.48	0.00	-858.48	0.00
100-00-53104-390-000	RD INSPECTOR MISC	76.28	954.26	16,253.00	15,298.74	5.87
100-00-53105-000-000	DRAINAGE & CULVERTS	1,335.32	4,875.97	20,000.00	15,124.03	24.38
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	6,285.44	9,000.00	2,714.56	69.84
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 Budget	Budget Status	% of Budget
		2024 September	Actual 09/30/2024			
100-00-53440-451-000	STORM WATER MANAGEMENT	1,142.85	10,180.32	50,000.00	39,819.68	20.36
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	7,325.60	240,796.62	437,944.00	197,147.38	54.98
100-00-53635-000-000	RECYCLING	0.00	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	22.28	22.28	1,000.00	977.72	2.23
<b>PUBLIC WORKS</b>		<b>12,312.15</b>	<b>696,122.83</b>	<b>1,187,432.00</b>	<b>491,309.17</b>	<b>58.62</b>
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
<b>HEALTH AND HUMAN SERVICES</b>		<b>0.00</b>	<b>2,678.00</b>	<b>1,700.00</b>	<b>-978.00</b>	<b>157.53</b>
100-00-55200-110-000	PARKS WAGES	662.50	3,375.00	10,000.00	6,625.00	33.75
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	50.69	258.20	0.00	-258.20	0.00
100-00-55200-363-000	PARKS MAINTENANCE EXP	11,911.52	25,673.08	25,000.00	-673.08	102.69
100-00-55200-390-000	PARKS MISC EXP	49.58	15,460.63	3,000.00	-12,460.63	515.35
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	1,708.78	5,000.00	3,291.22	34.18
<b>CULTURE, RECREATION AND EDU.</b>		<b>12,674.29</b>	<b>46,475.69</b>	<b>43,000.00</b>	<b>-3,475.69</b>	<b>108.08</b>
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.	2,577.47	25,856.64	10,000.00	-15,856.64	258.57
100-00-56300-110-000	PLANNING COMMISSION WAGES	0.00	1,425.00	1,800.00	375.00	79.17
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	140.00	6,116.08	5,000.00	-1,116.08	122.32
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	604.50	1,697.50	50,000.00	48,302.50	3.40
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	2,922.50	78,975.73	125,000.00	46,024.27	63.18
<b>CONSERVATION AND DEVELOPMENT</b>		<b>6,244.47</b>	<b>126,769.42</b>	<b>249,400.00</b>	<b>122,630.58</b>	<b>50.83</b>
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	8,207.50	161,141.30	60,000.00	-101,141.30	268.57
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	3,001.84	8,996.13	30,000.00	21,003.87	29.99
100-00-57302-000-000	LEONARD POINT DETENTION POND	3,374.00	14,859.52	8,738.00	-6,121.52	170.06
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
<b>CAPITAL OUTLAY</b>		<b>14,583.34</b>	<b>184,996.95</b>	<b>394,738.00</b>	<b>209,741.05</b>	<b>46.87</b>
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	265,837.60	102,741.60	-163,096.00	258.74
100-00-58201-620-000	STORM SEWER INTEREST	0.00	93,402.40	36,098.40	-57,304.00	258.74
<b>DEBT SERVICE</b>		<b>0.00</b>	<b>359,240.00</b>	<b>358,840.00</b>	<b>-400.00</b>	<b>100.11</b>
<b>Total Expenses</b>		<b>236,102.42</b>	<b>2,651,970.70</b>	<b>3,200,473.41</b>	<b>548,502.71</b>	<b>82.86</b>
<b>Net Totals</b>		<b>-200,978.05</b>	<b>-1,807,761.84</b>	<b>17,999.91</b>	<b>1,825,761.75</b>	<b>-10,043.17</b>

RECEIVED

SEP 19 2024

TOWN OF ALGOMA  
SANITARY DISTRICT #1

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

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

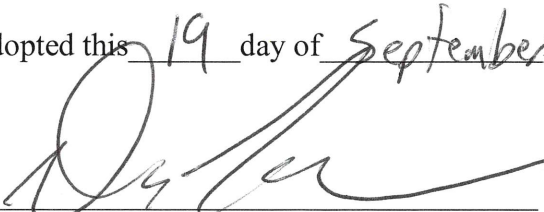
WHEREAS, The undersigned landowner does hereby request addition of the following described real estate per Wisconsin Statutes 60.785(1)(a) to the Town of Algoma Sanitary District #1, Winnebago County, Wisconsin:

Parcel	Owner	Address	Description	Acreage
002020403	Daniel Tervonen	4676 County Rd E	The East 110 feet, front and rear, of the West 330 feet, front and rear, of the South 990 feet, of the South West ¼ of the North East ¼ of Section 19, Township 18 North of Range 16 East, excepting highway, in the Town of Algoma, Winnebago County, Wisconsin	2.46

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 19 day of September 2024

  
\_\_\_\_\_  
Daniel Tervonen, Owner



## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors

**From:** Maggie Mahoney, Administrator

**Date:** October 16, 2024

**RE:** Pay Request #1 for the S. Oakwood Road Water Line Extension payable to Town of Algoma Sanitary District #1 in the amount of \$276,166.93

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### **SUMMARY:**

This is Pay request #1 for the water line extension to the OSMS property project in TID #1. The attached request includes an itemized list of cost and the agreement for design services. *A reminder that per the PSC rate tariff, watermain extensions must be paid up front.*

The project the Town may receive another pay request upon completion of the project when actual costs/quantities are known. There is a budget for contingency for these anticipated costs.

The funding for this project is contingent upon approval of the loan from the state trust fund. The Town was able to get our loan application submitted before the deadline for the [October 15](#) Board of Commissioners of Public Lands meeting; however, we won't know if our application will be on the agenda until it comes out—which is not known at the time of this memo.

The Town plans on making the draw on the earliest date we can, which would be October 22 at the earliest, and processing this payment request as soon as possible.

**RECOMMENDED ACTION:** Staff recommends approval of Pay Request #1 contingent upon funding. Should the Town Board agree the following motion may be made:

*“Motion to approve Pay Request #1 for the S. Oakwood Road Water Line Extension payable to Town of Algoma Sanitary District #1 in the amount of \$276,166.93 contingent upon approval of the Town’s state loan trust fund application for this project.”*

### **ATTACHMENTS:**

1. Pay Request #1



3477 Miller Drive  
Oshkosh, WI 54904  
Phone (920) 426-0335  
Fax (920) 426-1181  
district.office@algomasd.org

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**Invoice # - Pay Request #1**

October 9, 2024

Town of Algoma  
15 N. Oakwood Road  
Oshkosh, WI 54904

**Project** - OSMS Oakwood Road Watermain Extension

<b><u>Item Description</u></b>	<b><u>Amount Due</u></b>
Watermain Extension Construction Cost as Bid – De Groot, Inc.	\$245,716.93
Engineering Cost per Contract – 50% Town / 50% Developer	\$24,050.00
Administrative & Legal Cost - Estimate	<u>\$6,400.00</u>
<b><u>Total Amount Due - OSMS Oakwood Rd Watermain Ext - Pay Request #1</u></b>	<b><u>\$276,166.93</u></b>

**Payment Terms** - Balance Due prior to Award of Construction Contract

Please contact us if you have any questions. Thank you in advance for your payment.

Oakwood Road Water Main Extension - OSMS  
 Owner: Town of Algoma Sanitary District No. 1  
 9-Oct-24

De Groot, Inc. - Low Bidder

	Item No.	Item Description	Unit	Quantity	Bid Unit Cost	Estimated Bid Cost
TID	01 55 25.01	Maintenance of traffic	L.S.	1.00	\$5,050.00	\$ 5,050.00
TID	01 71 13.01	Mobilization	L.S.	1.00	\$11,615.00	\$ 11,615.00
TID	31 23 33.01	Replacement Backfill	C.Y.	50.00	\$20.20	\$ 1,010.00
TID	31 25 10.01	Inlet Protection	Each	18.00	\$75.75	\$ 1,363.50
TID	31 25 10.02	Silt Fence	L.F.	100.00	\$13.13	\$ 1,313.00
TID	32 92 12.01	Turf Establishment	S.Y.	1,800.00	\$4.04	\$ 7,272.00
TID	33 05 20.01	Excavation around High Pressure Gas Main prior to Directional Drilling as shown on P101	L.S.	1.00	\$3,535.00	\$ 3,535.00
TID	33 05 20.02	8-Inch HDPE Water Main - Installed by Directional Drilling	L.F.	1,150.00	\$71.70	\$ 82,455.00
TID	33 05 20.03	1.25-Inch Water Service Pipe - Installed by Directional Drilling	L.F.	725.00	\$21.95	\$ 15,913.75
TID	33 11 00.01	8-Inch PVC Water Main - Installed by Trenching	L.F.	30.00	\$163.29	\$ 4,898.70
TID	33 11 00.02	6-Inch PVC Water Main	L.F.	20.00	\$129.03	\$ 2,580.60
TID	33 11 00.03	6-Inch PVC Hydrant Lead	L.F.	30.00	\$124.74	\$ 3,742.20
TID	33 11 00.04	6-Inch PVC Water Service	L.F.	10.00	\$129.08	\$ 1,290.80
TID	33 11 00.05	Water Main Fittings	LB.	700.00	\$4.33	\$ 3,031.00
TID	33 11 00.06	8-Inch Gate Valve and Box	Each	4.00	\$3,206.75	\$ 12,827.00
TID	33 11 00.07	6-Inch Gate Valve and Box	Each	4.00	\$2,445.21	\$ 9,780.84
TID	33 11 00.08	Hydrant	Each	3.00	\$7,178.07	\$ 21,534.21
TID	33 11 00.09	1.25-Inch Corporation Stop with Saddle	Each	19.00	\$1,417.93	\$ 26,940.67
TID	33 11 00.10	1.25-Inch Curb Stop and Box	Each	19.00	\$1,360.94	\$ 25,857.86
TID	33 11 00.11	1.25-Inch HDPE Water Service Pipe - Installed by Trenching	L.F.	40.00	\$29.52	\$ 1,180.80
TID	33 11 00.12	Connection to Existing Water Main	Each	1.00	\$2,525.00	\$ 2,525.00
					<b>SUBTOTAL</b>	<b>\$ 245,716.93</b>
OSMS		San Dist Connection to Water System - Supply Charge	Each	2.00	\$4,639.79	\$ 9,279.58
OSMS		San Dist Connection Charge to Sanitary Sewer System	Acre	1.80	\$9,355.00	\$ 9,355.00
<b>OSMS</b>		<b>Connection Costs due at Permit Application</b>			<b>TOTAL</b>	<b>\$ 18,634.58</b>
TID/OSMS		Engineering - Split Between Town & Developer				\$ 48,100.00
TID		Admin / Legal	2%			\$ 6,400.00
<b>TID/OSMS</b>		<b>Total Costs to TID - Due Before October 8, 2024</b>			<b>TOTAL</b>	<b>\$ 300,216.93</b>

Town Costs - Due with Pay Request #1	\$276,166.93
OSMS Costs - Due with Pay Request #2	\$24,050.00
OSMS Costs - Due at Permit Application	\$18,634.58

**CBS Squared Inc.**

**Amendment No. 1 for Agreement for Professional Services**

This amended agreement is effective as of November 20, 2023 between Algoma Sanitary District #1, 3477 Miller Drive, Oshkosh, WI 54904 (Client) and CBS Squared, Inc. (Consultant).

In accordance with the Master Agreement dated February 9, 2023, this letter agreement describes the scope, schedule, and payment conditions for Consultant’s work on the Project described in the scope of services below.

**SCOPE: South Oakwood Road Water Main Extension**

The Algoma Sanitary District is requesting engineering services for design, bidding, and construction for a water main extension on South Oakwood Road. The water main will be extended from the intersection of Witzel Avenue and South Oakwood Road approximately 1200 feet south along South Oakwood Road. The water main is anticipated to be installed by directional drilling.

1. CBS Squared will provide a preliminary cost estimate for the South Oakwood Road Water Main Project based on utility locates and a review of existing drawing records. A proposed layout will be superimposed on an aerial figure. A field review will be conducted with Utility staff and a preliminary cost estimate will be prepared.
2. CBS Squared will provide a field survey, design services, attending meetings with the client, construction specifications, construction drawings, updated cost estimate, and bidding services. The Client requires plans, specifications, and DNR approval for the water main project. The client requires bidding services to stay compliant with state laws.
3. CBS Squared will provide construction administration services, construction staking, and resident project representative services. The client requires construction-related services to stay compliant with state laws and DNR code requirements.

The estimated engineering cost for the proposed scope of work is shown below.

Pre-Design Engineering Services	\$10,000	Completed
Design Engineering Services	\$22,800	Not Started
Construction Related Services	\$25,300	Not Started
<b>Total Engineering Services</b>	<b>\$58,100</b>	

Our fees for this project will be billed on an hourly basis as a not to exceed figure.



**TIMELINE:** Work will begin within 10 days of authorization. The timeline is based on obtaining a signed agreement by December 15, 2023.

Survey Completed: February 2024  
Design: April – May of 2024  
WDNR Review: May 2024  
Bidding: May 2024  
Construction: June – July 2024

**PAYMENT:** The Project will be invoiced on a time and materials basis with a not-to-exceed fee of:

Original Contract Amount:	\$ 10,000
<u>Amendment No. 1:</u>	<u>\$ 48,100</u>
Total Contract with Amendment:	\$ 58,100

The total contract amount will not be exceeded without an amendment approved by Client. Expenses will be invoiced based on GSA per diem rates or actual cost and mileage per the current federal mileage rate.

If additional services are required or requested, the Consultant will submit an estimate of additional costs prior to commencement of the proposed work. No additional work will be performed until the amendment has been approved and signed by the Consultant.

### **Hourly Basis**

The Client and Consultant agree as to the hourly basis for payment for services provided by Consultant. The Client will be invoiced per the attached Rate Table for personnel. The Rate Table will be updated annually to reflect current Consultant billing rates. Monthly charges for services shall be based on Consultant's Rate Table for personnel for applicable employees plus charges for expenses and equipment as agreed upon between the parties. Consultant shall be paid monthly for work performed.

### **Expenses**

The following items represent reimbursable expenses by Consultant's employees or professional consultants on behalf of the Client providing the same are required to perform the work contracted for and shall be paid for as described in the Agreement.

1. Transportation and travel expenses (mileage).
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expenses connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.

5. Plots, reports, plan, and specification reproduction expenses.
6. Postage, handling, and specific delivery services.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. Any sales tax or use tax (excluding specifically income tax) levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project, including but not limited to, additional project specific insurance requirements.
11. The cost of special consultants or technical services (not already included in contracted fees) as required. The cost of sub-consultant services shall include actual expenditure plus 10% markup for the cost of administration and associated insurance.

### **Equipment Utilization**

The utilization of specialized equipment, including automation (survey equipment, reproduction equipment etc.), is recognized as benefiting the Client. The Client, therefore, agrees to pay the reasonable cost for the use of such specialized equipment on the project.

Consultant invoices will contain detailed information regarding the use of specialized equipment on the project when it is to be reimbursed by the Client. Charges will be based on the standard rates for the equipment published by Consultant.

**AGREEMENT SUMMARY:** This Agreement for Professional Services, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant within this document. The Agreement for Professional Services (including scope, schedule, fee, and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party, within fifteen (15) calendar days of notification by either party.

The contract is between the following representatives:

**Client's Representative: Kevin Mraz**

**Address: 3477 Miller Drive, Oshkosh, WI 54904, Oshkosh, WI 54904**

**Telephone: 920.426.0335**

**E-mail: kevin@algomasd.org**





# Winnebago County Planning and Zoning Department

NOTICE OF PUBLIC HEARING  
PLANNING AND ZONING COMMITTEE  
OCTOBER 22, 2024

TO WHOM IT MAY CONCERN:

The Winnebago County Planning and Zoning Committee will be holding a public hearing on October 22, 2024 at 6:30 PM in Room 120 of the David W Albrecht Administration Building located at 112 Otter Ave, Oshkosh, WI.

All interested persons wishing to be heard at the public hearing may appear in person or virtually using the meeting information below.

A direct link to the virtual meeting will be available on the Public Hearing Agenda located on the Winnebago County Public Meetings on the above indicated date.

**Virtual Meeting Information Link:** <https://winnebagocowi.portal.civicclerk.com/event/438/files>. Access the Agenda and select "Join meeting now."

A digital format of the text amendment in its entirety is available on the Winnebago County Planning and Zoning Department website at the following link: <https://www.co.winnebago.wi.us/planning-and-zoning/ph-info>.

## **INFORMATION ON TEXT AMENDMENT REQUEST**

Application No: 24-TA-001

Applicant: Winnebago County Planning and Zoning Committee

Agent: Cary Rowe, Winnebago County Zoning Administrator

Location of premises: NA

Tax Parcel ID: NA

Legal Description: NA

**Explanation:** To amend, create, recreate and/or delete sections of the Winnebago County Zoning Code (Chapter 23) of the Winnebago County General Code.

WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE

INITIAL STAFF REPORT

**I. Explanation:** To amend, create, recreate and/or delete sections of the Winnebago County Zoning Code (Chapter 23) of the Winnebago County General Code.

**II. Geographic Background Information**

**A. Property Owner(s):** N/A

**B. Applicant(s) Name:** Winnebago County Planning & Zoning Committee  
**Agent:** Cary Rowe, Zoning Administrator

**C. Location:** N/A

**III. Chapter 23 Zoning Ordinance of the Winnebago County General Code.**



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: October 16, 2024

RE: Certified Survey Map by petitioner Troy Hewitt, Robert E. Lee & Assoc, Inc, on behalf of OSMS Real Estate to combine parcels 002141406, 0021415, 0021416, and 002025924 into one parcel.

---

### **GENERAL INFORMATION:**

Petitioner: Troy Hewitt  
Robert E. Lee & Assoc, Inc  
1250 Centennial Centre Blvd  
Hobart, WI 54155

Owner: OSMS Real Estate  
2223 Lime Kiln Rd, Ste 1  
Green Bay, WI 54311

**Past Town Board Discussion(s):** On May 15, 2024 the Town Board approved a resolution to approved the TID project plan and establish the boundaries. In the project plan these parcels were identified as part of the TID and will be serviced by the water line project.

**Action Requested:** Petitioner is requesting approval of the Certified Survey Map on behalf of the property owner to combine four parcels (002141406, 0021415, 0021416, and 002025924), into one parcel.

---

### **Property Location and Type:**

The subject properties are adjacent, owned by the same property owner, and are all zoned B-2 Community Business. The lots are currently undeveloped. The property owner wants to combine the four parcels to construct a new OSMS facility 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 CSM, as stated above, would combine four existing adjacent parcels into one parcel. All parcels are currently zoned B-2 Community Business 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:

**Exhibit 8-2 Dimensional standards by zoning district - continued**

---

**B-2 Community business district**

Lot size, minimum: 15,000 sq. ft. for a sewerer lot; 30,000 sq. ft. for an unsewered lot [1]

Lot size, maximum: no limitation

Lot width, minimum: 85 ft. for a sewerer lot; 100 ft. for an unsewered lot

Road frontage, minimum: 75 ft. for a sewerer lot; 100 ft. for an unsewered lot

Floor area ratio, maximum: no limitation

Separation between detached buildings, minimum: 10 ft.

Yard setback: [2,3]

Street yard, minimum: 30 ft.

Side yard, minimum: 7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building or 5 ft. from an alley

Rear yard minimum: 25 ft. for a principal building; 3 feet for a detached accessory building or 5 ft. from an alley

Building height:

Principal building, maximum: 35 ft.

Accessory building, maximum: 18 ft.

Floor area:

Principal building, minimum: no limitation

Accessory buildings, maximum: no limitation

Number of detached accessory buildings, maximum: no limitation

**Notes:**

1. The minimum size of the lot may actually be larger due to environmental constraints and land required for on-site infrastructure requirements such as stormwater management and on-site sewage disposal systems.
2. Some land uses that may be allowed in this zoning district may have more restrictive yard setback requirements than what is listed. Refer to the development standards in division 9 of this article.
3. Lots abutting more restrictive district boundaries shall provide side and rear yards not less than those required in the more restrictive abutting districts. The street yards on the less restrictive district shall be modified for a distance of not more than 75 feet from the district boundary line so as to equal the average of the street yards required in both districts.

The proposed lot meets the lot dimensional requirements.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their October 9, 2024 meeting

The petitioner, Troy Hewitt, was in attendance. Commissioner Skoglund asked about the restrictive covenants referred to on the CSM. Mr. Hewitt stated that the restrictive covenants addressed the setbacks and landscaping on the lots; in particular, no cutting mature trees to maintain the landscape buffer. Mr. Hewitt stated he would forward a copy of the restrictive covenants to the Town for review. The Planning Commission passed the motion to recommend approval for the proposed CSM to the Town Board as presented.

**RECOMMENDED ACTION:**

Staff received the restrictive covenants from Mr. Hewitt on October 10 and confirmed that there are no protective covenants in addition to those noted on the CSM (additional setback and mature trees/landscaping) that affect combining the lots and presented.

The Planning Commission recommends approval of the CSM as presented. Should the Town Board agree, the following motion may be made:

*“Motion to approve the Certified Survey Map by petitioner Troy Hewitt, Robert E. Lee & Assoc, Inc, on behalf of OSMS Real Estate to combine parcels 002141406, 0021415, 0021416, and 002025924”.*

---

**ATTACHMENTS:**

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




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

Visit us at [www.townofalgoma.org](http://www.townofalgoma.org)  
M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: Troy Hewitt - Robert E. Lee & Assoc. Inc. Date: 9/9/2024  
Petitioner's Address: 1250 Centennial Centre Blvd City: Hobart State: WI Zip: 54155  
Telephone #: (920) 662-9641 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: thewitt@releeinc.com  
Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
Petitioner's Signature (required):  Date: 9/9/2024

### OWNER INFORMATION

Owner(s): OSMS Real Estate Date: 9/9/2024  
Owner(s) Information: 2223 Lime Kiln Rd, STE 1 City: Green Bay State: WI Zip: 54311  
Telephone #: (920) 965-9520 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:  Date: 09/11/2024

### SITE INFORMATION

Address/Location of Proposed Project: S. Oakwood Rd.  
Current Use of Property: VACANT Zoning: B-2 Community Bus.  
Land Uses Surrounding Your Site: North: Residential  
South: Hospital  
East: Residential  
West: Residential

Projected Timeline: \_\_\_\_\_

Project Description: Combine the existing parcels to create one overall parcel. OSMS is planning a clinic on this site.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**



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

Visit us at [www.townofalgoma.org](http://www.townofalgoma.org)  
M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 1.792 Acres / 78,046 Square Feet

Development Area and Percentage: \_\_\_\_\_

# of Employees/#of Residential Units: \_\_\_\_\_

# of Proposed Parking Space: \_\_\_\_\_

Traffic Count Projections (attach documentation): \_\_\_\_\_

Percent Impervious (attach documentation): \_\_\_\_\_

Description of Required Landscaping (attach landscape plan): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### OFFICE USE ONLY

Received By: Erin Sawicki    Date: 9/13/24    Fee: \$200.00    Paid: Yes    No

**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.**





# CERTIFIED SURVEY MAP

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND ALL OF LOTS 34, 35 AND 36, BARTON'S ASSESSORS PLAT, FILE 1 OF PLATS, PAGE 177, DOCUMENT NUMBER 589527, WINNEBAGO COUNTY RECORDS, ALL LOCATED IN SECTION 21, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE:

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed herein, I have surveyed, divided and mapped a parcel of land being part of the Northwest 1/4 of the Southwest 1/4 and all of Lots 34, 35 and 36, Barton's Assessors Plat, File 1 of Plats, Page 177, Document Number 589527, Winnebago County Records, all located in Section 21, Township 18 North, Range 16 East, in the Town of Algoma, Winnebago County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 of said Section 21; thence S00°16'50"W, 933.29 feet on the west line of said Southwest 1/4 to the westerly extension of the north line of said Lot 34; thence S89°43'21"E, 33.00 feet on said westerly extension to the east right of way of South Oakwood Road, the POINT OF BEGINNING; thence continuing S89°43'21"E, 196.00 feet on said north line to the northeast corner of said Lot 34; thence S00°16'50"W, 398.02 feet on the east line of said Lot 34 and continuing on the east line of said Lots 35, 36 and the southerly extension of said east line to the south line of said Northwest 1/4 of the Southwest 1/4; thence N89°49'16"W, 229.00 feet on said south line to the west line of said Southwest 1/4; thence N00°16'50"E, 98.42 feet on said west line to the westerly extension of the south line of said Lot 36; thence S89°43'21"E, 33.00 feet on said westerly extension to said east right of way; thence N00°16'50"E, 300.00 feet on said east right of way to the Point of Beginning.

Said parcel contains 81,293 square feet or 1.866 acres of land more or less subject to any and all easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes in the surveying, dividing and mapping of the same.

Dated this 12 day of July, 2024.

Troy E. Hewitt  
ROBERT E. LEE & ASSOCIATES, INC.



## NOTES:

1. This CSM is all of Tax Parcel Numbers: 002141406, 0021415, 0021416 & 002025924
2. The property owner of record is: OSMS Real Estate LLC
3. This CSM is wholly contained within the property described in the following recorded instrument: Document Number 1906036
4. All building setbacks and other land use requirements should be verified by the Town of Algoma and the Winnebago County Planning and Zoning Department prior to any construction or other land use activity.


# CERTIFIED SURVEY MAP

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND ALL OF LOTS 34, 35 AND 36, BARTON'S ASSESSORS PLAT, FILE 1 OF PLATS, PAGE 177, DOCUMENT NUMBER 589527, WINNEBAGO COUNTY RECORDS, ALL LOCATED IN SECTION 21, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

## OWNER'S CERTIFICATE:

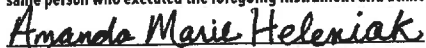
As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped and dedicated as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection:

- 1) TOWN OF ALGOMA
- 2) WINNEBAGO COUNTY

 09/11/2024  
Date  
OSMS Real Estate, LLC  
Joel E. Hein, MD  
Print Name and Title

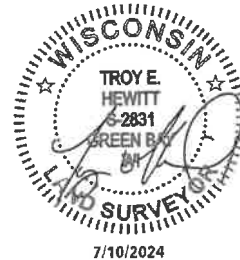
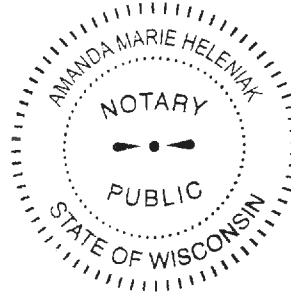
STATE OF WISCONSIN)  
Brown COUNTY) SS

Personally came before me this 11<sup>th</sup> day of September, 2024, the above named Joel E. Hein, MD, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

  
Notary Public, State of Wisconsin

(print name) Amanda Marie Heleniak

My commission expires: 4/6/2025



## CERTIFIED SURVEY MAP

PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 AND ALL OF LOTS 34, 35 AND 36, BARTON'S ASSISSORS PLAT, FILE 1 OF PLATS,  
PAGE 177, DOCUMENT NUMBER 589527, WINNEBAGO COUNTY RECORDS, ALL LOCATED IN SECTION 21, TOWNSHIP 18 NORTH,  
RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

### WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE:

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 this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
John Hinz, Chairman

### TOWN OF ALGOMA APPROVAL:

Approved by the Town Board of Algoma this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Joel Rasmussen, Town Chair

\_\_\_\_\_  
Katherine Reinbold, Town Clerk

### TOWN OF ALGOMA TREASURER'S CERTIFICATE:

As duly elected or appointed Town Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

\_\_\_\_\_  
Katherine Reinbold  
Town Treasurer

\_\_\_\_\_  
Date

### WINNEBAGO COUNTY TREASURER'S CERTIFICATE:

As duly elected or appointed County Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

\_\_\_\_\_  
Amber L. Hoppa  
County Treasurer

\_\_\_\_\_  
Date



7/10/2024

**REL Robert E. Lee**  
& Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: October 16, 2024

RE: Petitioner Richard Jordan is requesting a Conditional Use Permit for a major home occupation at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District.

---

### **GENERAL INFORMATION:**

Owner/Petitioner: Richard Jordan  
161Kirkwood Dr.  
Oshkosh, WI 54904

**Past Town Board Discussion(s):** None

**Action Requested:** Petitioner Richard Jordan is requesting a Conditional Use Permit for a major home occupation at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District.

---

### **Conditional Use Permit Explanation and Process:**

Although each zoning district is primarily intended for a predominant type of land use, there are a number of uses that may be appropriate under certain conditions. These are referred to as “conditional uses”.

The Town Planning Commission may render a recommendation to the Town Board and the Town Board may render a recommendation to the County Planning and Zoning Committee based on the decision criteria provided to either 1) approve the conditional use; 2) approve the conditional use with conditions, or 3) deny the conditional use. Such decision shall be supported by written findings.

If the decision is to approve the conditional use with conditions, the Town Board may also submit conditions of approval. If the Town Board does not submit a decision supported by written findings to the committee prior to the public hearing, it shall be deemed to have consented to whatever action the committee may take.

A public hearing for this conditional use permit request will be held by County Planning and Zoning on Tuesday, October 22, 2024 ~6:30pm.

**Property Location and Type:**

The subject property is zoned \*R-1 Rural Residential and serves as the property owner’s home. The adjacent lots are also zoned residential. Future land use identifies this and the surrounding parcels as remaining residential.

\*R-1 Rural Residential district: This district is intended to accommodate single-family residences on scattered lots to foster and maintain the rural character and lifestyle of the surrounding area. Lots are generally served by on-site wastewater treatment systems.

This parcel abuts the City of Oshkosh but is not in an area of Town where a boundary agreement is currently in effect.

**Conditional Use Request:**

The property owner owns a business, Jordan Hydraulics, LLC, that is looking to downsize and relocate his business to his home, with work being performed in his garage. The business activity is working on hydraulic and pneumatic cylinders. He opens the cylinders, removes the piston and gland, cleans and polishes, reseals, reassembles and tests with air pressure. Uses electric and pneumatic power tools, torch, bench grinder, drill press, welder, and lathe (but may not use lathe at home due to size constraints). No employees other than himself. Averages 1-2 customers per weekday and performs work between the hours of 8:30am-3:00pm. See attached letter and email from the property owner.

A major home occupation is allowable by conditional use permit per Exhibit 8-1 of Ch 23 Town/County Zoning for use 17.25.

**Exhibit 8-1 Land use matrix – continued**

16 Solid Waste	Review	Special Standards	Base Zoning District													
			A-1	A-2	R-1	R-2	R-3	R-4	R-8	B-1	B-2	B-3	M-1	I-1	I-2	
16.01 Composting facility	ZP,SP,PO	23.8-431	P	P	-	-	-	-	-	-	-	-	-	-	P	P
16.02 Recycling center	ZP,SP,PO	23.8-432	-	-	-	-	-	-	-	-	-	-	-	-	P	P
16.03 Solid waste landfill	ZP,SP,PO	23.8-433	-	C	-	-	-	-	-	-	-	-	-	-	C	C
16.04 Solid waste transfer station	ZP,SP,PO	23.8-434	-	C	-	-	-	-	-	-	-	-	-	-	P	P
<b>17 Accessory Uses</b>																
17.25 Home occupation, major [8]	ZP,SP,PO	23.8-465	-	C	C	C	C	C	C	-	C	C	C	C	-	-
17.26 Home occupation, minor [8]	ZP	23.8-466	P	P	P	P	P	P	P	P	P	P	P	P	-	-

P=permitted use in the district; C=use permitted with conditional use permit

## **ANALYSIS:**

The following is the staff review of criteria to consider the proposed use per Ch 23 Town/County Zoning:

1. **Size of the parcel on which the proposed use will occur.**  
.46 acres/20,038 sq ft; work will be contained to within the home's existing garage.
2. **Presence of and compatibility with other uses on the subject property.**  
This a rural residential property and there are no other uses other than residential in the immediate area. Future land use for this parcel is Single Family Residential/Low Density Residential. As described, the activities would be limited to daytime hours in the garage, not to be more of a nuisance than typical neighborhood activities. The current location of the business is near residential homes. *See attached photos showing the proximity to homes, tools and materials of current business location.*
3. **Location of the proposed use on the subject property (i.e. proximity of the proposed use to other existing or potential land uses).**  
Work will be performed in the garage with the door open in the summer. Closes door when making more noise. Business equipment and materials stored in garage as well and are visible when door is open.
4. **Effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site.** Impact on traffic is minimal and typical of traffic in a residential neighborhood. Averages 1-2 customers per day. Receives UPS deliveries twice a week. Traffic would include cars, SUVs, pick-ups and occasionally with a trailer.
5. **Suitability of the subject property for the proposed use.** Property is suitable for the nature and location of the work being performed.
6. **Effects of the proposed use on the natural environment.** Minimal to no effect of the natural environment beyond typical residential activities.
7. **Effects of the proposed use on surrounding properties, including operational considerations related to hours of operation and creation of potential nuisances.** Effect on surrounding properties minimal. Work will be performed with garage door closed when making noise. No odors or smoke/gas are produced.
8. **Effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts.** No effect.
9. **Other Factors:** The proposed use meets the criteria for a major home occupation per Ch 23 Town/County Zoning Article 8, Land Use 23.8-465 as follows:
  - a. **Validity of use:** The individual primarily responsible for operation of the major home occupation shall reside in a dwelling unit on the parcel.
  - b. **Location and space limitation:** The major home occupation will occur within an accessory building located on the lot, which is the garage. The property owner is not proposing construction of another accessory to accommodate both of these uses.

Under this standard there is a requirement that at least one bay of the garage be reserved to park a full-sized motor vehicle. This standard is not met as the proposed use will require use of the entire garage; however, the property does have capacity in the driveway for parking vehicles.

- c. **Exterior character of building:** The exterior character of the garage will not be altered to accommodate the conditional use.
- d. **Storage of materials:** Storage of materials will be inside the garage and screened from adjoining residentially-zoned properties.
- e. **Limitation on number of on-site workers.** The business owner is the worker and resides in the dwelling unit.
- f. **Retail sales.** Items produced on site may be sold at retail.
- g. **Limitations on business vehicles.** The use does not involved use of more than one commercial vehicle with the home occupation.
- h. **Nuisance.** The proposed use does not create smoke, odor, glare, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with typical residential use in the zoning district. Some noise is created but is in short durations, during business hours and can be contained with the door closed.
- i. **Prohibited uses.** The proposed use is not prohibited use.
- j. **Special exception for an operator with a disability.** Not applicable.
- k. **Multiple home occupations.** Not applicable.

Based on the criteria above, Staff determined that the proposed use will have minimal impact on the surrounding properties and to neighborhood activities. In order to ensure neighbors are not affected, the Town Board could recommend a time limit be placed on the conditional use permit. In this case one year after date of approval, and he could apply annually to renew the permit.

At the time of this memo the Town has not received materials from County Planning and Zoning. I have included a copy of Mr. Jordan's letter to the County for his application, as well as the information they provided to him for the public hearing (which states Oct 29 but has since been changed to Oct 22).

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their October 9, 2024 meeting.

There was general discussion amongst the commission on the business activities including traffic and noise, as well as discussion of adding a condition on the business hours. The petitioner arrived after consideration of this item due to confusion on time but signed in and stayed through the end of the meeting, at which time Administrator Mahoney briefed him.

The Planning Commission passed the motion 5-0 to recommend approval for the proposed Conditional Use Permit to the Town Board with the conditions that the permit be valid for one year after the date of permit approval and that business hours of operation or allowed between 7:00am and 5:00pm.

**RECOMMENDED ACTION:**

The Planning Commission's recommendation is above, should the Town Board agree the following motion may be made:

*“Motion to approve the Conditional Use Permit for a major home occupation to Richard Jordan at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District with the following conditions:*

- 1. The permit be valid for one year after date of permit approval.*
- 2. Business hours of operation are allowed between 7:00 am and 5:00 pm.”*

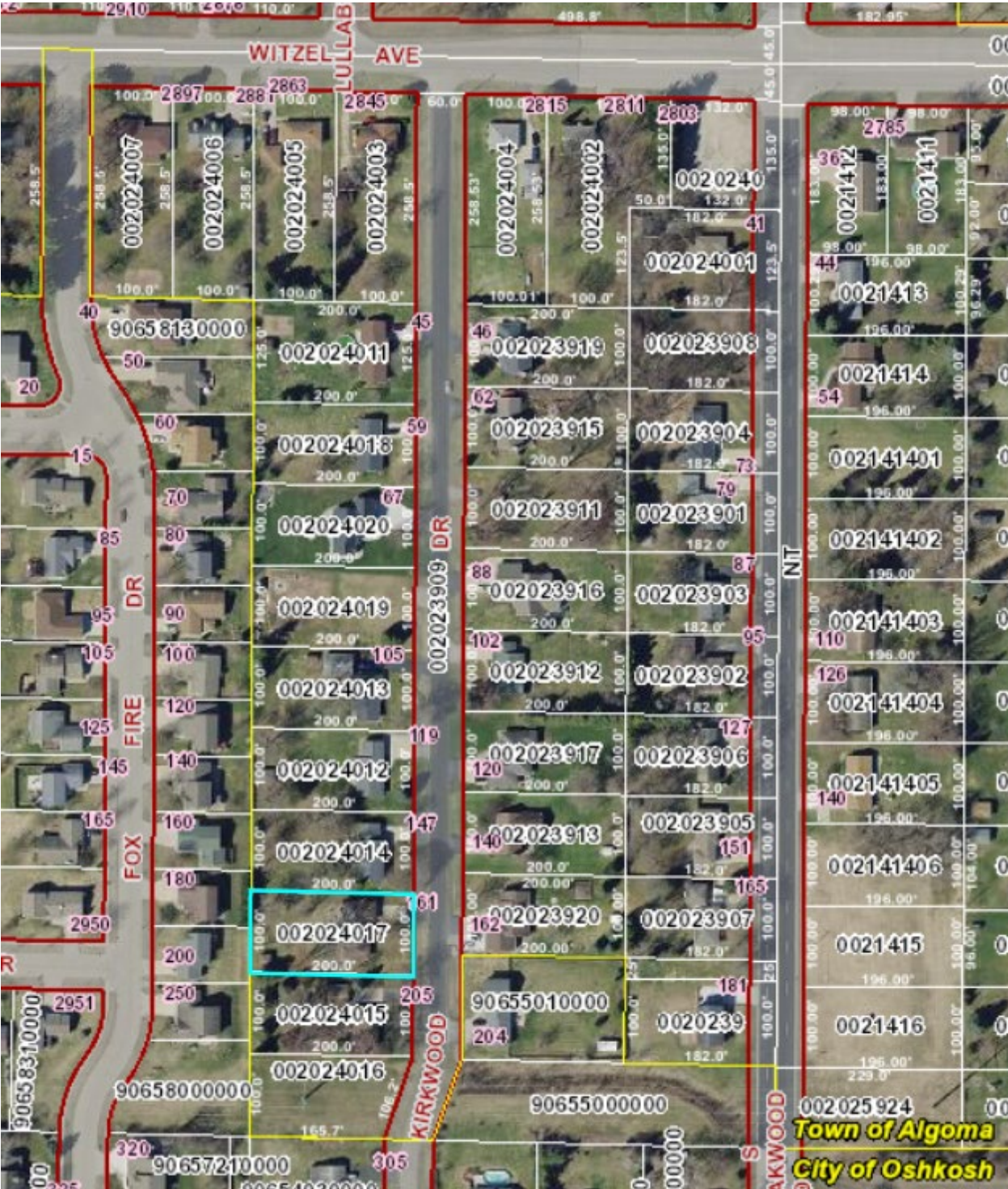
---

**ATTACHMENTS:**

1. GIS map of parcels
2. Letter from property owner
3. Photos of current business location, equipment and materials
4. Email on business activity
5. Town Application
6. County Planning and Zoning materials to-date: letter from property owner and public hearing info

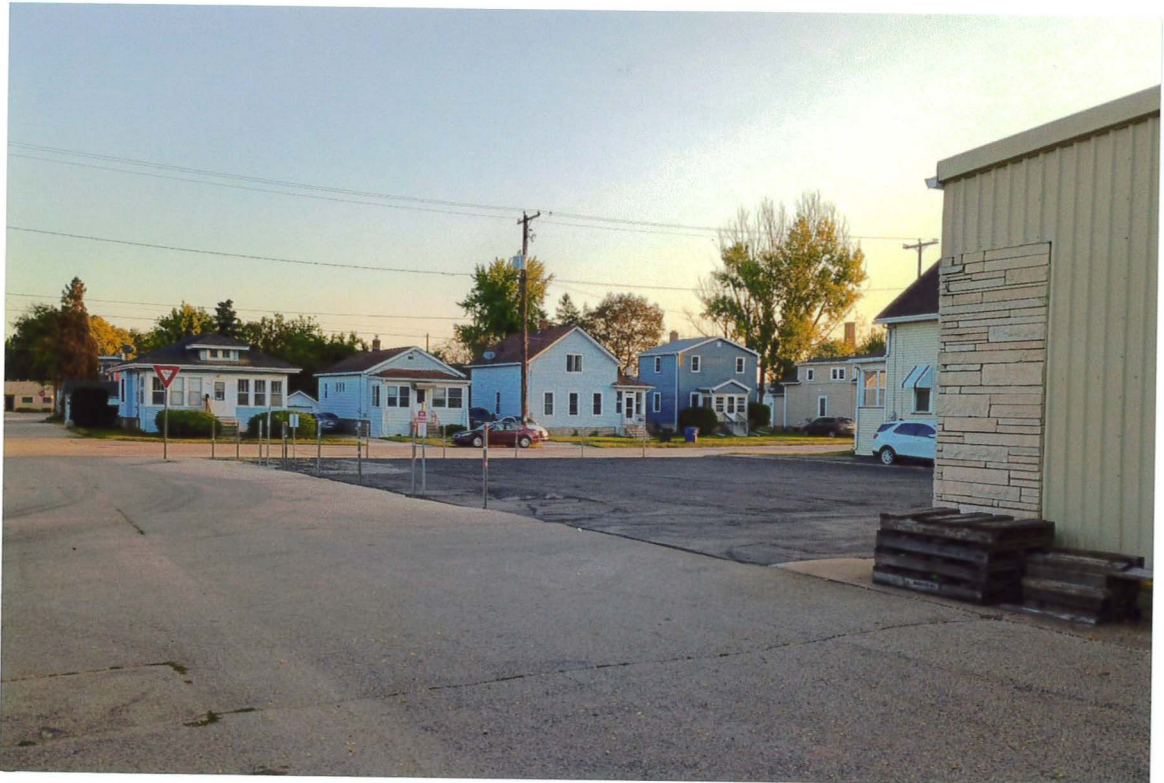


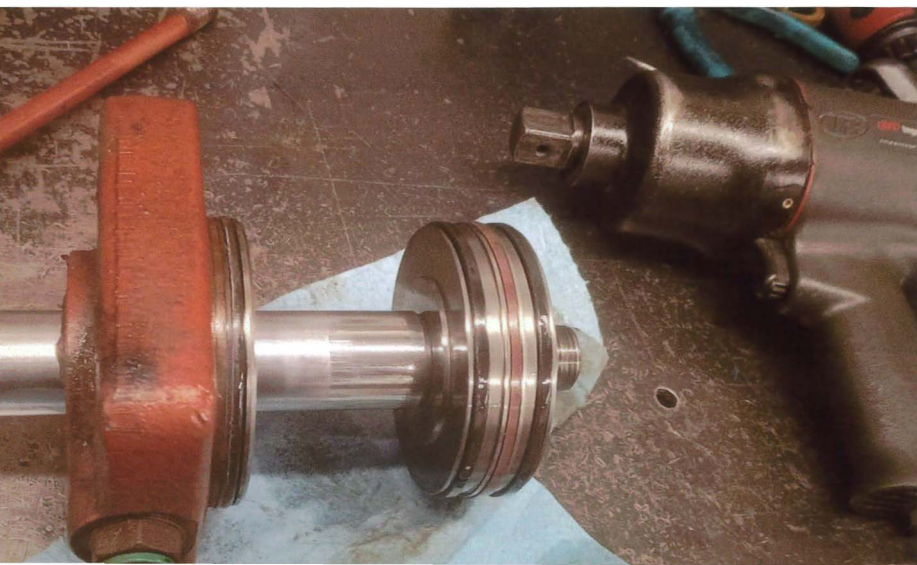
161 Kirkwood Drive in Town of Algoma





Current business location at 541 W. 10th Ave, Oshkosh









## Hours and noise

---

**From** Richard Jordan <jordanhydraulics541@gmail.com>  
**Date** Tue 2024-09-24 9:27 AM  
**To** Maggie Mahoney <townadmin@townofalgoma.org>

Hey Maggie,

1. The work will only be performed in the garage.
2. I like to work with the door open in the summer, but I do close it when I know I'm going to be making a bit of noise.
3. a. I average 1-2 customers per day and UPS twice a week.  
b. Cars, SUV's, Pickup Trucks, and sometimes people bring them in on a trailer.  
c. My hours are 8:30 am to 3:00 pm.
4. There are no odors or smoke/gas produced from the work I do.
5. Everything will be in the garage and will be visible when working with the garage door open.

Thanks

Rich

----- Forwarded message -----

**From:** **Maggie Mahoney** <[townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org)>  
**Date:** Mon, Sep 23, 2024, 3:18 PM  
**Subject:** Re: Hours and noise  
**To:** Richard Jordan <[jordanhydraulics541@gmail.com](mailto:jordanhydraulics541@gmail.com)>

Hi Richard,

Thank you for this information. Please also answer the following questions regarding your the business:

1. Will the work being performed be done in any other location on your property other than your garage? If so, please specify where. For example, in your basement or in driveway.
2. When work is being performed is a door closed? Is the noise contained?
3. Please comment on the amount of traffic and parking will be generated.
  - a. How many patrons or deliveries will you have?
  - b. What types of vehicles will be coming/going from your home?
  - c. At what times will there be activity?
4. Are there any odors or smoke/gases that are produced?
5. Where are materials being stored? Are items being stored within view of your neighbors?

Thank you! Maggie

---

**From:** Richard Jordan <[jordanhydraulics541@gmail.com](mailto:jordanhydraulics541@gmail.com)>

**Sent:** Monday, September 23, 2024 2:56 PM

**To:** Maggie Mahoney <[townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org)>

**Subject:** Hours and noise

Maggie,

In addition to the information I gave you previously, my business hours are 8:30am - 3:00pm. The noise level is pretty low. I use air tools which are probably the most noise I make, but the duration that I use them is very short. Usually under a minute at a time. The dogs in the neighborhood make more noise than I do.

Anything else you need to know just let me know.

Thanks

Richard Jordan





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

Visit us at [www.townofalgoma.org](http://www.townofalgoma.org)

M-Th 9:00-5:00 F 9:00-1:00

### Site Plan Review/Plan Commission General Application

#### APPLICANT INFORMATION

Petitioner: Richard Jordan Date: 9-19-24  
 Petitioner's Address: 161 Kirkwood Dr City: Oshkosh State: WI Zip: 54904  
 Telephone #: (920) 379-4540 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: jordanhydraulics541@gmail.com  
 Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
 Petitioner's Signature (required): Richard Jordan Date: 9-19-24

#### OWNER INFORMATION

Owner(s): Richard Jordan Date: 9-19-24  
 Owner(s) Information: 161 Kirkwood Dr City: Oshkosh State: WI Zip: 54904  
 Telephone #: (920) 379-4540 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: jordanhydraulics541@gmail.com  
 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: Richard Jordan Date: 9-19-24

#### SITE INFORMATION

Address/Location of Proposed Project: 161 Kirkwood Dr Oshkosh, WI 54904  
 Current Use of Property: \_\_\_\_\_ Zoning: Residential  
 Land Uses Surrounding Your Site:  
 North: 1128.5 ft  
 South: 100 ft  
 East: 642 ft  
 West: 200 ft

Projected Timeline: If I am able to get out of my lease, (3 years left) I'll be moved  
 Project Description: into 161 Kirkwood dr within 30 days.

**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.**



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M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 0.460 acres

Development Area and Percentage: \_\_\_\_\_

# of Employees/#of Residential Units: 0

# of Proposed Parking Space: One

Traffic Count Projections (attach documentation): 2 customers/day

Percent Impervious (attach documentation): \_\_\_\_\_

Description of Required Landscaping (attach landscape plan): N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

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### OFFICE USE ONLY

Received By: Emm Sawicki    Date: 9/19/2024    Fee: \$350.00    Paid:  Yes     No

**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.**





**JORDAN**  
**HYDRAULICS L.L.C.**  
HYDRAULIC AND PNEUMATIC  
CYLINDER REPAIR

Town of Algoma / Winnebago County Zoning

My name is Richard Jordan and I am the owner of Jordan Hydraulics LLC. I repair hydraulic and pneumatic cylinders. My business currently resides on a lease at 541 W. 10<sup>th</sup> Ave in Oshkosh. I don't have any employees, and I am looking to downsize my business into my garage at home, (161 Kirkwood Dr) if I can get out of my lease. But before I can try to get out from under my lease, I need to find a place to move it to first. So, with this letter I am seeking approval from the Town of Algoma and Winnebago County Zoning to do so.

The current location of my business is in a residential area, and I haven't had any issues with my neighbors here. I only work on cylinders - I do not work on anyone's equipment. I'm not even insured to do so. My customers remove the cylinders from their equipment and bring them in for me to repair. I open the cylinders, remove the piston and gland, clean and polish everything, reseal, reassemble and test with air pressure.

I average 1-2 customers per weekday, so traffic is very low. I use electric and pneumatic power tools, torch, bench grinder, drill press, welder, lathe (but I don't think I can make that fit in my garage with everything else).

If you have any questions, you can call me at (920) 379-4540

Thanks,

Richard Jordan, Owner

Town of Algoma,

My name is Richard Jordan and I am the owner of Jordan Hydraulics LLC. I repair hydraulic and pneumatic cylinders. My business currently resides on a lease at 541 W. 10<sup>th</sup> Ave. in Oshkosh. I don't have any employees, and I am looking to downsize my business into my garage at home (161 Kirkwood Dr), if I can get out of my lease. But before I can try to get out from under my lease, I need to find a place to move it to first. So, with this letter I am seeking approval from the Town of Algoma and Winnebago County Zoning for approval to do so.

The current location of my business is in a residential area and I haven't had any problems with my neighbors here. I only work on cylinders, I do not work on anyone's equipment. I'm not even insured to work on their equipment. My customers have to remove the cylinders and bring them in for me to repair them. I open the cylinders, remove the piston and gland, clean and polish everything, reseal, reassemble and test with air pressure.

If you have any questions, you can call me at (920) 379-4540.

Thanks

Richard Jordan



9-4-24

RECEIVED  
SEP 04 2024  
TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN

## PUBLIC HEARING ITEMS –October 29, 2024

### Conditional Use Permits – Planning and Zoning Committee

Please call (920) 232-3344 to set up an appointment with the Zoning Administrator prior to the cut-off date to review your application.

1. The application cut-off date is September 3, 2024. Applications will not be accepted if received after this date.
2. Contact the Town Clerk for the Town Meeting date . Inform the Town Clerk that your public hearing is scheduled for October 29, 2024 . **YOU MUST ATTEND THE TOWN MEETINGS OR YOUR APPLICATION MAY BE DENIED.**
3. Publication Dates in the Oshkosh Northwestern are: 10/15/2024 and 10/22/2024 .
4. Notification to owner, applicant (if different), and adjacent property owners (within 300 feet of subject property) will be mailed on October 11, 2024 . The mailing list is taken from the most recent tax records.
5. The Committee and Staff will view the property on October 25, 2024 . (Note you may be present but they will NOT take any testimony.)
6. PUBLIC HEARING will be held on October 29, 2024 at 6:30 pm.  
**YOU OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER QUESTIONS.**

CONDITIONAL USE PERMIT APPLICATIONS ONLY: The Planning and Zoning Committee will meet on November 8, 2024 to decide on your application. You may call the Zoning Office on the following morning for the decision. You will receive a decision letter by mail within ten (10) days of the Deliberative meeting date.

Prior to filing the application with the County contact the Town and/or City to determine if your request will comply with their land use plan. If it does not, you may need to have their land use plan amended prior to proceeding with this application.

If you are within 3 miles of the Cities of Neenah, Menasha, Oshkosh, or 1½ miles from the City of Omro or the Village of Winneconne, you will need to contact that community to determine if your request is in compliance with their land use plan. Although the city or village cannot approve or deny this request, any required survey maps may fall within their approval jurisdiction resulting in a denial of the map if the use of the property will not comply with their plan.

**THIS APPLICATION MAY BE WITHDRAWN, WITH A FULL REFUND, UNTIL NOON ON THE THURSDAY PRIOR TO THE FIRST PUBLICATION DATE (SEE #4 FOR PUBLICATION DATES).**

**FAILURE TO CONTACT THE TOWN AND/OR CITY MAY RESULT IN A DENIAL AND THE APPLICATION FEES ARE NON-REFUNDABLE.**

If you are unsure whether or not to contact someone, do so anyway to be on the safe side.



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors  
From: Maggie Mahoney, Administrator  
Date: October 16, 2024  
RE: Certified Survey Map by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services to divide two parcels, 00200910101 and 002009101, into three parcels.

---

### **GENERAL INFORMATION:**

Petitioner: Peter Schwabe, Inc.  
N16W23233 Stone Ridge Dr, Ste 250  
Waukesha, WI 53188

Owner: Killian Management Services  
1722 Clarence Ct.  
West Bend, WI 53095

**Past Planning Discussion(s):** None

**Action Requested:** Petitioner is requesting approval of the Certified Survey Map on behalf of the property owner to divide two parcels, 00200910101 and 002009101, into three parcels.

---

### **Property Location and Type:**

The subject properties are adjacent, owned by the same property owner, and are zoned B-3 Regional Business District. Both lots currently meet the dimensional and access requirements for lots in this zoning district. The property owner wants to make three parcels to construct a new carwash on Lot 1, Lot 2 would be available for a new business, and retain the existing bank on Lot 3.

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

A site plan for a Tommy's Express Car Wash on Lot 1 has been submitted to the Town and is the next item on the agenda.

**ANALYSIS:**

The proposed CSM would create three parcels in the B-3 Regional Business District that would need to 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:

**Exhibit 8-2 Dimensional standards by zoning district - continued**

---

**B-3 Regional business district**

Lot size, minimum: 30,000 sq. ft.[1]

Lot size, maximum: none

Lot width, minimum: 100 ft.

Road frontage, minimum: 100 ft.

Floor area ratio, maximum: no limitation

Separation between detached buildings, minimum: 10 ft.

Yard setback: [2,3]

Street yard, minimum: 30 ft.

Side yard, minimum: 7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building or 5 ft. from an alley

Rear yard minimum: 25 ft. for a principal building; 3 feet for a detached accessory building or 5 ft. from an alley

Building height:

Principal building, maximum: 45 ft.

Accessory building, maximum: 18 ft.

Floor area:

Principal building, minimum: none

Accessory buildings, maximum: no limitation

Number of detached accessory buildings, maximum: no limitation

Notes:

1. The minimum size of the lot may actually be larger due to environmental constraints and land required for on-site infrastructure requirements such as stormwater management and on-site sewage disposal systems.
2. Some land uses that may be allowed in this zoning district may have more restrictive yard setback requirements than what is listed. Refer to the development standards in division 9 of this article.
3. Lots abutting more restrictive district boundaries shall provide side and rear yards not less than those required in the more restrictive abutting districts. The street yards on the less restrictive district shall be modified for a distance of not more than 75 feet from the district boundary line so as to equal the average of the street yards required in both districts.

---

The proposed lots meet these dimensional requirements.

The site plan shows a shared driveway access to Lot 2 on East Way Drive. A cross-access easement will be created between the 3 lots to assure access to all lots and ease of traffic flow along the north and south ends of the properties (drive areas are shown on the site plan). Once legal documentation has been created it will be submitted to the Town for appropriate review and approval.

Should the proposed project/site plan not come to fruition, driveway access could easily be added to Lot 2 along East Way Drive. So, there is no risk of creating a lot without access with the proposed CSM.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their October 9, 2024 meeting

Four representatives for the petitioner from the project team were in attendance.

The Planning Commission passed the motion 5-0 to recommend approval for the proposed CSM to the Town Board as presented.

**RECOMMENDED ACTION:**

The Planning Commission recommends approval of CSM as presented. Should the Town Board agree, the following motion may be made:

*“Motion to approve the Certified Survey Map by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services divide two parcels, 00200910101 and 002009101, into three parcels.”*

---

**ATTACHMENTS:**

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



2100 Omro Road current parcels 10/9/24

N





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

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M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: Peter Schwabe, Inc Date: 9/20/24  
Petitioner's Address: N16W23233 Stone Ridge Dr. Suite 250 City: Waukesha State: WI Zip: 53188  
Telephone #: (262) 662-5551 Fax: (262) 662-3667 Other Contact # or Email: tstepniewski@pschwabe.com  
Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
Petitioner's Signature (required): [Signature] Date: 9/20/24

### OWNER INFORMATION

Owner(s): Kilian Management Services Date: 9/20/24  
Owner(s) Information: 1722 Clarence Ct. City: West Bend State: WI Zip: 53095  
Telephone #: (262) 338-6111 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: kmsreceptiondesk@gmail.com  
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: Steven Kilian Date: 09/23/24  
S:Steven Kilian (Sep 23, 2024 17:33 CDT)

### SITE INFORMATION

Address/Location of Proposed Project: 2100 Omra Road, Algoma, WI  
Current Use of Property: Commercial Zoning: B-3  
Land Uses Surrounding Your Site: North: Residential  
South: Commercial  
East: Commercial  
West: Commercial

Projected Timeline: Construction to start April 1st, 2025 & Completion November 1st, 2025

Project Description: Please see attached Project Description.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**





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

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M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 58,892 s.f. (1.352 Acres)

Development Area and Percentage: 58,892 s.f. (1.352 acres)

# of Employees/#of Residential Units: \_\_\_\_\_

# of Proposed Parking Space: 24

Traffic Count Projections (attach documentation): \_\_\_\_\_

Percent Impervious (attach documentation): 39,738 s.f. (0.912 acres) 67 % of site

Description of Required Landscaping (attach landscape plan): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

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### OFFICE USE ONLY

Received By: Rhonda Schrage    Date: 9/23/24    Fee: \$2200.00    Paid: Yes    No

**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.**

## Algoma Plan Commission

### Project Description

Tommy's Express Car Wash

2100 Omro Road

Algoma, WI 54904

The proposed car wash building will include a 130-foot-long tunnel design, with a building footprint square footage of 5,266 square feet. Site access to the property will be from a newly created, private, cross-access drive that connects Brooks Lane to Abraham Lane. Tunnel entry at the North end of the property and tunnel exit at the South end of the property. The car wash building will house standard wash bay and drying areas, mechanical support spaces, storage areas, employee, customer service, and support areas including restroom facilities and employee-only work areas.

Exterior materials of the car wash will consist of many prefinished metal materials including metal panels of Tommy Car Wash's signature Cardinal Red color on featured tower elements that flank the North and South ends of the building, prefinished aluminum composite panels in a complementing Brite Red color over the tunnel entry and exit with Ebony panels at the bases, and prefinished aluminum Metallic Silver parapet fascia and cornice features. Additional complimentary exterior materials to contrast the prefinished metals include fiber cement textured panels in Gray color at offsetting façade locations opposite corners of the metal panel tower features and split face CMU wainscot around the base of the building in Ash color. Lastly, the tunnel design is highlighted with a high percentage of storefront glazing, as well as an arching glass roof design, to provide the signature appearance of the car wash structure skinned over a structural steel frame.

Prior to the commencement of the Project, a Certified Survey Map will be executed as attached with this application, to divide the property into three lots. Before construction of the carwash is commenced, the existing tenants in the building will be vacated, except for BMO Bank. Approximately two-thirds of the building will be razed in preparation of the development of the west two lots. The west end of the BMO Bank space will have a reconstructed exterior wall with similar materials of the rest of the building.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND OF THE NORTHWEST OF THE SOUTHEAST 1/4, ALL LOCATED IN SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

- ⊙ - INDICATES 1" IRON PIPE SET
- - INDICATES 1" IRON PIPE FOUND
- - INDICATES 3/4" ROD FOUND

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

BEARINGS ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCCS), WINNEBAGO COUNTY, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT (NAD83(2011)). ALL BEARINGS SHOWN ARE REFERENCED TO SOUTH LINE OF THE NE 1/4 OF SECTION 16, T8N, R16E, WHICH BEARS N 89°49'52" W

PREPARED BY:  
CHRISTOPHER JACKSON, PLS  
CJ ENGINEERING, LLC  
9205 W. CENTER ST. #214  
MILWAUKEE, WI 53222  
(414) 443-1312

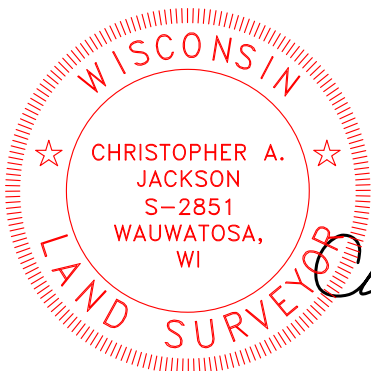
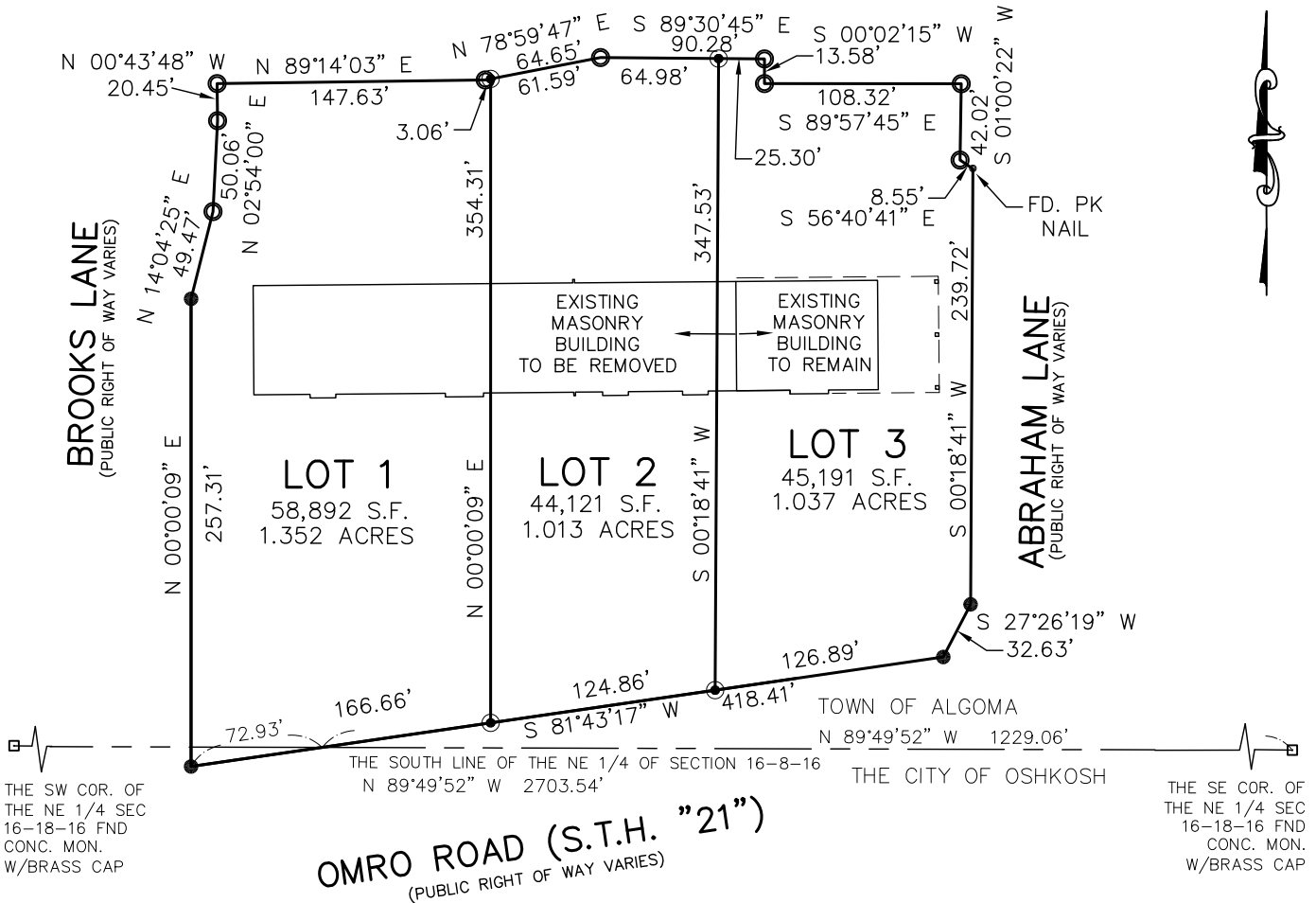
PREPARED FOR:  
STKJR EXPRESS, LLC  
1722 CLARENCE CT.  
WEST BEND, WI 53095

### GRAPHIC SCALE



1 INCH = 100 FT.

## EAST WAY DRIVE (PUBLIC RIGHT OF WAY VARIES)



*Christopher A. Jackson*  
09-20-24

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND OF THE NORTHWEST OF THE SOUTHEAST 1/4, ALL LOCATED IN SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE

I, CHRISTOPHER JACKSON, A PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED LANDS LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND IN THE NORTHWEST OF THE SOUTHEAST 1/4, ALL OF SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN. LANDS DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST 1/4 CORNER OF SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST; THENCE N89°49'52"W ALONG THE SOUTH LINE OF THE NORTHEAST 1/4, 1229.06 FEET TO THE INTERSECTION OF SAID SOUTH LINE AND THE NORTH RIGHT OF WAY LINE OF STATE HIGHWAY 21 (STATE R/W PROJECT 6184-14-21) AND TO THE POINT OF BEGINNING OF THE PARCELS TO BE DESCRIBED; THENCE S81°43'17"W ALONG SAID NORTH RIGHT OF WAY LINE, 72.93 FEET TO THE COMMON EAST LINE OF OMRO ROAD AND THE BROOKS LANE; THENCE N00°00'09"E ALONG SAID EAST LINE, 257.31 FEET; THENCE, N14°04'25"E ALONG THE EAST LINE OF BROOKS LANE, 49.47 FEET; THENCE N02°54'00"E ALONG SAID EAST LINE, 50.06 FEET; THENCE N00°43'48"W ALONG SAID EAST LINE, 20.45 FEET TO THE SOUTH LINE OF EAST WAY DRIVE; THENCE N89°14'03"E ALONG SAID SOUTH LINE, 147.63 FEET; THENCE N78°59'47"E ALONG SAID SOUTH LINE, 64.65 FEET; THENCE S89°30'45"E ALONG SAID SOUTH LINE, 90.28 FEET; THENCE S00°02'15"W ALONG SAID SOUTH LINE, 13.58 FEET; THENCE S89°57'45"E ALONG SAID SOUTH LINE, 108.32 FEET TO THE WEST LINE OF ABRAHAM LANE; THENCE S01°00'22"W ALONG SAID WEST LINE, 42.02 FEET; THENCE S56°40'41"E ALONG SAID WEST LINE, 8.55 FEET; THENCE S00°18'41"W ALONG SAID WEST LINE, 239.72 FEET; THENCE S27°26'19"W ALONG SAID WEST LINE AND THE NORTH RIGHT OF WAY LINE OF STATE HIGHWAY 21, 32.63 FEET; THENCE S81°43'17"W ALONG SAID NORTH LINE OF STATE HIGHWAY 21, 345.47 FEET TO THE POINT OF BEGINNING OF THE PARCELS DESCRIBED.

CONTAINING: 148,205 SQ.FT. OR 3.40 ACRES

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND MAP BY THE DIRECTION OF STKJR EXPRESS LLC, OWNERS OF SAID LAND.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE STATUTES OF THE STATE OF WISCONSIN AND SUBDIVISION REGULATIONS OF THE TOWN OF ALGOMA IN SURVEYING, DIVIDING, AND MAPPING THE SAME.

DATED THIS 20TH DAY OF SEPTEMBER, 2024.



CHRISTOPHER A. JACKSON  
PROFESSIONAL LAND SURVEYOR, S-2851  
STATE OF WISCONSIN



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND OF THE NORTHWEST OF THE SOUTHEAST 1/4, ALL LOCATED IN SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

## OWNER'S CERTIFICATE

STKJR EXPRESS LLC, A WISCONSIN COMPANY EXISTING UNDER THE LAWS OF THE STATE OF WISCONSIN AS OWNER, DOES HEREBY CERTIFY THAT SAID COMPANIES CAUSED THE LAND DESCRIBED ON THIS MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED ON THIS MAP.

IN WITNESS WHEREOF, STKJR EXPRESS LLC, HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_, MANAGING MEMBER, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MANAGING MEMBER  
STKJR EXPRESS, LLC

STATE OF WISCONSIN)  
COUNTY) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, \_\_\_\_\_, TO ME KNOWN TO BE THE MANAGING MEMBER OF STKJR EXPRESS, LLC AND THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AS SUCH OFFICERS OF SAID COMPANY AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_

## CONSENT OF LENDER

BANK FIRST, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, MAPPING AND DEDICATION OF THE LAND DESCRIBED ON THIS MAP AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATION OF OWNERS.

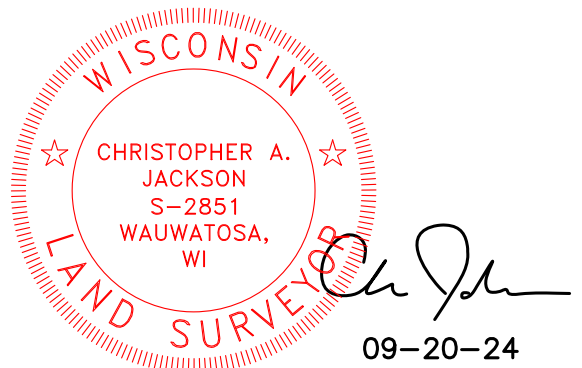
IN WITNESS WHEREOF, THE SAID BANK FIRST, HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_, AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

BY: \_\_\_\_\_  
NAME:  
TITLE:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

PERSONALLY CAME BEFORE ME ON \_\_\_\_\_, 20\_\_, BY \_\_\_\_\_, IN HIS/HER CAPACITY AS \_\_\_\_\_ OF BANK FIRST, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC,  
MY COMMISSION EXPIRES \_\_\_\_\_, 20\_\_.



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND OF THE NORTHWEST OF THE SOUTHEAST 1/4, ALL LOCATED IN SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

## TOWN OF ALGOMA APPROVAL

THE CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE TOWN OF ALGOMA.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE

THE CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND ACCEPTED BY THE WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

## TREASURER CERTIFICATE

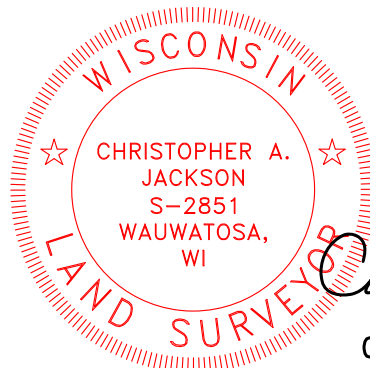
WE, BEING DULY ELECTED OR APPOINTED, QUALIFIED AND ACTING TREASURES OF THE TOWN OF ALGOMA AND WINNEBAGO COUNTY, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN OUR OFFICE THAT THERE ARE NO UNPAID TAXES, OR SPECIAL ASSESSMENTS ON ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
TOWN OF ALGOMA TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WINNEBAGO COUNTY TREASURER

\_\_\_\_\_  
DATE



*Christopher A. Jackson*

09-20-24



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors  
From: Maggie Mahoney, Administrator  
Date: October 16, 2024  
RE: Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy's Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101.

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### **GENERAL INFORMATION:**

Petitioner: Peter Schwabe, Inc.  
N16W23233 Stone Ridge Dr, Ste 250  
Waukesha, WI 53188

Owner: Killian Management Services  
1722 Clarence Ct.  
West Bend, WI 53095

**Past Planning Discussion(s):** None

**Action Requested:** Consider approval of Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy's Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101.

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### **Property Location and Type:**

The subject property is Lot 1 on the proposed CSM (attached) and is zoned B-3 Regional Business District. The proposed project is a Tommys' Express Car Wash, is a permitted use for that zoning district and does not have any special standards that are applied.

Three of the four adjacent properties are zoned B-3 Regional Business, while the properties to the north are zoned R-1 Rural Residential.

### **Proposed Project:**

As noted in the previous agenda item, prior to commencement of the project the tenants of the existing building will be vacated except for BMO Bank which will be on the newly created Lot 3.

Approximately two-thirds of the building will be razed in preparation for development on Lots 1 and 2. The west end of BMO Bank will reconstruct their exterior wall.

The proposed project is a Tommy's Express Car Wash and will include a 130 foot-long tunnel design with a 5,266 sq ft building. The total project site area is 58,892 sq. ft., of which ~40,000 is impervious surface (~67% of the site).

Site access to the property will be from a newly created private, cross-access drive that connect Brooks Lane to Abraham Lane. In addition, a driveway has been added on East Way Drive. The car wash building will house standard wash bay and drying areas, mechanical support spaces, storage areas, employees, customer service and support areas including restrooms and employee-only work areas.

The car wash requires 3 employees to operate. The average number of employees hired for one location is 16 (full and part time). Traffic count to the site on average is ~500 cars daily during operation hours of 7:00am to 9:00pm.

Construction is estimated to start April 1, 2025 and be completed by Nov 1, 2025.

**ANALYSIS:**

A site plan review meeting was held on Oct 4, 2024 with the Town Administrator, Town Engineer, Town Fire Chief, representatives from the Algoma Sanitary District, and representatives from the development team to go review the details of the site plan.

**Water & Sanitary Sewer:**

A high capacity well will be installed for water service. The developer will work with the WDNR on all required encasements and the well will be adequately sized to service the lots for operations as well as fire protection. It is currently not feasible to extend the water line from Conrad Street.

Algoma Sanitary District #1 will provide sanitary sewer.

The proposed site plan meets all of the requirements of Town Municipal Code Chapter 225, Land Development, Article VII, Site Plan Review as follows:

**225-69 Development Standards**

- A. Driveways: one driveway moved from Brooks Lane and added to East Way Drive
- B. Parking
- C. Outside Storage of equipment, products or materials
- D. Landscaping: draft plan, additional edits are anticipated
- E. Outside storage of waste and trash
- F. Drainage
- G. Outdoor Lighting
- H. Signs

**225-70 Administration**

- A. General Requirements



- B. Town staff review
- C. Application
- D. Site plan

*Detailed notes of the code requirement review above is attached.*

The proposed site plan also meets the following B-3 Regional Business District dimensional standards defined for that district in Chapter 23: Town/County Zoning of the Winnebago County Municipal Code, Exhibit 8-2 as follows:

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**Exhibit 8-2 Dimensional standards by zoning district - continued**

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**B-3 Regional business district**

Lot size, minimum: 30,000 sq. ft.[1]

Lot size, maximum: none

Lot width, minimum: 100 ft.

Road frontage, minimum: 100 ft.

Floor area ratio, maximum: no limitation

Separation between detached buildings, minimum: 10 ft.

Yard setback: [2,3]

Street yard, minimum: 30 ft.

Side yard, minimum: 7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building or 5 ft. from an alley

Rear yard minimum: 25 ft. for a principal building; 3 feet for a detached accessory building or 5 ft. from an alley

Building height:

Principal building, maximum: 45 ft.

Accessory building, maximum: 18 ft.

Floor area:

Principal building, minimum: none

Accessory buildings, maximum: no limitation

Number of detached accessory buildings, maximum: no limitation

Notes:

1. The minimum size of the lot may actually be larger due to environmental constraints and land required for on-site infrastructure requirements such as stormwater management and on-site sewage disposal systems.
2. Some land uses that may be allowed in this zoning district may have more restrictive yard setback requirements than what is listed. Refer to the development standards in division 9 of this article.
3. Lots abutting more restrictive district boundaries shall provide side and rear yards not less than those required in the more restrictive abutting districts. The street yards on the less restrictive district shall be modified for a distance of not more than 75 feet from the district boundary line so as to equal the average of the street yards required in both districts.

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**The proposed site plan meets the Town requirements.**

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their October 9, 2024 meeting

The petitioner was in attendance with three other individuals with the project design and planning team. The commissioners asked the project team questions about the carwash operations including hours of operation (7:00am to 7:00pm, & 7 days a week) and volume and flow of traffic to the carwash. Commissioners discussed their concerns with the in and out traffic at the southeast Brooks Lane driveway for the site. Specifically, the speed of traffic coming off of the WIS 21

roundabout into that corner and potential issues with cars pulling in and out of that driveway. There was also a concern that the southeast corner of the lot for piling snow could be a hazard for cars pulling out onto Brooks Lane. The petitioner team agreed to make that southeast access an entrance only driveway. The newly created driveway along East Way Drive could be used to exit, as well as the other two driveways onto Abraham Lane.

The Planning Commission passed the motion 5-0 to recommend approval for the proposed site plan to the Town Board with the condition of the driveway on Brooks Lane be made entrance only.

**RECOMMENDED ACTION:**

The Planning Commission recommends the site plan with the condition stated above, should the Town Board agree the following motion may be made:

*“Motion to approve the Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy’s Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101 with the condition that the southwest driveway access on Brooks Lane be entrance only.”*

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**ATTACHMENTS:**

1. Town Application with project description
2. Site Plan and related plans
3. Town Staff Review Details
4. Stormwater Analysis Summary



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

Visit us at [www.townofalgoma.org](http://www.townofalgoma.org)  
M-Th 9:00-5:00 F 9:00-1:00

### Site Plan Review/Plan Commission General Application

#### APPLICANT INFORMATION

Petitioner: Peter Schwabe, Inc Date: 9/20/24  
Petitioner's Address: N16W23233 Stone Ridge Dr. Suite 250 City: Waukesha State: WI Zip: 53188  
Telephone #: (262) 662-5551 Fax: (262) 662-3667 Other Contact # or Email: tstepniewski@pschwabe.com  
Status of Petitioner (Please Check):  Owner  Representative  Tenant  Prospective Buyer  
Petitioner's Signature (required): [Signature] Date: 9/21/24

#### OWNER INFORMATION

Owner(s): Kilian Management Services Date: 9/20/24  
Owner(s) Information: 1722 Clarence Ct. City: West Bend State: WI Zip: 53095  
Telephone #: (262) 338-6111 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: kmsreceptiondesk@gmail.com  
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: Steven Kilian Date: 09/23/24  
S:Steven Kilian (Sep 23, 2024 17:33 CDT)

#### SITE INFORMATION

Address/Location of Proposed Project: 2100 Omra Road, Algoma, WI  
Current Use of Property: Commercial Zoning: B-3  
Land Uses Surrounding Your Site: North: Residential  
South: Commercial  
East: Commercial  
West: Commercial

Projected Timeline: Construction to start April 1st, 2025 & Completion November 1st, 2025

Project Description: Please see attached Project Description.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**



Town of Algoma  
15 N. Oakwood Road  
Oshkosh, WI 54904  
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M-Th 9:00-5:00 F 9:00-1:00

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 58,892 s.f. (1.352 Acres)

Development Area and Percentage: 58,892 s.f. (1.352 acres)

# of Employees/#of Residential Units: \_\_\_\_\_

# of Proposed Parking Space: 24

Traffic Count Projections (attach documentation): \_\_\_\_\_

Percent Impervious (attach documentation): 39,738 s.f. (0.912 acres) 67 % of site

Description of Required Landscaping (attach landscape plan): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

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### OFFICE USE ONLY

Received By: Rhonda Schrage    Date: 9/23/24    Fee: \$2200.00    Paid: Yes    No

**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.**

## Algoma Plan Commission

### Project Description

Tommy's Express Car Wash

2100 Omro Road

Algoma, WI 54904

The proposed car wash building will include a 130-foot-long tunnel design, with a building footprint square footage of 5,266 square feet. Site access to the property will be from a newly created, private, cross-access drive that connects Brooks Lane to Abraham Lane. Tunnel entry at the North end of the property and tunnel exit at the South end of the property. The car wash building will house standard wash bay and drying areas, mechanical support spaces, storage areas, employee, customer service, and support areas including restroom facilities and employee-only work areas.

Exterior materials of the car wash will consist of many prefinished metal materials including metal panels of Tommy Car Wash's signature Cardinal Red color on featured tower elements that flank the North and South ends of the building, prefinished aluminum composite panels in a complementing Brite Red color over the tunnel entry and exit with Ebony panels at the bases, and prefinished aluminum Metallic Silver parapet fascia and cornice features. Additional complimentary exterior materials to contrast the prefinished metals include fiber cement textured panels in Gray color at offsetting façade locations opposite corners of the metal panel tower features and split face CMU wainscot around the base of the building in Ash color. Lastly, the tunnel design is highlighted with a high percentage of storefront glazing, as well as an arching glass roof design, to provide the signature appearance of the car wash structure skinned over a structural steel frame.

Prior to the commencement of the Project, a Certified Survey Map will be executed as attached with this application, to divide the property into three lots. Before construction of the carwash is commenced, the existing tenants in the building will be vacated, except for BMO Bank. Approximately two-thirds of the building will be razed in preparation of the development of the west two lots. The west end of the BMO Bank space will have a reconstructed exterior wall with similar materials of the rest of the building.





# Good for your cars Great for your city

## Environmentally friendly

- 100% of non-evaporated water is recycled
- No lighting required during daylight hours

## State-of-the-art facility and operations

- Iconic and instantly identifiable architecture
- High standards of professionalism and training

## Efficient processing

- High-capacity design and efficient site layout
- Can process more than 200 vehicles per hour

## Focus on the community

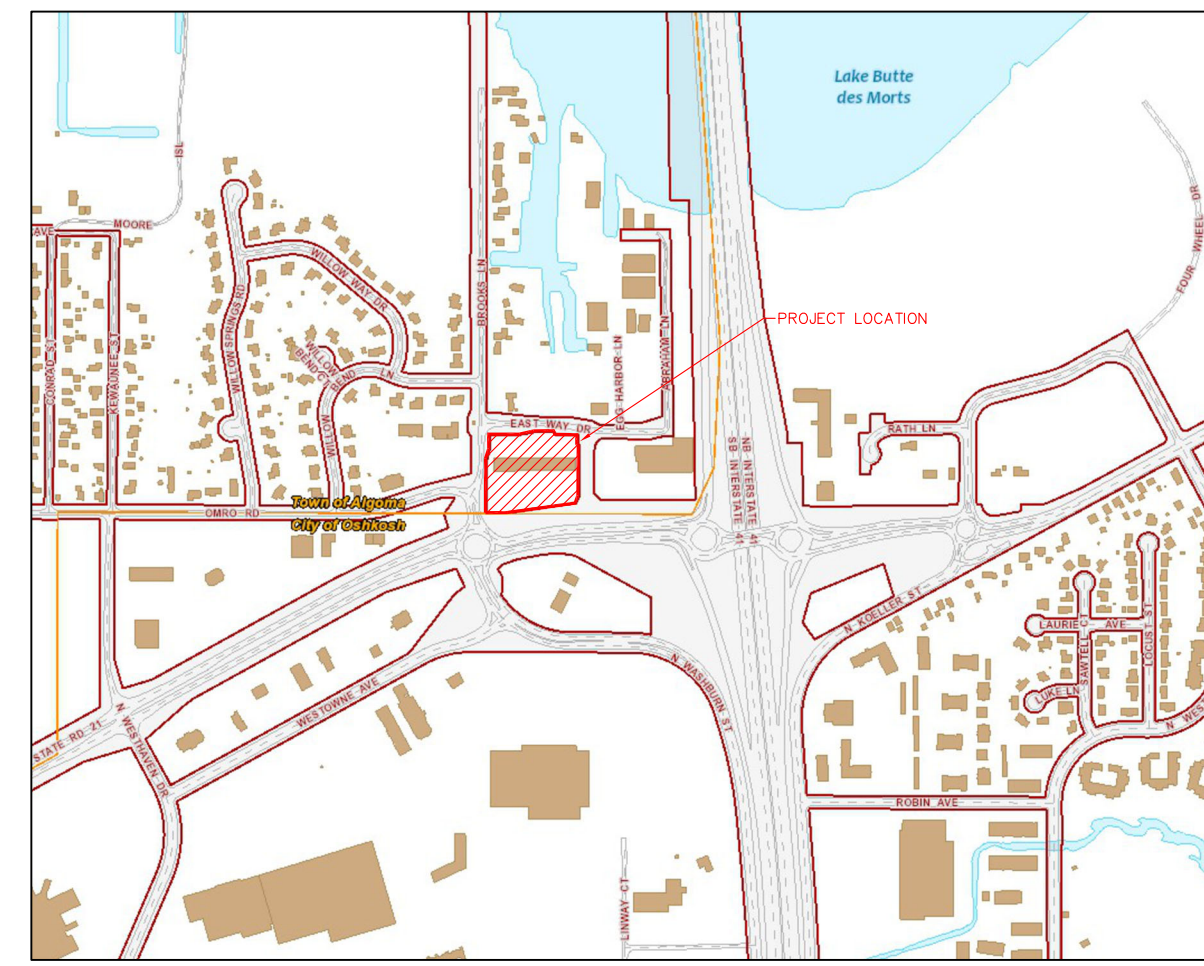
- Franchises are locally owned and operated
- Partnerships with local community organizations



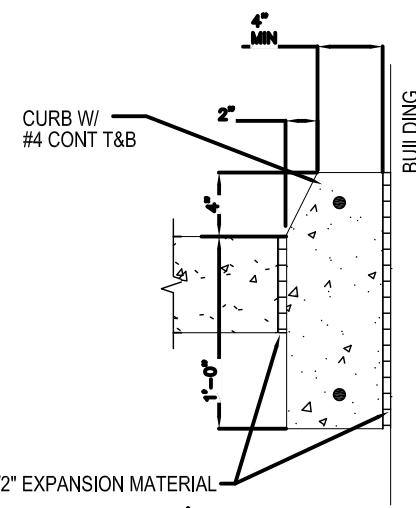
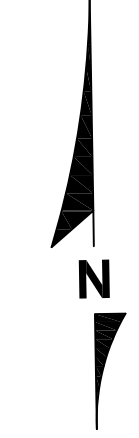
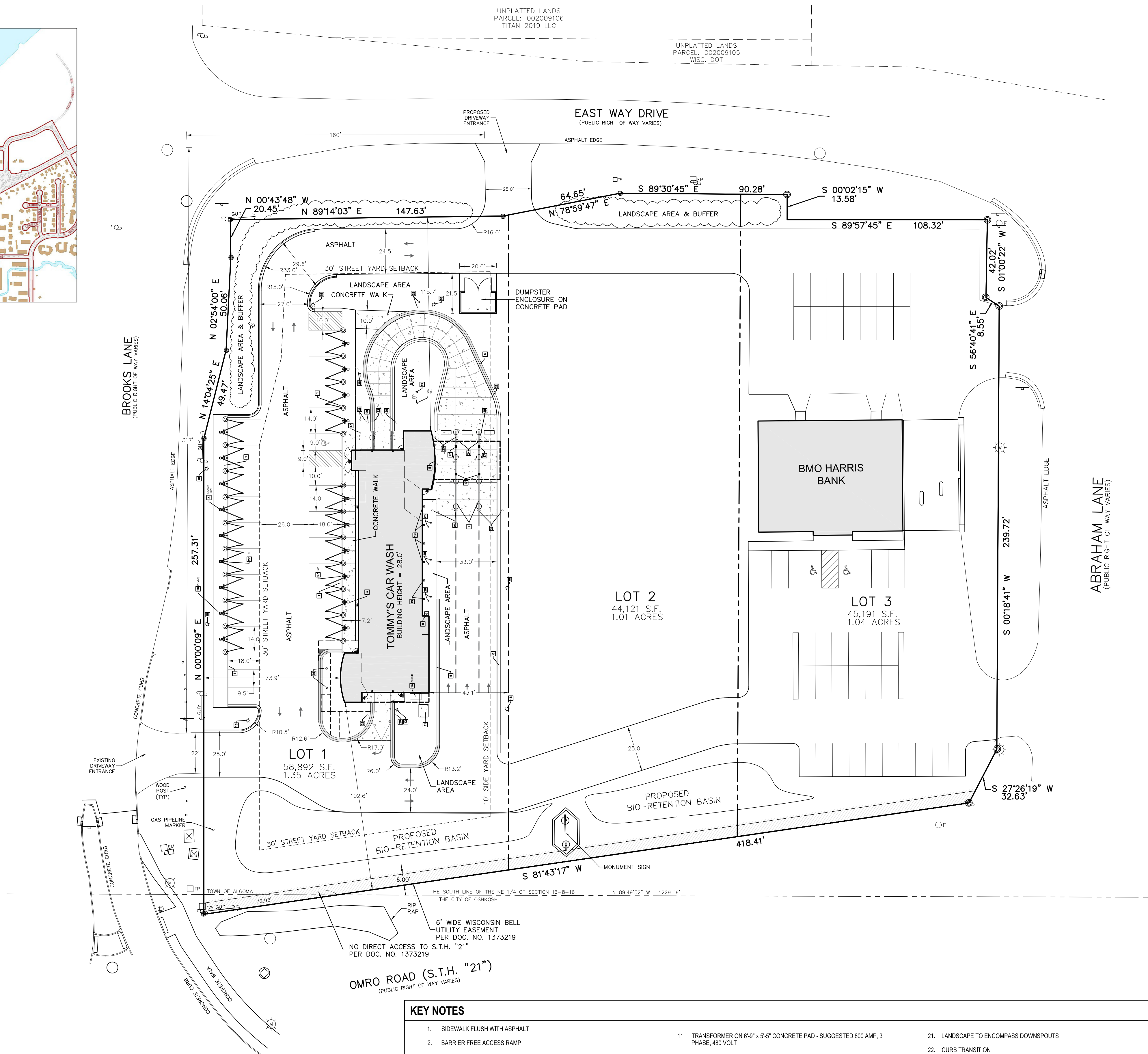
Visit our website for more information.

Find out why Tommy's Express is great for your city.

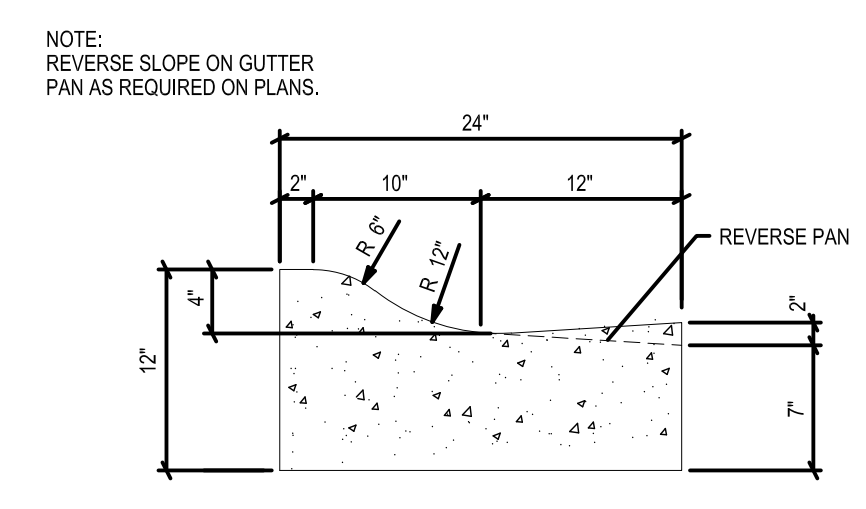




LOCATION MAP  
 NOT TO SCALE



CHAMFERED CURB DETAIL  
 NOT TO SCALE



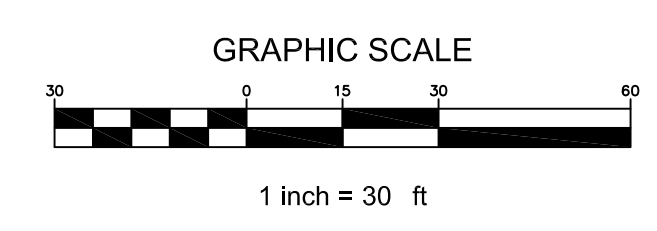
STANDARD ROLL CURB DETAIL  
 NOT TO SCALE

NOTES:  
 1. DIMENSIONS ARE TO THE FACE OF CURB OR EDGE OF ASPHALT UNLESS OTHERWISE SPECIFIED  
 2. CARWASH ENTRANCE ACCESS TO BE PROVIDED AS ONE WAY TRAFFIC ON THE SOUTHEAST SIDE OF LOT 1. CARWASH EXIST. TRAFFIC WILL EXIT FROM SOUTH END OF BUILDING AND DIRECTED EAST. ALL OTHER ACCESS AND DRIVE AISLES WILL BE SUBJECT TO TWO WAY TRAFFIC. ALL TRAFFIC DIRECTIONS ARE SHOWN WITH TRAFFIC ARROWS IN PLAN VIEW. PATRONS AND EMPLOYEES WILL HAVE ACCESS TO SITE EXITS TO THE NORTH, WEST AND EAST.

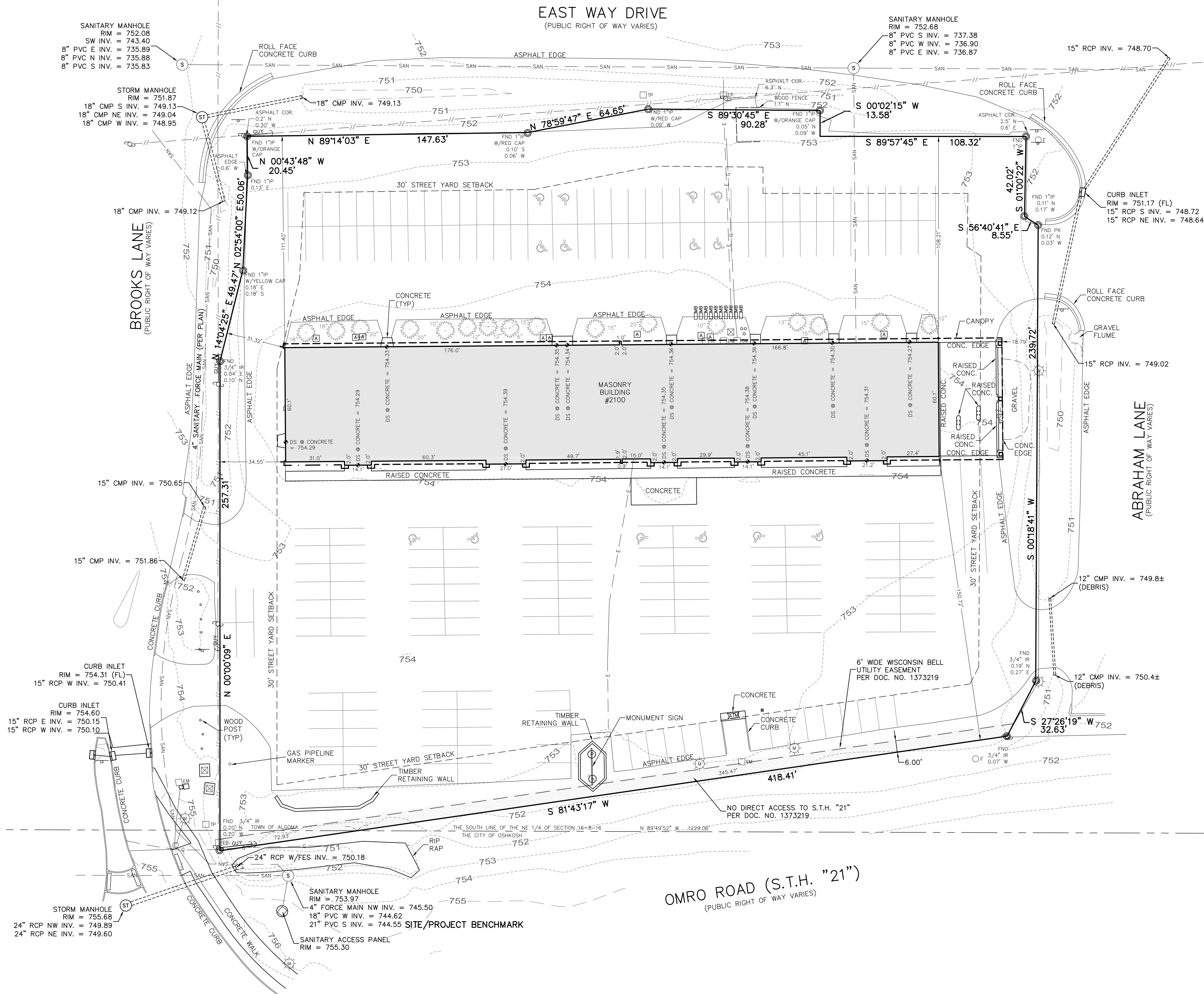
**LOT 1 - SITE AREAS**  
 PROPOSED BUILDING FOOTPRINT = 5,266 S.F. (0.121 ACRES)  
 PROPOSED PAVEMENT = 34,472 S.F. (0.791 ACRES)  
 PROPOSED IMPERVIOUS AREA = 39,738 S.F. (0.912 ACRES) [67% OF THE SITE]  
 PROPOSED OPEN SPACE = 19,154 S.F. (0.440 ACRES) [33% OF THE SITE]  
 TOTAL SITE AREA = 58,892 S.F. (1.352 ACRES)

**PROPOSED SURFACE PARKING**  
 4 REGULAR PARKING STALLS  
 19 VACUUM PARKING STALLS  
 1 HANDICAPPED SPACES (ADA COMPLIANT VAN ACCESSIBLE SPACES)  
 24 TOTAL PARKING STALLS

KEY NOTES		
1. SIDEWALK FLUSH WITH ASPHALT	11. TRANSFORMER ON 6'-9" x 5'-5" CONCRETE PAD - SUGGESTED 800 AMP, 3 PHASE, 480 VOLT	21. LANDSCAPE TO ENCOMPASS DOWNSPOUTS
2. BARRIER FREE ACCESS RAMP	12. SONTUBE WITH CONDUIT FOR RELAX / GO LIGHT	22. CURB TRANSITION
3. VACUUM STANCHION CANOPY AND CANISTER	13. DATA TO BUILDING. SELECT ONE ENTRANCE POINT FROM RECOMMENDED LOCATIONS	23. LICENSE PLATE READER
4. TRENCH DRAIN	14. AC UNIT ON 6'-0" x 3'-6" CONCRETE PAD.	24. APPROVE / GO LIGHT
5. CHAMFERED CURB FACE 6" MIN. FROM CENTER POINT OF TOWER, SEE DETAIL A1	15. SANITARY CLEANOUT	25. GATE
6. ROLLED CURB AND GUTTER	16. DOWNSPOUT ( ALL DOWNSPOUT DISCHARGE LOCATIONS SHOULD BE BELOW GRADE AND TIED INTO UNDERGROUND STORM NETWORK)	26. TOMMY PROVIDED RED BALL VACUUM HOSE HOLDER
7. PAY LANE RAISED CONCRETE ISLAND, 3'-0" WIDE, 4" HIGH FOR TX SITES AND 3'-6" WIDE, 4" HIGH FOR PRIVATE BRAND WITH AUTO TELLER	17. COLUMN	27. STAINLESS STEEL BOLLARD (AT VACUUM STATIONS)
8. WATER RECLAMATION SYSTEM - 6" LINE SEE ENLARGED PLAN	18. LIGHT POLE	28. U-SHAPED SNAP SIGN
9. GAS METER - 2" LINE - ELEVATED GAS SERVICE PRESSURE OF 2 PSII IS REQUIRED	19. FLOODLIGHTS	29. CAMERA POLE
10. WATER SERVICE ENTRANCE - 2" LINE - MINIMUM WATER PRESSURE IS 60 PSI STATIC, 50 PSI RESIDUAL.	20. TRASH ENCLOSURE TO BE PROVIDED BY ARCHITECT OF RECORD.	30. INSTALL CONCRETE PAD FOR SITES WITH SNOW MELT AS SHOWN (FOR SITES WITHOUT SNOW MELT ADA SPACE AND ISLE CAN BE ASPHALT)





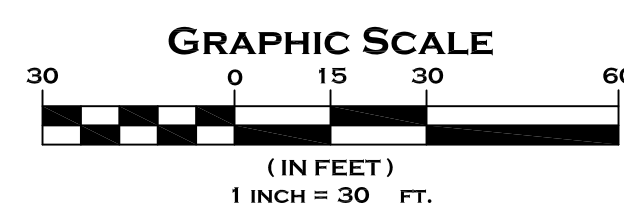


- NOTES
- SUBJECT PROPERTY ZONED: B-3, GENERAL BUSINESS DISTRICT.
  - SETBACKS BASED ON WINNEBAGO COUNTY ZONING CODE AND ARE AS FOLLOWS:  
STREET YARD 30 FEET.  
SIDE YARD 7 FEET & 10 FEET.  
REAR YARD 25 FEET.
  - LEGAL DESCRIPTION BASED ON ALTA/NSPS LAND TITLE SURVEY PROVIDED BY CLIENT.
  - THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, ON INFORMATION FURNISHED BY THE UTILITY COMPANIES, DIGGERS HOTLINE AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO.
  - PORTIONS OF SUBJECT PROPERTY LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION X: AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN, ZONE X: WITH A 0.2% ANNUAL CHANCE FLOOD HAZARD, AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE AREAS OF LESS THAN ONE SQUARE MILE, AND AE, A: SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD WITH BASE FLOOD ELEVATIONS DETERMINED PER INFORMATION FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP NO. 55139C215E, WITH A DATE OF IDENTIFICATION OF 03/17/2003, IN COMMUNITY NO. 550537, WINNEBAGO COUNTY UNINCORPORATED AREAS, WHICH IS THE COMMUNITY IN WHICH THE SUBJECT PROPERTY IS SITUATED. BASED ON THE FEMA MAP HORIZONTAL LOCATION OF THE MAP THERE ARE AREAS WITHIN THE AE FLOOD ZONE, HOWEVER BASED ON THE FEMA MAP BASE FLOOD ELEVATION OF 750.0, THERE ARE NO AREAS ON THE PROPERTY WITHIN THE AE FLOOD ZONE.
  - PROJECT/SITE BENCHMARK - 21" PVC SOUTH SANITARY SEWER WITH AN INVERT OF 744.55, BASED ON SANITARY SEWER RELOCATION PLAN AND PROFILE PLAN RECORD DRAWING WITH A DATE OF 03/30/2012, PROVIDED BY THE TOWN OF ALGOMA.
  - SURVEY DATUM:  
COORDINATES ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCCS), WINNEBAGO COUNTY, NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT (NAD83(2011)), NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88(2012)), USING THE WISCONSIN CONTINUALLY OPERATING REFERENCE STATIONS (WCSORS & GEOID 12A).

SURVEYOR DESCRIPTION:  
LANDS LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND IN THE NORTHWEST OF THE SOUTHEAST 1/4, ALL OF SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST, IN THE TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN. LANDS DESCRIBED AS FOLLOWS:  
COMMENCING AT THE EAST 1/4 CORNER OF SECTION 16, TOWNSHIP 18 NORTH, RANGE 16 EAST; THENCE N89°49'52"W ALONG THE SOUTH LINE OF THE NORTHEAST 1/4, 1229.06 FEET TO THE INTERSECTION OF SAID SOUTH LINE AND THE NORTH RIGHT OF WAY LINE OF STATE HIGHWAY 21 (STATE R/W PROJECT 6184-14-21) AND TO THE POINT OF BEGINNING OF THE PARCELS TO BE DESCRIBED; THENCE S81°43'17"W ALONG SAID NORTH RIGHT OF WAY LINE, 72.93 FEET TO THE COMMON EAST LINE OF OMRO ROAD AND THE BROOKS LANE; THENCE N00°00'09"E ALONG SAID EAST LINE, 257.31 FEET; THENCE N14°04'25"E ALONG THE EAST LINE OF BROOKS LANE, 49.47 FEET; THENCE N02°54'00"E ALONG SAID EAST LINE, 50.06 FEET; THENCE N00°43'48"W ALONG SAID EAST LINE, 20.45 FEET TO THE SOUTH LINE OF EAST WAY DRIVE; THENCE N89°14'03"E ALONG SAID SOUTH LINE, 147.63 FEET; THENCE N78°59'47"E ALONG SAID SOUTH LINE, 64.65 FEET; THENCE S89°30'45"E ALONG SAID SOUTH LINE, 90.28 FEET; THENCE S00°02'15"W ALONG SAID SOUTH LINE, 13.58 FEET; THENCE S89°57'45"E ALONG SAID SOUTH LINE, 108.32 FEET TO THE WEST LINE OF ABRAHAM LANE; THENCE S01°00'22"W ALONG SAID WEST LINE, 42.02 FEET; THENCE S56°40'41"E ALONG SAID WEST LINE, 8.55 FEET; THENCE S00°18'41"W ALONG SAID WEST LINE, 239.72 FEET; THENCE S27°26'19"W ALONG SAID WEST LINE AND THE NORTH RIGHT OF WAY LINE OF STATE HIGHWAY 21, 32.63 FEET; THENCE S81°43'17"W ALONG SAID NORTH LINE OF STATE HIGHWAY 21, 345.47 FEET TO THE POINT OF BEGINNING OF THE PARCELS DESCRIBED.  
CONTAINING: 148,205 SQ.FT. OR 3.40 ACRES

www.DiggersHotline.com  
**DIGGERS HOTLINE**  
DIAL 811 OR (800) 242-8511

LEGEND		
— SAN	— SANITARY SEWER	— HYDRANT
— ST	— STORM SEWER	— WATER VALVE
— W	— WATER MAIN	— GAS VALVE
— G	— BURIED GAS LINE	— MANHOLE
— TEL	— BURIED TELEPHONE LINE	— TV PEDESTAL
— E	— BURIED ELECTRIC LINE	— GAS METER
— FO	— BURIED FIBER OPTIC LINE	— AIR CONDITIONER
— U	— OVERHEAD UTILITY LINES	— UTILITY POLE
— CATV	— BURIED CABLE TELEVISION LINES	— WOOD SIGN
— COMB	— COMBINATION SEWER	— METAL SIGN
— WOOD FENCE	— METAL FENCE	— FLAG POLE
— BOLLARD	— BOLLARD LIGHT	— BOLLARD
— 994.32 DS	— DOOR SILL ELEVATION	— MAIL BOX
— FD	— FIRE DEPARTMENT CONNECTION	— FIBER OPTIC MARKER
— ET	— ELECTRIC TRANSFORMER	— HYDRANT
— EM	— ELECTRIC METER	— WATER VALVE
— EB	— ELECTRIC BOX AT GRADE	— GAS VALVE
— TB	— TELEPHONE BOX AT GRADE	— MANHOLE
— TP	— TELEPHONE PEDESTAL	— TV PEDESTAL
— GP	— GAS METER	— AIR CONDITIONER
— UP	— UTILITY POLE	— WOOD SIGN
— MS	— METAL SIGN	— METAL LIGHT POLE
— FL	— FLAG POLE	— CONCRETE LIGHT POLE
— B	— BOLLARD	— WOOD LIGHT POLE
— BL	— BOLLARD LIGHT	— MAIL BOX
— MB	— MAIL BOX	— FIBER OPTIC MARKER
— FM	— FIBER OPTIC MARKER	— GUY WIRE



**PLAT OF SURVEY WITH TOPOGRAPHY**

FOR  
**TOMMY'S EXPRESS CAR WASH**  
2100 OMRO RD  
ALGOMA, WI

DRAWN BY:	<b>RAP</b>	DATE:	<b>01/08/2024</b>
CHECKED BY:	<b>MJB</b>	DRAWING No.:	<b>23 - 128</b>
CSE JOB No.:	<b>23 - 128</b>	SHEET	<b>1 OF 1</b>





LOCATION MAP  
NOT TO SCALE



KEY	QTY	COMMON NAME
A	3	SARGENT CRAB
B	3	SUGAR MAPLE
C	4	RED TOWER CRAB
J	10	Black Hills spruce
F	5	Miss Kim lilac
T	3	Upright Juniper
G	4	Emerald Green Arbutus
H	7	Nelson Thorn spruce
I	68	Mix of Knautia, Aster, Grass and Juniper
Bio Pond	1	Bio Pond

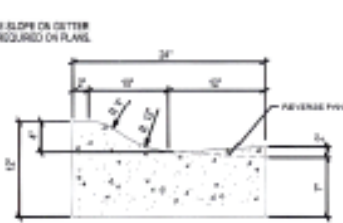
LOT 2  
44,121 S.F.  
1.01 ACRES

LOT 3  
45,191 S.F.  
1.04 ACRES

- Seeding Lawns
- Aluminum Bed Roding
- Hardwood Mulch Beds
- Mulch Layer in Bio Pond



CHAMFERED CURB DETAIL  
NOT TO SCALE



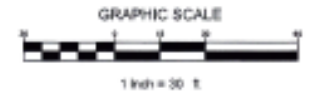
STANDARD ROLL CURB DETAIL  
NOT TO SCALE

NOTES:  
 1. DIMENSIONS ARE TO THE FACE OF CURB OR EDGE OF ASPHALT UNLESS OTHERWISE SPECIFIED

**SITE AREAS**  
 PROPOSED BUILDING FOOTPRINT = 5,284 S.F. (0.121 ACRES)  
 PROPOSED PAVEMENT = 34,472 S.F. (0.781 ACRES)  
 PROPOSED IMPERVIOUS AREA = 39,738 S.F. (0.912 ACRES) (67% OF THE SITE)  
 PROPOSED OPEN SPACE = 19,154 S.F. (0.440 ACRES) (33% OF THE SITE)  
 TOTAL SITE AREA = 58,892 S.F. (1.352 ACRES)

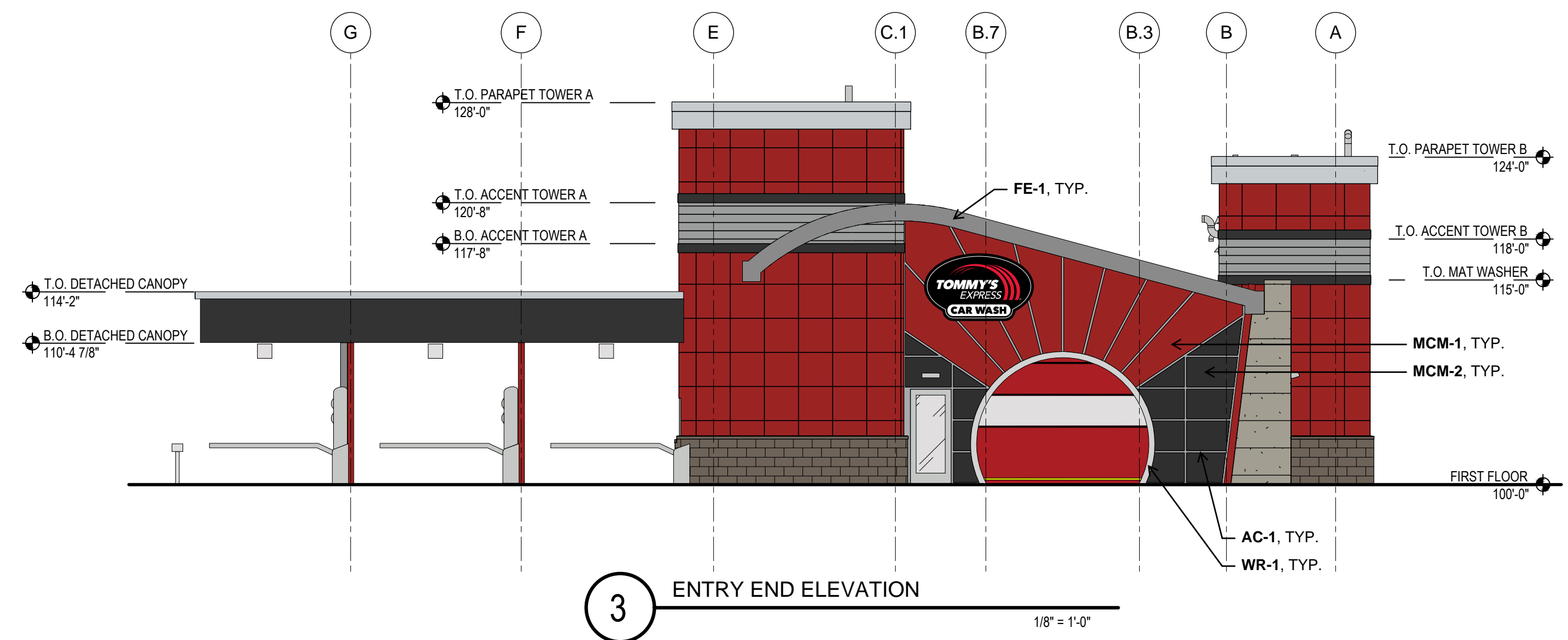
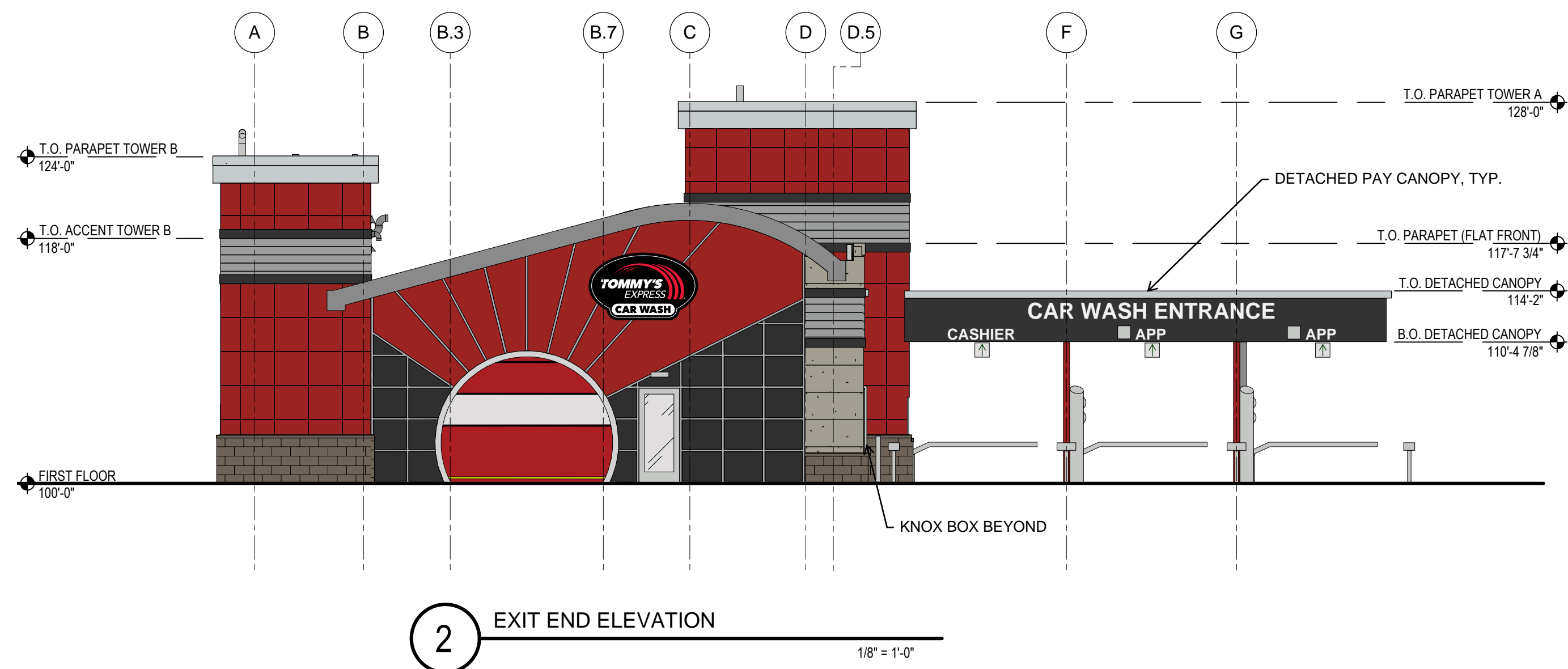
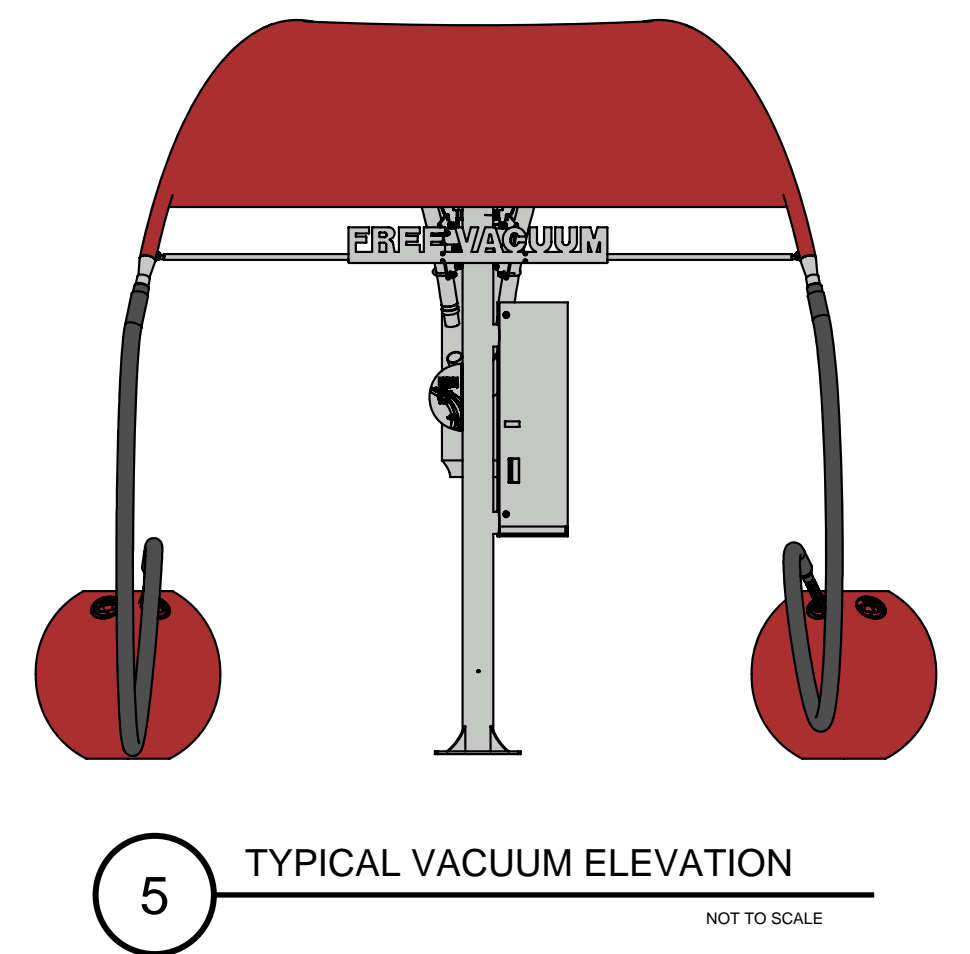
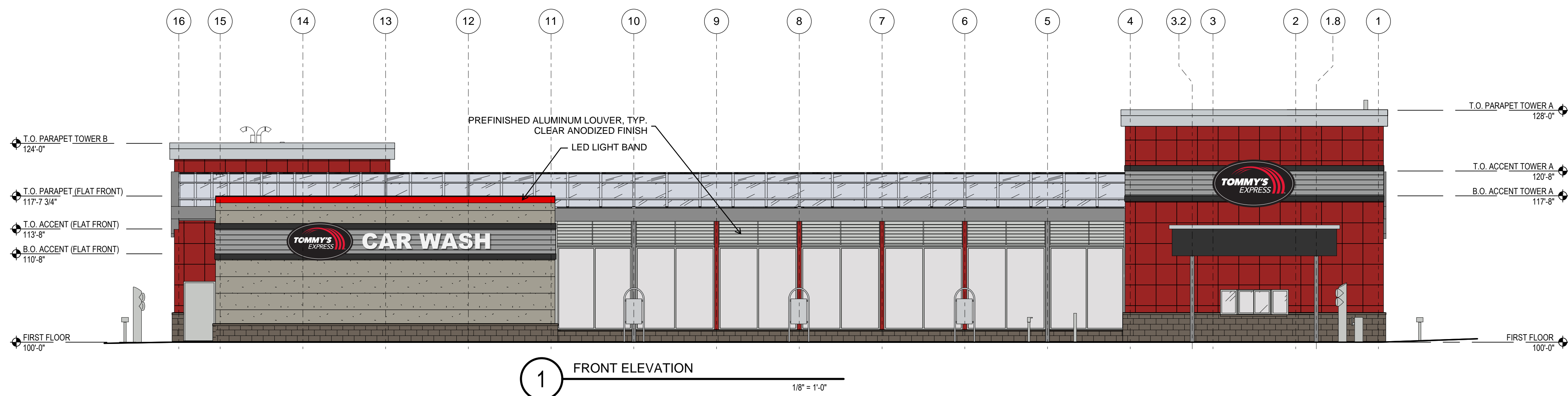
**PROPOSED SURFACE PARKING**  
 4 REGULAR PARKING STALLS  
 19 VOUCHER PARKING STALLS  
 1 HANDICAPPED SPACES (ADA COMPLIANT VAN ACCESSIBLE SPACES)  
 24 TOTAL PARKING STALLS

KEY NOTES		
1. SIDEWALK FLOOR WITH ASPHALT	11. TRANSFORMER ON 6" x 6" x 4" CONCRETE PAD - SUGGESTED 800 AMP, 3 PHASE, 480 VOLT	21. LANDSCAPE TO ENCOMPASS DOWNPOITS
2. BARRIER FREE ACCESS RAMP	12. SCHEDULE WITH CONDUIT FOR RELAY / LIGHT	22. CURB TRAPBOX
3. VACUUM SEWERBOX DAPERT AND DAPERTS	13. SAFE TO BUILDING, SELECT ONE ENTRANCE POINT FROM RECOMMENDED LOCATIONS	23. LICENSE PLATE READER
4. TRENCH DRAIN	14. AC CURB ON 6" x 4" CONCRETE PAD	24. APPROVE / GO LIGHT
5. CHAMFERED CURB FACE IF 1/4" FROM CENTER POINT OF TOWER, SEE DETAIL #1	15. SANITARY CLEARWELL	25. GATE
6. ROLLUP CURB AND EXTERIOR	16. SANITARY CLEARWELL	26. TOMMY PROPOSED RED BALL VACUUM BOX HOLLOW
7. 1/4" LIME RASCO CONCRETE ISLAND, 3/4" RISE IF HIGH FOR TRIP AND 3/4" RISE IF HIGH FOR PRIVATE BOUND WITH AUTO TELLER	17. DOWNPOUT / ALL DOWNPOUT DISCHARGE LOCATIONS SHOULD BE BELOW GRADE AND TIED INTO UNDERGROUND DRAIN NETWORK	27. STRENGTHEN STEEL ROLLUP AT VACUUM SYSTEM
8. WATER RECLAMATION SYSTEM - 6" LINE SEE ENLARGED PLAN	18. LIGHT POLE	28. VACUUM DRAIN BOX
9. GAS METER - 2" LINE - UNVATED GAS SERVICE PRESSURE IS 60 PSI REG. 100	19. FLOODLIGHTS	29. GROUND POLE
10. WATER SERVICES ENTRANCE - 2" LINE - UNVATED WATER PRESSURE IS 60 PSI STATE, IS PROPRIETARY	20. TRASH ENCLOSURE TO BE PROVIDED BY ARCHITECT OF RECORD	30. INSTALL CONCRETE PAD FOR SITES WITH SNOW MELT AS SHOWN FOR SITES WITHOUT SNOW MELT (SEE SPACE AND BLDG CAN BE ASPHALT)

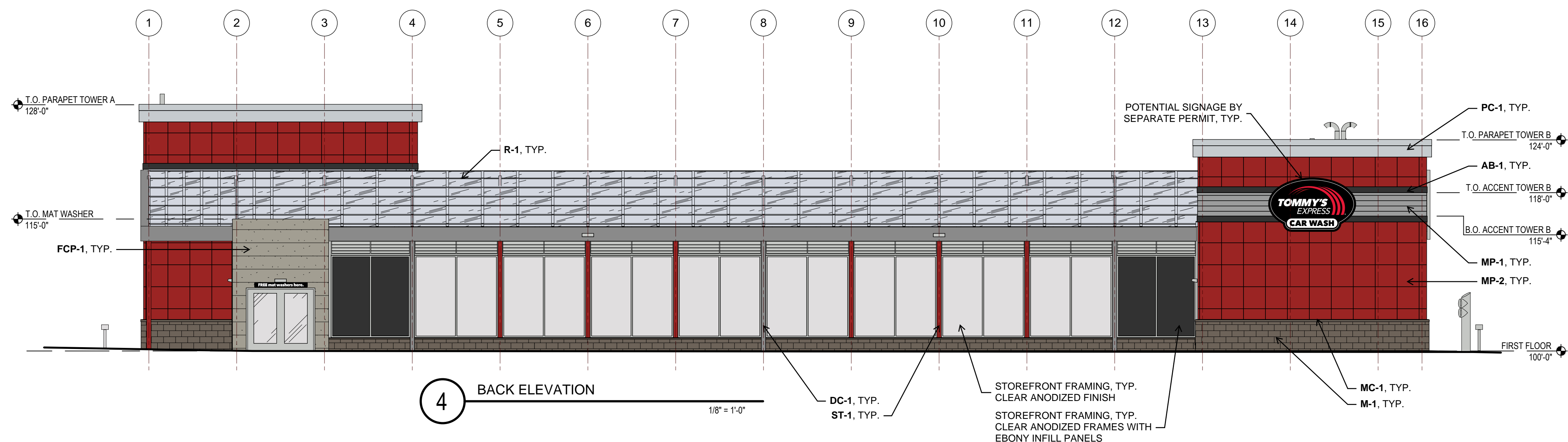


**OSHKOSH COMMERCIAL DEVELOPMENT**  
 2100 OMRO ROAD ALGOMA, WISCONSIN

CJE NO.: 2359R14  
 SEPTEMBER 23, 2024



TAG	MATERIAL	MFR.	DESCRIPTION	MFR. COLOR
ST-1	STRUCTURAL STEEL	PROSPIANT	5-STAGE POWDER COATED	RAL 3001
MP-1	PREFINISHED PROFILED MCM, TOWER BANDING	ATAS	BELVEDERE 7.2" RIB PANEL	SILVERSMITH
MP-2	PREFINISHED MCM, MAIN TOWER FINISH	DRI-DESIGN	EN-V 30" X 30" PANEL	RAL 3001
M-1	CMU BLOCK	CONSUMERS	4" SPLIT FACE VENEER	ASH (MORTAR COLOR TO MATCH)
MC-1	PRECAST STONE		MASONRY CAP	TO MATCH M-1
FCP-1	FIBER CEMENT PANEL	NICHIHA	AWP1818 - ARCH. BLOCK, MODERN SERIES	GRAY
AB-1	PREFINISHED MCM, TOWER BANDING	ATAS	FLAT SHEET AND COIL	BLACK
PC-1	PREFINISHED MCM, TOWER FASCIA	ARCONIC	REYNOBOND COMPOSITE PANEL	BRIGHT SILVER METALLIC
MCM-1	PREFINISHED MCM, END WALLS	CITADEL	SINOCORE	RAL 3001
MCM-2	PREFINISHED MCM, END WALLS	CITADEL	SINOCORE	EBONY
AC-1	PREFINISHED MCM, END WALL REVEALS	TUBELITE	200 SERIES CURTAINWALL	CLEAR ANODIZED
DC-1	PREFINISHED MCM, DOWNSPOUT COVERS	ALPOLIC	4MM PE CORE	TBX METALLIC SILVER
WR-1	PREFINISHED MCM, GARAGE DOOR WRAPS	CITADEL	ENVELOPE 2000 SYSTEM	CLEAR SATIN ANODIZED
FE-1	PREFINISHED MCM, ROOF FASCIA	ALPOLIC	4MM PE CORE	TBX METALLIC SILVER
R-1	ACRYLIC ROOF SYSTEM	ACRYLITE	HEATSTOP HIGH IMPACT MULTI-SKIN	WZO11 - COOL BLUE WHITE



REVISION SCHEDULE

VERSION	DATE	DESCRIPTION



TOMMY'S EXPRESS CAR WASH EXTERIOR ELEVATIONS

P0000 CITY, STATE

A200

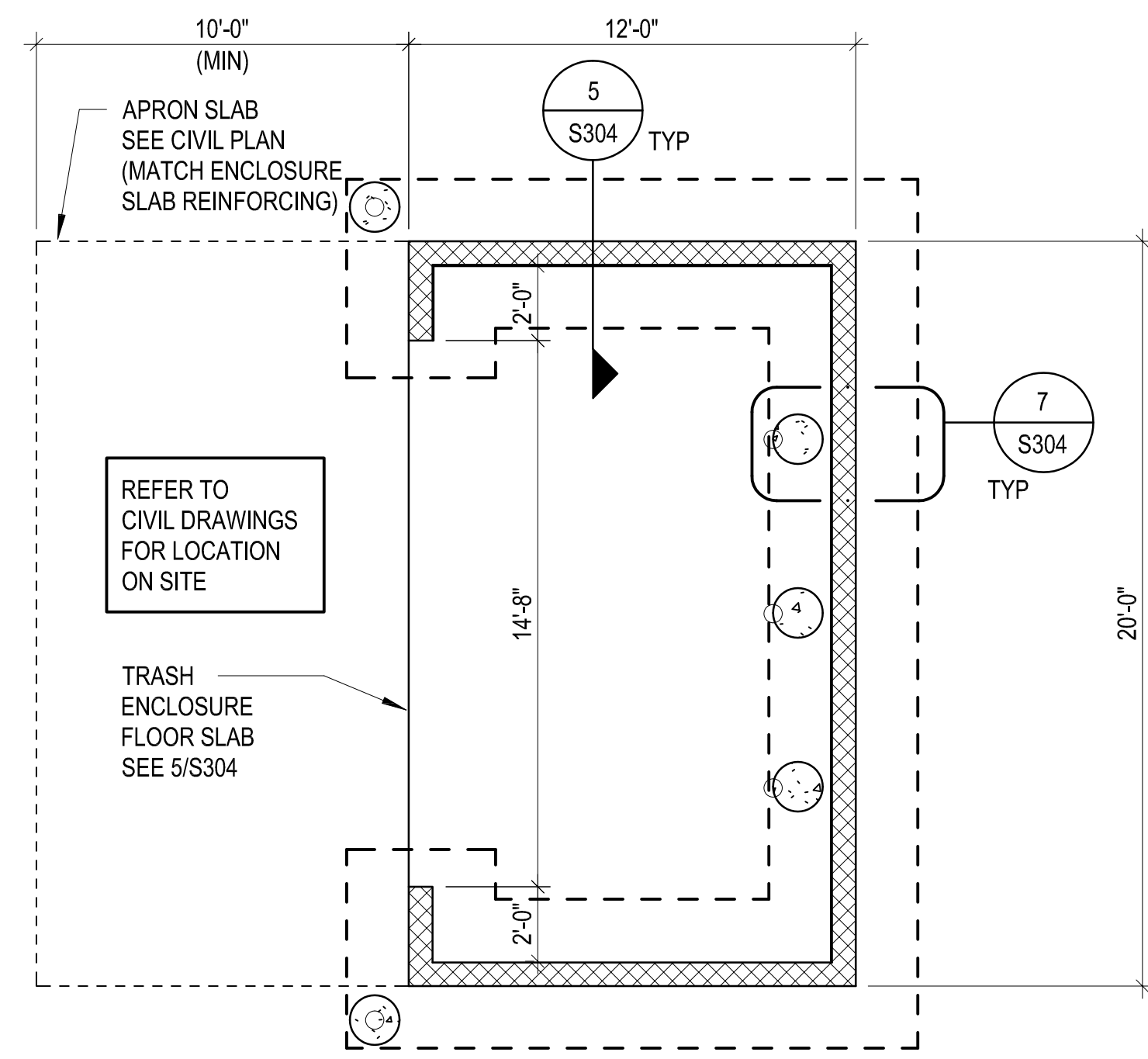
09/01/2022

1/8" = 1'-0"

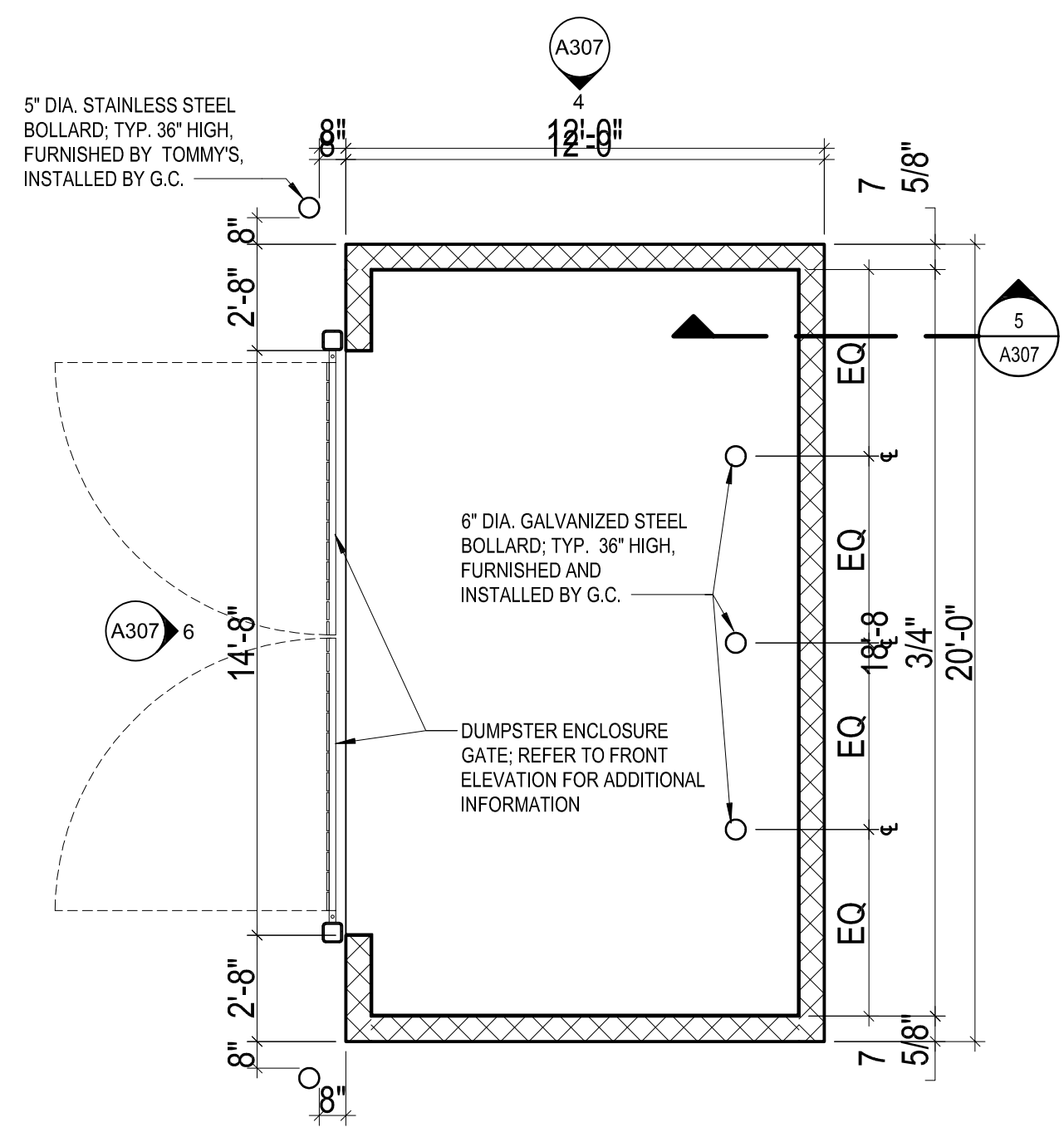
NOT FOR CONSTRUCTION  
FOR REFERENCE ONLY

CONFIDENTIAL WARNING: THIS SHEET CONTAINS AND CONSTITUTES CONFIDENTIAL INFORMATION, IMAGES, AND TRADE SECRETS OF TOMMY CAR WASH SYSTEMS. ANY UNAUTHORIZED USE OR PORTION THEREOF IS STRICTLY PROHIBITED. THIS WORK IS THE EXCLUSIVE PROPERTY OF TOMMY CAR WASH SYSTEMS. ALL RIGHTS RESERVED.

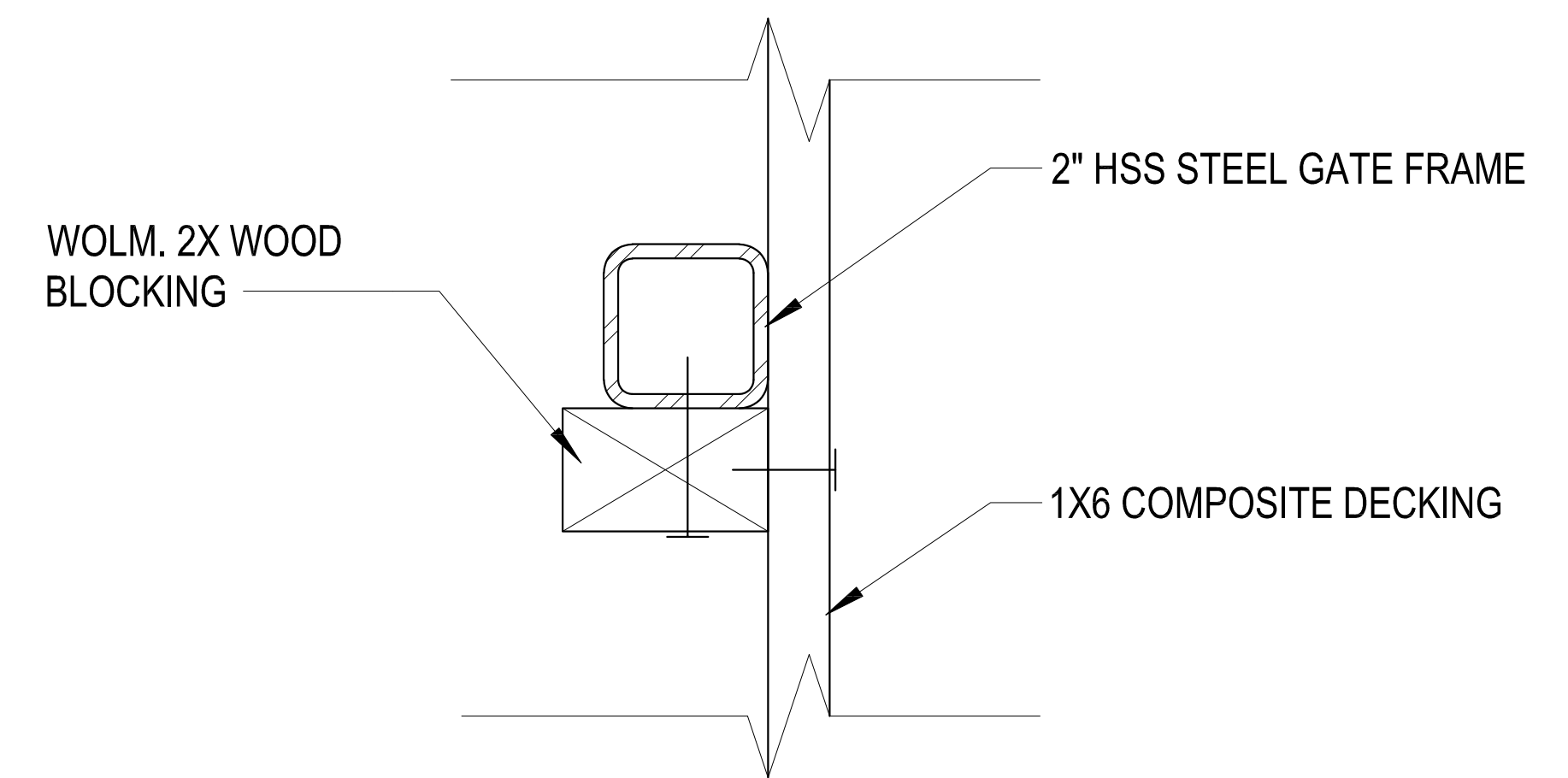




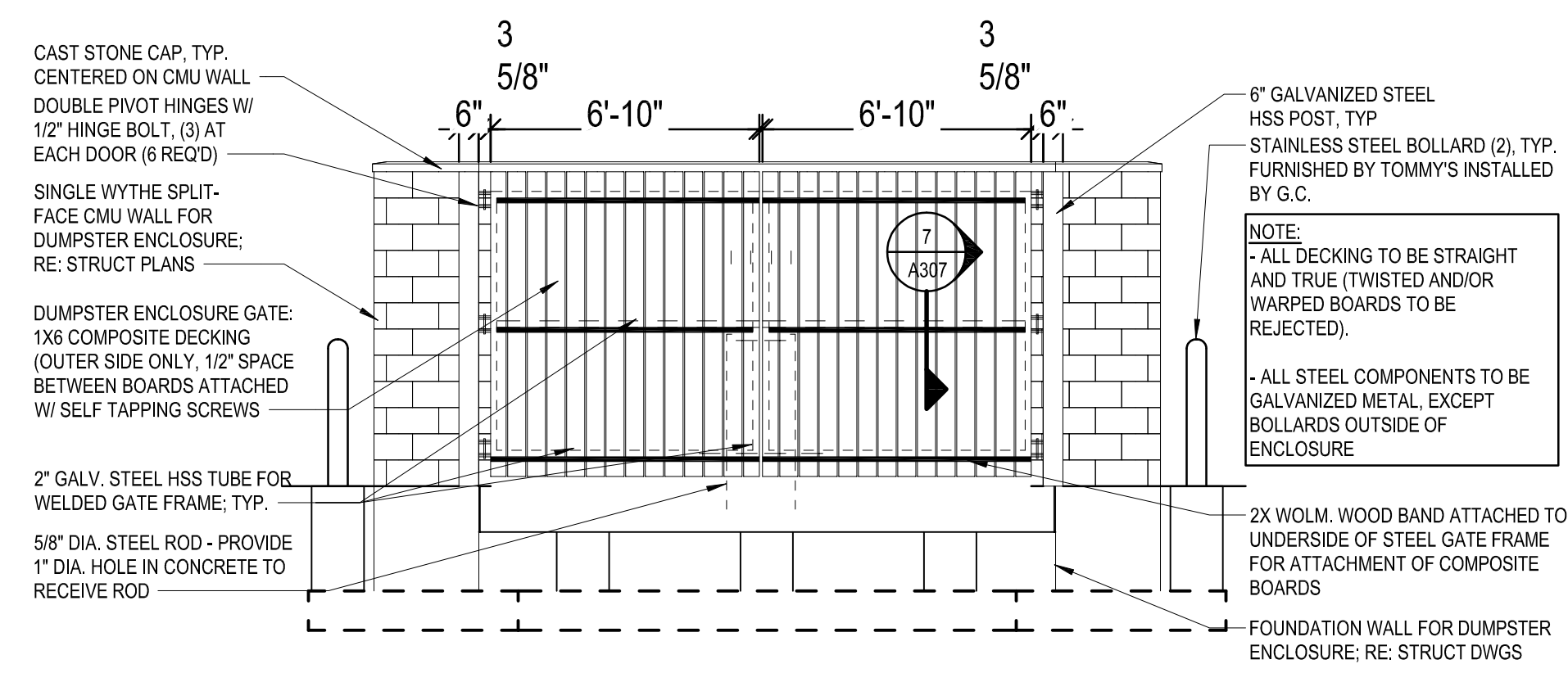
**1** DUMPSTER ENCLOSURE PLAN  
A307 1/4" = 1'-0"



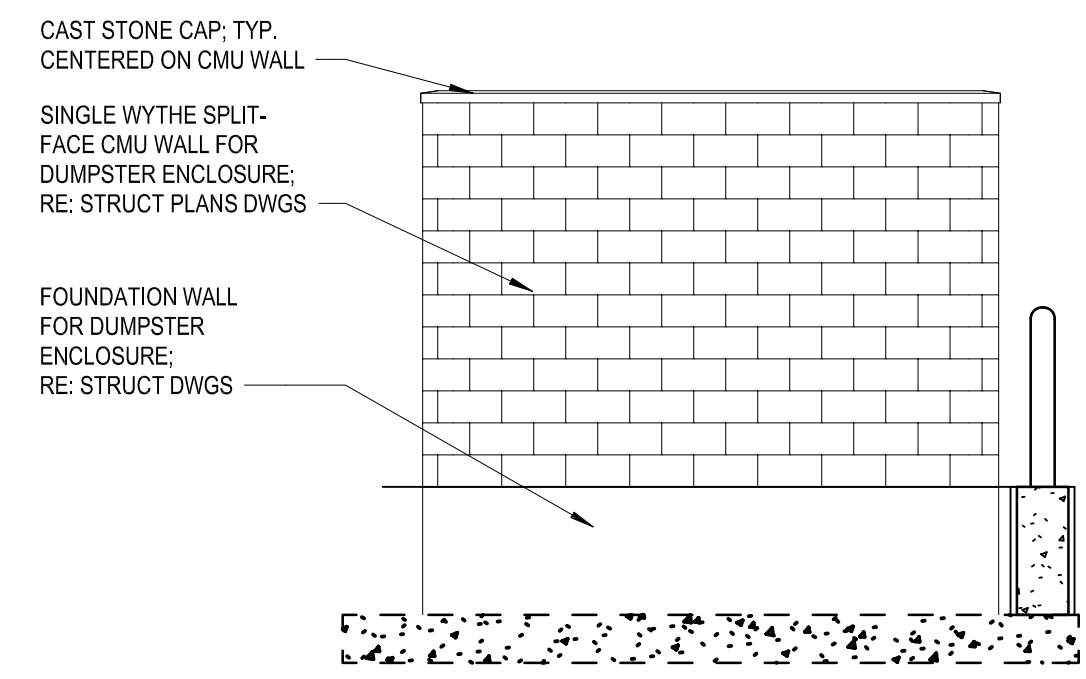
**2** DUMPSTER ENCLOSURE PLAN  
A307 1/4" = 1'-0"



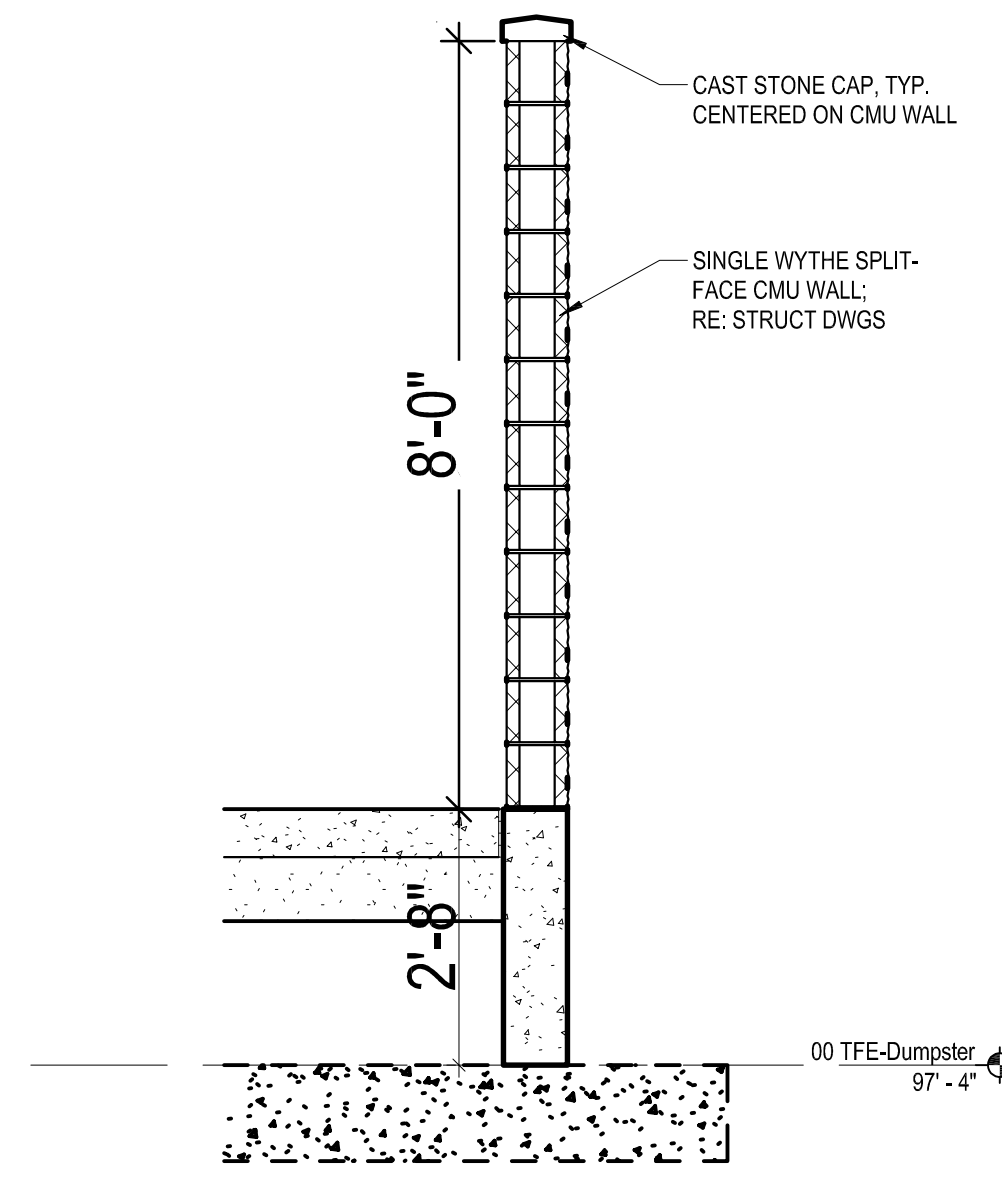
**3** SECTION AT DUMPSTER FRAME  
A307 6" = 1'-0"



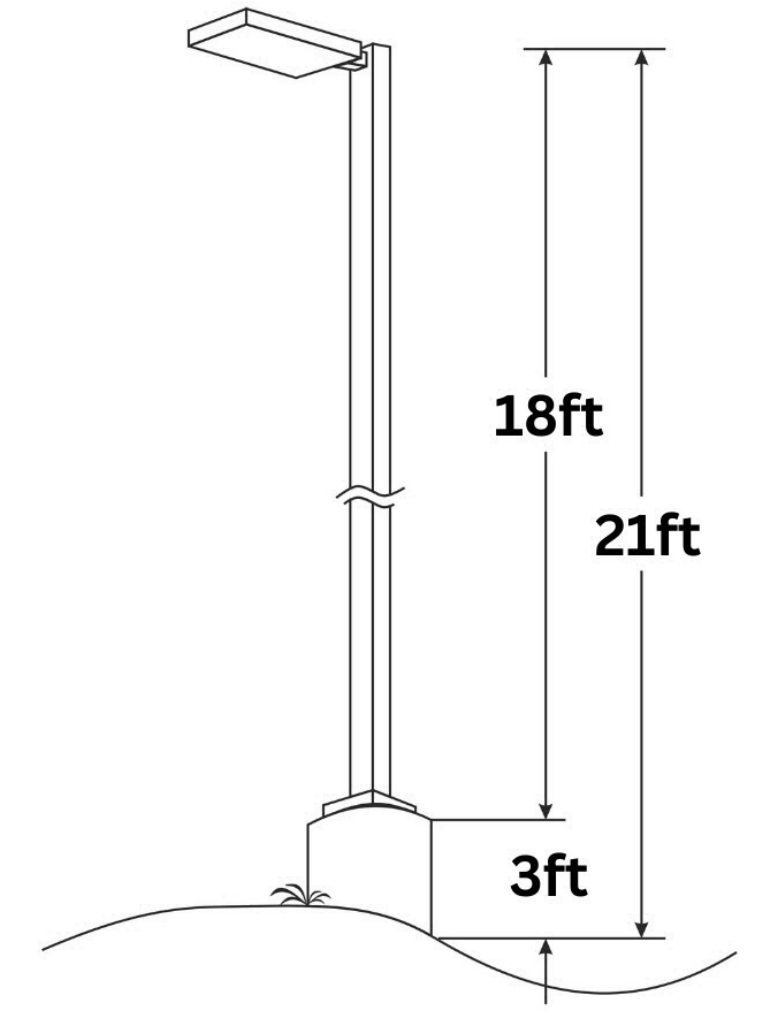
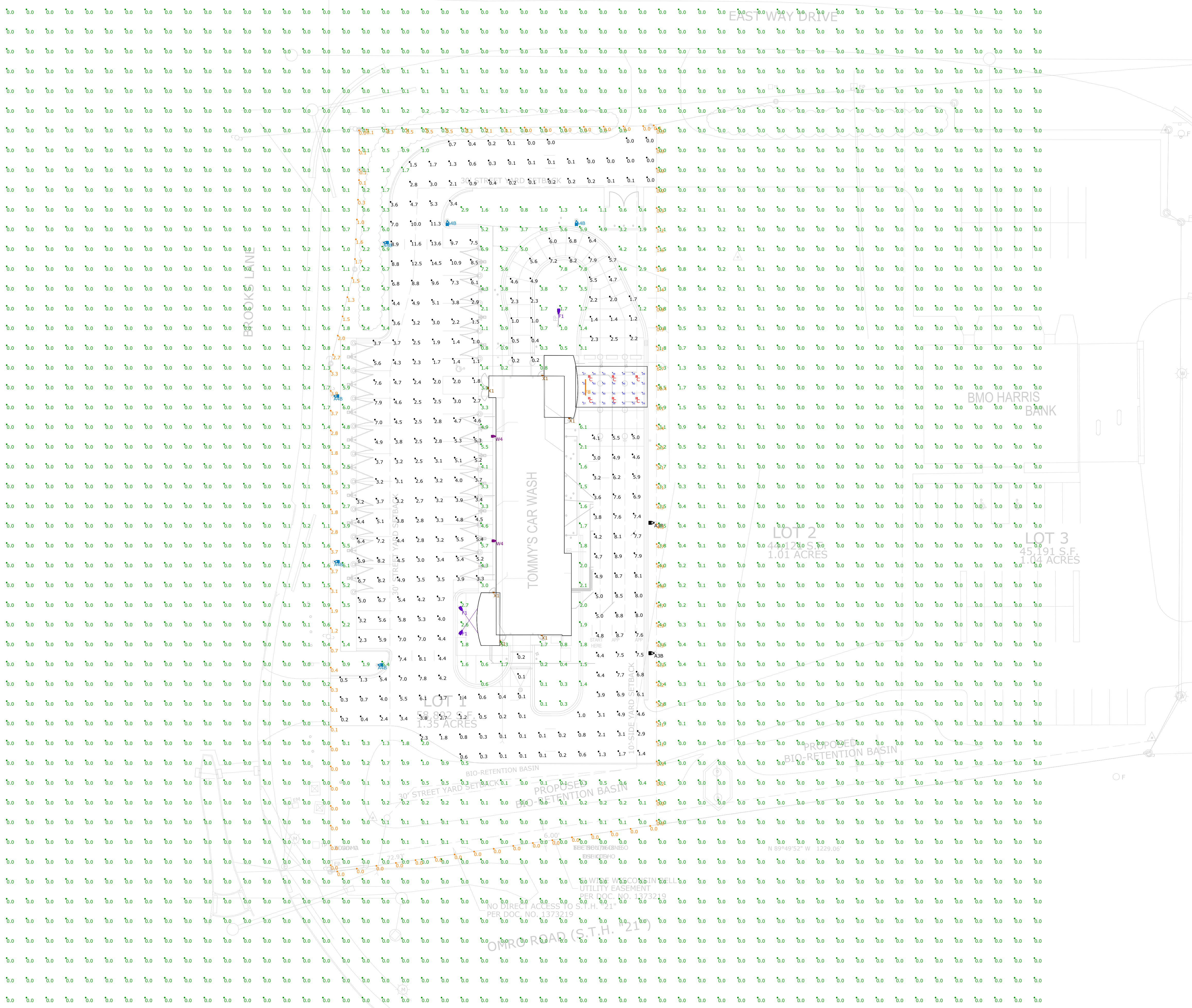
**4** DUMPSTER ENCLOSURE - FRONT ELEVATION  
A307 1/4" = 1'-0"



**5** DUMPSTER ENCLOSURE - SIDE ELEVATION  
A307 1/4" = 1'-0"



**6** DUMPSTER ENCLOSURE - WALL SECTION  
A307 1/2" = 1'-0"



Luminaire Location Summary				
LumNo	Label	Tilt	Z	Tag (Qty)
1	SAM-24L-U-50-T3-HSS	0	21	A3B (1)
2	SAM-24L-U-50-T3-HSS	0	21	A3B (1)
3	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
4	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
5	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
6	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
7	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
8	SAM-24L-U-50-T4-HSS	0	21	A4B (1)
9	CP-9L-U-50	0	9.33	C (1)
10	CP-9L-U-50	0	9.33	C (1)
11	CP-9L-U-50	0	9.33	C (1)
12	CP-9L-U-50	0	9.33	C (1)
13	CP-9L-U-50	0	9.33	C (1)
14	CP-9L-U-50	0	9.33	C (1)
15	SAS-9L-U-50-T4	0	15	W4 (1)
17	SAS-9L-U-50-T4	0	15	W4 (1)
18	SLW-15-4K-AC	0	9	X1 (1)
19	SLW-15-4K-AC	0	9	X1 (1)
20	SLW-15-4K-AC	0	9	X1 (1)
21	SLW-15-4K-AC	0	9	X1 (1)
22	SLW-15-4K-AC	0	9	X1 (1)
23	SLW-15-4K-AC	0	9	X1 (1)
24	(2) MINIBAC475050 w/ Connectors	0	12.1	F1 (4)
25	SFS-6L-U-50-WD	162.764	1	F1 (1)
26	SFS-6L-U-50-WD	144.005	1	F1 (1)
27	SFS-6L-U-50-WD	143.096	1	F1 (1)

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PAVED	Illuminance	Fc	3.84	14.5	0.0	N.A.	N.A.
PROPERTY LINE	Illuminance	Fc	1.44	10.4	0.0	N.A.	N.A.
UNDEFINED	Illuminance	Fc	0.19	8.5	0.0	N.A.	N.A.
UNDER CANOPY	Illuminance	Fc	35.64	45	27	1.32	1.67

Luminaire Schedule								
Symbol	Tag	Qty	Part Number	LLF	Fix. Lumens	Fix. Watts	Total Watts	BUG Rating
A3B	2		SAM-24L-U-50-T3-UMB-SLV-10YR-SP1-HSS	1.000	19411	165	330	B2-U0-G3
A4B	6		SAM-24L-U-50-T4-UMB-SLV-10YR-SP1-HSS	1.000	16764	165	990	B2-U0-G3
C	6		CP-9L-U-50-WHT-10YR-SP1	1.000	7941	68.8	412.8	B2-U3-G2
F1	3		SFS-6L-U-50-WD-SLPF-SLV-10YR-SP1	1.000	6749	135.478	406.434	B2-U0-G1
F8	1		(2) MINIBAC475050 w/ Connectors	1.000	N.A.	N.A.	71.32	N.A.
W4	2		SAS-9L-U-50-T4-WFM-SLV-10YR-SP1	1.000	9711	66.3	132.6	B1-U0-G2
X1	6		SLW-15-4K-SV-EM	1.000	1530	15.8	94.8	N.A.

Scale: 1 inch = 25 Ft.



Chad Nienhuis  
chad@apluslightingllc.com  
(616) 446-5175

Project Name  
**P3504-Oshkosh, WI-Ext**

Project Address  
**TOMMY'S EXPRESS**  
2100 OMRO RD  
ALGOMA, WI 54904



## Tommy's Express Car Wash Site Plan Staff Review 10/4/24:

**225-69 Development Standards.** Refer to [Chapter 23 of the Winnebago County General Code](#) for standards for each category with exceptions for additional Town requirements as noted below:

### Ingress/Egress:

#### [225-69 A. Driveways.](#)

(3) Exceptions; additional Town requirements.

- a. Configuration. Driveways shall ordinarily intersect with public streets as nearly as possible at right angles; provided, however, that for high-intensity uses and/or parcels with access to streets with posted speeds of 45 miles per hour or greater, a channelized "T" intersection may be required. For high-intensity uses, acceleration and deceleration lanes may also be required. **NA**
- b. Multiple frontage. Where a parcel abuts two streets, access may be limited to the street with the lowest functional classification (i.e., arterial, collector) as defined in the Algoma Comprehensive Plan: Transportation Element. **MET with addition of access driveway on East Way Drive.**
- c. Number and spacing. No parcel fronting on a public street for less than 100 feet shall ordinarily have more than one driveway access to that street. No parcel fronting on a public street for between 100 feet and 250 feet shall ordinarily have more than two driveway accesses to that street; provided, however, that the center line of the two driveways should not be closer than 50 feet for local or collector streets or closer than 75 feet for arterial streets. One additional access may be approved for each additional 250 feet subject to the center line separation of 50 feet for local or collector streets and 75 feet for arterial streets. **MET**
- d. Corner and lot line clearance. No driveway shall be constructed with its center line closer than 75 feet to a local street intersection; closer than 100 feet to a collector street intersection; or closer than 150 feet to an arterial street intersection (as measured from the right-of-way line). No driveway shall be constructed with its center line closer than 25 feet to a property line except when the driveway is jointly used by the adjoining property. **MET**
- e. Width. Minimum driveway widths of 12 feet are required for one-way driveways and minimum driveway widths of 24 feet are required for two-way driveways. Driveways shall not exceed a maximum width of 36 feet at their juncture with the street pavement or 30 feet in width at the property boundary line. **MET**
- f. Coordination with opposite side driveways and buildings. Driveways shall be located to minimize potential interference and conflicts with the use of buildings and driveways located on the opposite side of the street. **MET** *There is no East Way Drive access point for the parcel adjacent to the north of proposed project. The new driveway aligns to the east of the residential property to the north. Landscape buffering is included.*



**Parking and on-site circulation:**

225-69 B. Parking.

(4) Exceptions; additional Town requirements.

- a. Marking. Any off-street parking in excess of 5,000 square feet of 10 or more parking spaces shall have individual spaces marked (lined). **MET**

*Cross-access easement will be created between the 3 lots to assure ease of traffic flow along the north and south ends of the properties on the drive areas shown on the site plan. Once legal documentation has been created it will be submitted to the community for appropriate review and approval.*

*Traffic patterns are shown on the plan via directional arrows in drive lanes.*

**Outdoor Storage:**

225-69 C. Outside storage of equipment, products or materials. **MET**, storage will be in the building

(4) Exceptions; additional Town requirements.

- a. Separation. Outside storage shall be clearly separated from any off-street parking areas, driveways, buildings and structures by a distance of not less than 10 feet. No outside storage shall be in the front or side yard of a parcel.
- b. Visibility. No outside storage shall be permitted unless such storage is visually screened from view of any private property owner or roadway, with a suitable solid masonry or wood fence at least six feet in height. Screening shall be well maintained.
- c. Safety. Such storage area shall be located and arranged so as to not impair the convenience and safety of vehicular or pedestrian travel. No equipment, products or materials shall be piled or stacked to a height exceeding the principal building.
- d. Surface. In commercial, industrial or multifamily zoned land all outside storage areas shall be surfaced with a hard surface and in industrial areas (as an option) gravel material would be allowed. The surface of outdoor storage areas should be maintained in a smooth, well-graded condition.

225-69 E. Outside storage of waste and trash.

- a. General requirement. Storage of waste or trash shall be kept in an enclosure as described in this section.
- b. Construction standards. An enclosure shall consist of a masonry or solid wooden fence at least six feet in height, with a door having a one-foot vertical clearance at the bottom and a feature that allows doors to be latched in the open position. The floor of a screened enclosure should be at the same level as the lot and be hard surfaced. **MET dumpster specifications provided (see attached)**
- c. Location. An enclosure should be located at the rear of the building and easily accessible for refuse pickup. **MET**

**Landscaping:**

[225-69 D. Landscaping.](#)(3) Exceptions; additional Town requirements. **MET**

- a. Not less than 15% of the total parcel or lot area shall be devoted to landscaped areas.
- b. Additional landscaping requirements as determined necessary by the Town Administrator and approved by the Planning Commission and Town Board, including but not limited to the following:
  1. Perimeter landscaping.
  2. Screening and buffering.
  3. Sides of buildings.
  4. Parking lots.
  5. Heavy equipment and machinery areas.
  6. Plant type and size.
  7. Materials.

**Surface and subsurface drainage** (consistent with Ch 23, Art. 15 of Winnebago County General Code):

[225-69 F. Drainage.](#)

1. Drainage requirements. Any parcel developed or redeveloped shall require submittal of drainage impact calculations and appropriate drainage improvements according to the requirements set forth in this Code and Chapter 23, Article 15, of the Winnebago County General Code. **MET**
2. Existing drainage. Existing watercourses and drainage patterns shall be maintained. No obstructions, such as plantings, structures, fences, riprap and the like shall be allowed within any existing watercourses or developed drainageways. **MET**

**Architectural features and the specific location and orientation of buildings and structures:**

[225-69 G. Outdoor lighting.](#)

No exterior lighting, whether freestanding or mounted on a building or structure, shall be reflected or produce unreasonable glare beyond the parcel boundaries. All exterior lighting fixtures, either wall mounted or freestanding, shall be identified on the face of the site plan and shall state the dispersion pattern, intensity of light, and cut-off shielding that reflects light downward and in which the light source is not visible from adjacent properties. There will be zero light dispersion at the lot line. **MET, photometric plans included**

**Signage:**

[225-69 H. Signs.](#)

(3) Exceptions; additional Town requirements.

- a. Setbacks. No sign shall be located within 10 feet of any side or rear lot line. All signs shall comply with zero light dispersion at the lot line as documented by a photometric plan. **MET, sign locations shown on site plan**



*Standard Tommy's signage package included in attachments. Specific signage details for this site will be submitted for approval to the County accordingly to meet community requirements.*

**225-70 Application:**

1. Name, address and telephone number of petitioner and property owner (if not the same); **MET**
2. Name of project, if any, and the address and legal description of the proposed development or redevelopment; **MET**
3. A statement describing the proposed development or redevelopment; **MET**
4. The zoning classification of the parcel; **MET**
5. Tabulations of total gross acreage and square feet of the parcel; **MET**
6. Tabulations of total gross floor area and the percentage thereof proposed to be devoted to various uses; **MET**
7. Tabulation of the number of employees, as applicable or the number of dwelling units as applicable; **MET** *The car wash requires 3 people to operate and the average number of employees hired for a Tommy's Car Wash is 16 (full and part time)*
8. Tabulation of the number of parking and loading spaces; **MET**
9. Tabulation of the impervious surface area and drainage calculations where applicable; **MET**
10. Tabulation of required landscaping area; and **MET** *19,154 sf or 33% of the site.*
11. Traffic count projections to and from the site. **MET** *average should be about 500 cars daily during the operation hours of 7am to 9pm.*

**Site plan.**

General requirements. A site plan shall be prepared at a scale so as to clearly depict the required information. Site plan scales determined to be inadequate will be rejected.

Required information. A site plan shall contain the following elements:

1. Location map, which must be legible to identify the location within the Town; **MET**
2. Names of adjacent or surrounding streets; **MET**
3. A survey of the property, drawn to scale of sufficient size, to show boundaries (lot lines) of the parcel, with dimensions; **MET**
4. The location and dimensions of all buildings and structures; **MET** *Elevations of the standard Tommy's Express Car Wash 130' Tunnel building to be incorporated into final architectural drawings*
5. Dimensions of all yards; **MET**
6. The location of all parking and loading areas; **MET**
7. The location and dimensions of driveway access points; The existing driveway on Brooks Lane being used will be widened to 25 feet (from 22 feet). **MET**
8. Distances between driveways and any lot lines or intersections; **MET**

9. Internal traffic patterns; **MET** per #6 and #9 of 10/2/24 response
10. The location and dimensions of all perimeter and interior landscaped areas and the nature of the landscaping treatment and materials; **MET**
11. The location of all existing and proposed public and private easements and the location of all utilities and utility connections; **MET**
12. The direction and flow of surface drainage and the location and nature of drainage improvements; **MET**
13. The location and nature of signs and lighting, including a light dispersion pattern for each; and **MET**
14. Other information necessary or required to show compliance with the review criteria of this article or the Winnebago County Zoning Ordinance.



9205 W. Center Street, Suite 214  
Milwaukee, WI 53222  
Ph: (414) 443-1312

***STORM WATER MANAGEMENT ANALYSIS SUMMARY***

FOR

***Oshkosh Commercial Development***

2100 Omro Road  
Algoma, WI

October 8, 2024

**PREPARED BY:**

Christopher A. Jackson, PE  
CJ Engineering  
9205 W. Center Street Suite 214  
Milwaukee, WI 53222  
Ph. 414-443-1312

CJE Job No.: 2359R0-SWMP

Introduction:

The proposed Oshkosh Commercial Development is a redevelopment, located at 2100 Omro Road in the Town of Algoma, WI. The redevelopment will consist of the division of lands into 3 commercial lots. Lot 1 will be redeveloped into a Tommy’s Carwash and Lot 2 will be reserved for future development at this time. Lot 2 has been analyzed under the assumption of a maximum 70% impervious surface. The existing building portion and parking lots located on Lot 3 to the east will remain and function as a drive through bank. Based on the original function of this lot remaining undisturbed apart from minor parking lot modification, it has not been included in the analysis for this development. The existing site drains to the north, west, south and east to existing roadside ditches where the runoff is collected in existing public storm sewer infrastructure. The proposed redevelopment area will include the construction of two bio retention basin on the south side of the site to handle the stormwater runoff and provide stormwater management meeting the Town and County runoff requirements for both quantity and quality. Said bioretention basin systems which receive the runoff either through downspout collector pipes from the proposed building, storm sewer conveyance or sheet draining from the parking lots will maintain the existing runoff path prior to discharging to the drainage swale to the southwest of the site. Any stormwater runoff which is not collected in the system will sheet drain to the existing drainage swales bordering the site, maintaining the existing drainage patterns. The proposed redevelopment will result in a net decrease in impervious surface and the total disturbed area of the project is approximately 2.51 acres.

24-Hour Rainfall Values: Rainfall Distributions per NRCS Rainfall Distribution – Winnebago County

1-Year: 2.19”

2-Year: 2.51”

10-year: 3.62”

100-Year: 5.83”

Method of Analysis:

The storm water runoff quantity was calculated using the methods outlines in TR-55 (“Urban Hydrology for Small Watersheds” by the U.S. Department of Agriculture’s Soil Conservation Services). Calculations were performed with the “HydroCAD 10.00-26” computer software.

Drainage Summary: (See Summary of Calculations in Appendix)

Area	1 Year Storm	2 Year Storm	10 Year Storm	100 Year Storm
<b>Existing Conditions</b>	<b>6.01 cfs</b>	<b>7.03 cfs</b>	<b>10.56 cfs</b>	<b>17.48 cfs</b>
<b>Proposed Conditions</b>	<b>2.32 cfs</b>	<b>2.80 cfs</b>	<b>4.51 cfs</b>	<b>9.07 cfs</b>

Water Quality:

Based on the proposed construction of the 2 bioretention basins, the site meets the Winnebago County and WDNR requirements for water quality for redevelopment by removing 40% of the total suspended solids (TSS) prior to discharge off site, as quantified using WinSLAMM for Windows version 10.5.0. The TSS out of total site analysis, including both detained and un-detained on-site areas is as summarized below:

	Before Drainage System	After Controls	% Reduction
Total site	774.9 lbs.	306.9 lbs.	60.39 %

Conclusion:

The proposed storm water management plan has been designed to meet the storm water requirements of the Town of Algoma, Winnebago County and the WDNR.

RECEIVED

OCT 03 2024

# Operator's License Application

## LICENSE TYPE

Please select one:

TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN

ORIGINAL \$20.00

An original license for the Town of Algoma is issued for a term of one (1) year, expiring on June 30<sup>th</sup>. A certificate of completion of an approved Responsible Beverage Server Course is required.

Wis. Stats. § 125.17(1)(2)(3)

PROVISIONAL \$15.00

A provisional operator's license is issued to a person enrolled in an approved Responsible Beverage Server Course who has also applied for a regular operator's license. A provisional license is valid for up to 60 days.

Wis. Stats. § 125.17(1)(2)(3)

RENEWAL \$20.00

A renewal license for current license holders in the Town of Algoma is issued for a renewal term of one (1) year, expiring on June 30<sup>th</sup>. No certificate of Responsible Beverage Server training is required. A person with an expired operator's license is NOT eligible for a renewal license.

Wis. Stats. § 125.17(1)(2)(3)

TEMPORARY \$10.00

A temporary license is issued to a person employed by or donating their service to a non-profit organization. A temporary license is only valid for 14 days. A maximum of two (2) licenses will be issued to any one person per year. Completion of an approved Responsible Beverage Server Course is not required.

Wis. Stats. § 125.17(4)

## APPLICANT INFORMATION

Kyle John Wright Full Name      11-29-1988 Date of Birth      330 842527 Social Security Number

930 Cornelia St Address      Janesville City      WI State      53545 Zip Code

Kyle Wright 29@yahoo.com Email Address      608-718-5891 Phone Number

W623 5108842900 Driver's License Number      WI Issuing State      11/29/2031 Expiration Date      Male Sex (as listed on ID)

Additional Names or Aliases

## EMPLOYMENT INFORMATION

This application is only valid for businesses in the Town of Algoma.

Topsy Wagon Mobile Bartending Employer or organization for whom you will be working for upon license issuance

Per 10/3 email  
Working @ Barn Stay 4237 State Rd 21

## TEMPORARY LICENSE APPLICATIONS ONLY

Period\* for which license is sought:

\_\_\_\_ Work Start Date      \_\_\_\_ Work End Date

\*Temporary licenses are only valid for 14 days.



## APPLICANT HISTORY

Have you ever had a liquor or operator license revoked or suspended in any state?

YES

NO

Have you ever been arrested or cited for any offense (misdemeanors, tickets, violations, etc.)?



*Exclude traffic violations UNLESS they are drug or alcohol related.*

Have you ever been convicted of a felony?



If you've answered yes to any of the above questions, please provide the date, location, and nature of the offense.

OFFENSE DATE	OFFENSE LOCATION	NATURE OF OFFENSE

## SIGNATURE

The undersigned, upon penalty of perjury, declares the foregoing application to be complete and accurate.

Furthermore, I hereby empower the Town of Algoma, Winnebago County, and any of its agents to obtain information about me. I also hereby release any agency, business, or individual from all liability for damages which may result from me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it. I hereby agree to comply with all federal, state, and municipal laws, resolutions, ordinances, and regulations affecting the sale of such beverages and liquors if this license privilege is granted to me.

Applicant Signature

Date

9/30/24

## FOR OFFICE USE ONLY

COPY OF DRIVER'S LICENSE

\$ 20.00  
Amount Paid

Online  
163502491  
Check/Confirmation No.

License No.

COPY OF TRAINING CERTIFICATE\*

*\*Not required for Renewal, Temporary, or Provisional*

10/3/2024  
Date Received

Date Approved by the Town Board

## DISPOSITION OF INVESTIGATIVE CHECK (WI CCAP & DOJ)

PASS

FAIL

NOTES

Ø

# General Records Schedule

## *Wisconsin Municipal* and Related Records

Approved by the Public Records Board:

***August 27, 2018***



Expiration: August 27, 2028

Revised: June 15, 2020

**For use by all units of Wisconsin Government at the Municipal level**



# Wisconsin Municipal Records Schedule

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## Introduction

### Wisconsin Municipal Records Schedule

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

#### I. **Applicability:**

The WRMS is available for adoption by all Wisconsin cities, villages, and towns; along with other non-county local units of government. County governments should refer to the County General Schedule for their record retention requirements. The WMRS is intended to serve as guidance for records that are created or received by your particular unit. Adopting the schedule does not require local units to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

## III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

### Adopting the Schedule:

- Submit the original and two copies of the [Notification of General Schedules Adoption Form \(PRB-002\)](#) to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

### Additional Options:

All municipalities may adopt the PRB approved General Records Schedules to supplement the WMRS. See Section VI of this instruction for more information.

Specific schedules may also be set by Records Disposition Authorizations (RDAs). Visit the following PRB webpage for more information: [Information for Counties and Municipalities](#)

Municipalities that choose not to adopt the WMRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(4). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

#### IV. Using the Schedule:

The Municipal Schedule is arranged into seven different sections, which include similar types of record series. Sections may be broken down into subsections for easier reference. All individual schedules include the title of a series, description, retention times, confidential status, and information about notifying the Historical Society.

The following is an example of the format:

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Subsection</b>				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
  - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for*

- Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)
- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See [Guidelines for the Permanent Retention of Records](#) for more information.
  - General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
  - **Confidential** – Indicates whether or not the record series contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
  - **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
    - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
    - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
    - **N/A:** indicates that the retention is permanent.

### Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
  - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information.
  - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes

do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title. Information on transferring records can be found on the [Society's webpage](#) pertaining to proper handling of obsolete records.

- **Permanent:** Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

## V. Confidential Records and Personally Identifiable Information (PII)

### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. § 19.35(1)(am), must be considered. Wis. Stat. § 19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government's website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

**VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the [General Records Schedules](#) that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in [“Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.”](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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## Administrative Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waived
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6 years; Event=End date or cancellation of contract	No	Waived
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term <i>(Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule)</i>	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt <i>(Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule)</i>	No	Waived
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. (Note: May also be called administrative practices or directives or executive directives).	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waived
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waived
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waived
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waived
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waived
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waived
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify
<b>Common Council/Village Board/Town Board</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waived
Common Council/Board Meeting Minutes	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Emergency Planning<sup>1</sup></b>				
Continuity of Government/ Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=Superseded by revised plan	No	Waived
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=Superseded by revised plan	No	Waived
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>2</sup>	No	Waived
<b>Human Resources/Personnel</b>				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes <sup>3</sup>	Waived

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

<sup>2</sup> Retention is 3 years from the date of the final Financial Services Report when Federal Grant money is involved.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No <sup>4</sup>	Waived
<b>Legal</b>				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No <sup>5</sup>	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>	Event+7 years; Event=Close of case	No <sup>7</sup>	Notify on historically significant cases only <sup>8</sup>

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Licenses and Permits</b>				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 year; Event=date the vehicle is disposed	No	Waived
<b>Payroll<sup>9</sup></b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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## Cemetery Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Includes records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A



Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waived
Grave Registration Records	Records that identify the deceased's name, date of death, and internment and location of remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Include records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waived
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. § 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m)	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local registrar, but may also be filed with the cemetery to serve as a record of interment.</p> <p>See Wis. Admin. Code § DHS 135.06(1)(a)(1) for more information.</p>	Permanent	No	N/A

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## Community Development/Public Services

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

Public Transportation Surveillance Recording records should follow the schedule for Surveillance Recording records found in the *Public Works* section; *Maintenance and Operations* subsection.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waived
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes (Patient health information may be protected by Wis. Stat. § 146.82)	Waived
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waived
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waived
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waived
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waived
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=Superseded	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=Superseded	No	Waived
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waived
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waived
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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## Election Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election <sup>10</sup>	No	Waived
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived

<sup>10</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ballots (Unused and related Materials)	Only applies to unused ballots and materials.	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election <sup>12</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election (see footnote 3)	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

<sup>11</sup> Materials must be retained in event a petition for recount has been filed.

<sup>12</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(f).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting.	Event+22 months; Event=Election	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ineligible Elector Registrations	<p>Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted.</p> <p>Authority provided by Wis. Stat. § 7.23(1)(c).</p>	<p>Event+4 years; Event=When deemed ineligible</p>	No	Waived
Poll (Voter) Lists	<p>List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14).</p> <p>Authority provided by Wis. Stat. § 7.23(1)(e).</p>	<p>Event+22 months; Event=Election</p>	No	Waived

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## Finance Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget & Related General Records Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

**Note:** Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. *Please consult Section V: Confidential Records and Personally Identifiable Information (PII) of the Introduction for more information on this topic.*

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Budget</b>				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived



Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived
<b>Payments and Receipts</b>				
Bank Statements and Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial Support Records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
<b>Purchasing</b>				
Contract and Request for Bid/Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>13</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5)	Waived

<sup>13</sup> Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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## Public Works

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>14</sup>	Event+4 years; Event=Construction completed	No	Waived
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived

<sup>14</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+7years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7 years; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify
Municipal Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects. <i>(Typically large-scale projects. May include construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>15</sup>	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A
Municipal Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived

<sup>15</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.



Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Project Records (Historically Significant)	Use for historically significant projects. <i>(Projects are typically large-scale and may include new construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>16</sup>	Event+30 years; Event=Completion of the project	Yes <sup>17</sup>	Waived
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived

<sup>16</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>17</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>18</sup>	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A

<sup>18</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. Example: Certified survey maps sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>19</sup>	Event+120 days <sup>20</sup> Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) <sup>21</sup>	No	Waived
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify

<sup>19</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>20</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>21</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>22</sup>	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation. May also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=Termination of conditional use permit	No	Waived
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A

<sup>22</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stats. §§ 66.0201 - 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A
<b>Utilities</b> <sup>23</sup>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A

<sup>23</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Wind Energy System Applications (Approved)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(c).	Event+7 years (Event=Wind energy system decommissioned)	No	Waived
Wind Energy System Applications (Denied)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(b)	Event+7 years (Event=year decision was issued)	No	Waived

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## Revenue Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Assessment</b>				
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>24</sup>	No	Notify
Low Income Property Owner's Certification of Occupancy (PR-231)	Form used to determine property tax exemption as low-income housing, as defined by Wis. Stat. § 70.11(4a).	Event+5 years; Event=Form submitted to local assessor	No	Waived
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor. Use this schedule for any Master Property Record Cards (PA-500), Agricultural Work Cards (PA-703), or Residential Record Card Inserts.	Event+5 years; Event=Life of structure	No	Notify

<sup>24</sup> Wis. Stat. § 19.21(4)(a) states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Municipal Assessment Report	Reports a taxation district's annual assessed values. It is a summary of all the Real Estate and Personal Property assessed values for a taxation district as of the close of January 1.	Event+5 years; Event=Final report filed with DOR	No	Waived
Notice of Increased Assessment (PR-301)	Notices sent to property owners informing them of change in valuation from the previous year for any real property. Also includes Notice of Personal Property Assessment (PR-299) and Agricultural Land Conversion Change (PR-298).	Creation+7 years	No	Waived
Occupational Tax Forms (PA-002; PA-006; PA-014)	Forms submitted by property owner/agent regarding iron ore concentrates, coal, and petroleum, to the local assessor.	Event+5 years; Event=Date submitted to assessor	No	Waived
Property Tax Exemption Request (PR-230)	Form used for requesting exemption from property taxes; real and personal property.	Event+6 months; Event=Submission of Taxation District Summary Report to DOR	No	Waived
Request to View Property Notice (PR-300)	Notifies property owner of their rights, options, and responsibilities with regard to view property for assessment.	Event+5 years; Event=Date of assessment	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Statement of Assessment (PA-521C)	Report of the aggregate assessed value of all personal and real property.	Event+7 years; Event=Form submitted to DOR	No	Waived
Statement of Personal Property (PA-003)	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waived
Tax Exemption Reports (PC-220)	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the municipal clerk. Use this schedule for Multi-Parcel Tax Exemption Reports (PC-220A).	Event+6 months; Event=Submission of Taxation District Exemption Summary Report to DOR	No	Waived
Taxation District Exemption Summary Reports (PC-226)	Reports the total number of exempt properties by purpose and value. Compiled from Tax Exemption and Multi-Parcel Tax Exemption Reports.	Event+2 years; Event=Report submitted to DOR	No	Waived
<b>Board of Review</b>				
Board of Review Support Materials	Includes notes taken by clerk, written objections and all other materials submitted to the board of review, audio recordings, and any transcripts of board of review proceedings. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
Minutes of the Board of Review Proceedings	Record of all proceedings of the board of review. Also includes the Summary of Board of Review Proceedings (PA-800) Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify
Notice of Board of Review Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. See Wis. Stat. § 66.0703(4) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stats. §§ 66.0703(5)-(6) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waived
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waived
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waived
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waived
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waived

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## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors

**From:** Maggie Mahoney, Administrator

**Date:** October 16, 2024

**RE:** Town of Algoma and Excel Underground, LLC for Underground Facilities Locating and Marking Services Agreement

---

**SUMMARY:** The Town's agreement for utility locates has expired and needs renewal. Staff has reviewed the terms and is in agreement with them as they are in-line with the prior contract.

The new 36-month agreement has been reviewed by the Town Attorney who has made some changes to the arbitration and immunity sections. This draft is currently being reviewed by Excel Underground to see if they will accept the changes.

**RECOMMENDED ACTION:** Staff recommends approval of the agreement contingent upon their acceptance of Town changes to the agreement as described above. Should the Town Board agree the following motion may be made:

*"Motion to approve the Town of Algoma and Excel Underground, LLC for Underground Facilities Locating and Marking Services Agreement contingent upon acceptance of the town attorney's proposed changes."*

**ATTACHMENTS:**

1. Excel Underground Agreement draft

**UNDERGROUND FACILITIES LOCATING AND MARKING**  
**SERVICE AGREEMENT**

THIS AGREEMENT made this 1<sup>st</sup> day of September 2024, by and between  
Excel Underground, LLC ("EXCEL") and Town of Algoma ("ALG01").

WITNESSETH:

Whereas ALG01 owns and operates underground facilities in certain areas of the State of Wisconsin;  
and

WHEREAS ALG01 desires EXCEL to provide the labor and equipment necessary to provide  
certain services relative to locating and marking ALG01's underground facilities which enter public right of ways  
in certain areas where ALG01 provides service,

NOW, THEREFORE, in consideration of the mutual covenants, terms and conditions herein  
contained, the parties do mutually covenant and agree as follows:

**1. Drawings and Scope of the Work:**

EXCEL agrees to perform locating and marking services for ALG01 of Wisconsin's underground  
facilities located within ANY AREA DESIGNATED BY ALG01, such services to be performed according to the  
terms and conditions contained herein.

ALG01 agrees to provide EXCEL with the maps and/or drawings and all updates thereto necessary to  
locate its underground facilities. ALG01 agrees to allow EXCEL permission to view ALG01's Diggers Hotline  
polygon maps to ensure that they include all ALG01's facilities. Any such maps, digital maps, drawings,  
sketches, or other technical information either oral, written or otherwise furnished or disclosed to or obtained by  
EXCEL in the performance of this Contract shall remain the property of ALG01. All copies of such information  
shall be returned to ALG01 upon written request or at the completion of this Contract.

Unless such materials were previously known to EXCEL free of any obligation to keep them  
confidential, or subsequently been made public by ALG01, the material shall be kept confidential by EXCEL, its  
agents, servants and employees, shall be used only in the performance of this Contract and may not be used  
for other purpose except upon such terms as may be agreed upon by ALG01 in writing. This obligation of  
confidentiality shall survive the termination of this Contract. EXCEL shall be strictly liable to ALG01 for any  
breach of this covenant by any of its agents, servants or employees.

## **2. Indemnification by Customer:**

ALG01 shall indemnify and hold harmless EXCEL from and against claims, losses, actions, damages (including direct, liquidated, consequential, or incidental, damages), expenses, and other liabilities, including but not limited to costs, attorney fees, and expenses of whatsoever kind or nature arising out of or resulting from ALG01 furnishing incorrect, inaccurate or misleading records to EXCEL or when damage is incurred as a result of an un-locatable underground facility\* when said claims, losses, actions, damages, expenses and all other liabilities and attorney fees are in any manner directly or indirectly caused or occasioned by said incorrect, inaccurate or misleading records of ALG01 or blatant disregard of excavator towards ALG01's facilities; provided, however, that ALG01 shall have no obligation to indemnify and hold harmless EXCEL for claims, losses, actions, damages, expenses, and other liabilities and attorney fees in any manner directly or indirectly caused or occasioned by the negligent or intentional acts or omissions of EXCEL.

## **3. Independent Contractor:**

EXCEL hereby represents and agrees that it is engaged in an independent business; that it will perform said work as an Independent Contractor; that it has and hereby retains the right to exercise control and supervision of the work and full control over the employment, direction, compensation and discharge of all persons assisting it in the work; that it will be solely responsible for the payment of its employees and for the payment of all federal, state, county and municipal taxes and contributions pertaining thereto; and that it will be responsible for its own acts.

## **4. Subcontractor Requirements:**

EXCEL shall not subcontract the work to be performed hereunder, or any part of said work unless it has first obtained the written approval of ALG01 and ALG01 shall have full and complete discretion in withholding or granting said approval.

## **5. Term of Contract:**

The terms of this Contract shall remain in effect for a period of 36 months from October 1, 2024, thru September 30, 2027, unless sooner terminated by either party upon 30 days prior written notice provided by the terminating party to the non-terminating party.

## **6. Labor, Materials, and Equipment:**

EXCEL shall furnish all labor, materials and equipment necessary to perform the obligations contained herein except for the maps and/or microfiche required to be furnished by ALG01 in Section 1 of this Contract.

\*An un-locatable underground facility which is not locatable by the normal business process used by EXCEL in tracing underground plant.

#### **7. Permits:**

EXCEL shall obtain and comply with the provisions of all applicable permits and licenses relative to the services to be performed hereunder.

#### **8. Indemnification by EXCEL:**

To the extent permitted by law, EXCEL shall save and hold ALG01 harmless from, defend and indemnify it against all claims, actions, demands, liens, fees and expenses on account thereof, for injury or damage to any person or property whatsoever, including death, which may arise out of, or result from negligent performance or the negligence, acts, or omissions by EXCEL of the services subject to this agreement. In the case of concurring fault by contractor and/or other party, including the utility, each party shall bear its share of the loss caused by that party, including attorney's fees and other related costs.

If any person or entity threatens to sue, makes a written or oral demand or claim, sues or initiates any legal proceeding against ALG01 on account of any provision of this indemnity agreement, then ALG01 shall notify EXCEL of such pending or threatened litigation and such notification shall be made by ALG01 no later than 30 days after ALG01 learns of said pending litigation, lawsuit, claim or demand.

The notice to EXCEL by ALG01 shall be made in writing and mailed to:

**EXCEL UNDERGROUND, LLC**

**5288 Pasture Lane**

**Omro, WI 54963**

EXCEL or its insurance carrier shall have the right to defend such proceeding by hiring legal representatives selected and chosen by EXCEL or its insurance carrier and EXCEL and its insurance carrier shall have the right to negotiate settlement of said claim or alleged claim. ALG01 shall have the right to hire its own counsel at its own expenses and not to participate in any settlement, at its sole discretion.

#### **9. Compliance with All Laws:**

EXCEL shall comply with all laws, ordinances and regulations of the United States, the State of Wisconsin, and any unit of local government asserting jurisdiction thereto, applicable to the work hereunder (including, but not limited to Workers' Compensation, Unemployment Insurance and Social Security).

#### **10. Equal Employment:**

Contractor acknowledges that it is an equal opportunity employer. No provisions or application of this Contract shall cause or result in discrimination against any employee or applicant for employment in his or her hiring, tenure, or condition of employment because of race, color, religion, sex or national origin.

**11. Service Charges:**

EXCEL shall charge for services rendered hereunder in the following manner:

	<b>Locate / AH</b>	<b>No Conflict / AH</b>	<b>Project</b>	<b>Prints</b>	<b>Monthly Fee</b>
<b>2024</b>	\$20.00 / \$45.00	\$8.00 / \$45.00	\$45.00	\$6.00	\$20.00
<b>2025</b>	\$26.00 / \$45.00	\$8.00 / \$75.00	\$45.00	\$6.00	\$20.00
<b>2026</b>	\$27.00 / \$45.00	\$8.00 / \$75.00	\$45.00	\$6.00	\$20.00
<b>2027</b>	\$28.00 / \$45.00	\$8.00 / \$75.00	\$45.00	\$6.00	\$20.00
<b>2028</b>	\$29.00 / \$45.00	\$8.00 / \$75.00	\$45.00	\$6.00	\$20.00

Prices above are per ticket received from Diggers Hotline. After Hour tickets are billed as stated above when we are called out for an emergency between the hours of 5:00 pm and 6:00am.

Project pricing replaces per ticket pricing if locate request takes longer than 30 minutes to complete and is billed hourly in quarter hour increments. Watch Dogs are considered projects also.

Print tickets are those Diggers Hotline requests which require us to send prints to them for planning purposes of upcoming utility work in the area.

The monthly fee is to help cover the costs of varying ticket quantities, updates to technology, clerical work, rising supply costs, etc.

**12. Contract Payments:**

EXCEL shall render invoices to ALG01 on a **quarterly** basis. Each invoice from EXCEL shall be paid by ALG01 within 30 days of the date of the invoice.

**13. Amendments, Modifications, and Supplements:**

Written amendment, modifications and supplements to this Contract are allowed and will be binding upon ALG01 and EXCEL, provided they are in writing and signed by an authorized representative of both parties. The term "this Contract" as used herein shall be deemed to include any future amendments, modifications and supplements. All such amendments, modifications and supplements shall not, unless specifically referred to, be construed to adversely affect vested rights or causes of action, which have accrued prior to the effective date of such amendment, modification or supplement.

**14. Entire Contract:**

This Contract and all amendments, modifications or supplements, shall constitute the entire contract between the parties with respect to the subject matter. Both parties hereto represent they have read this Contract, agree to be bound by all terms and conditions stated herein, acknowledge receipt of a signed, true and exact copy of this Contract.

**15. EXCEL provides the following insurance coverage:**

A certificate of insurance is to be provided to ALG01 by EXCEL prior to commencement of services described in this agreement and similar proof of current coverage shall be provided to ALG01 throughout the term of this Contract. (See Attachment)

Minimum Limits of Liability: EXCEL shall procure and maintain, with insurance companies licensed in the jurisdiction in which the work is located and acceptable to ALG01, which acceptance shall not be unreasonably withheld, at least the limits of liability as set forth below:

**a. Commercial General Liability Insurance with the following limits:**

- i. \$1,000,000 each occurrence
- ii. \$300,000 Damage to rented Premises (Each Occurrence)
- iii. \$10,000 Medical Expenses (Any one person)
- iv. \$1,000,000 personal and advertising injury
- v. \$2,000,000 general aggregate
- vi. \$1,000,000 products completed operations aggregate

**b. Automobile Liability Insurance with the following limits:**

- i. \$1,000,000 combined single limit (Each Accident)

**c. Umbrella Insurance with the following limits:**

- i. \$5,000,000 each occurrence
- ii. \$5,000,000 aggregate

**d. Workers Compensation Insurance with limits in accordance with the statutory requirements by the state in which the Project is located and Employers Liability Insurance with the following limits:**

- i. \$1,000,000 each accident
- ii. \$1,000,000 (Disease) each employee
- iii. \$1,000,000 (Disease) policy limit

**e. Professional Liability Insurance with the following limits:**

- i. \$1,000,000 each claim
- ii. \$1,000,000 aggregate

EXCEL shall provide a certificate of insurance confirming the coverages as referenced above prior to beginning any work.

**16. Arbitration and Applicable Law:**

Any controversy or claim arising of or relating to this Contract, or the breach thereof, not otherwise settled by agreement of the parties, shall be submitted to ~~arbitration in accordance with the applicable provisions of Chapter 788 of the Wisconsin Statutes and acts and laws amendatory thereof and Supplemental thereto, and such arbitration provisions of the Wisconsin Arbitration Statutes~~ non-binding mediation within no more than sixty (60) days with a mutually agreeable mediator located within fifty (50) or less miles from the Town of Algoma, Wisconsin.

**17. No Waiver of Government Immunity**

No provision contained in this Agreement is intended to waive or estop the Town or its insurer to rely upon the limitations, defenses, and immunities within Sections 345.05 and 893.80 Wis. Stats. To the extent indemnification is available and enforceable, Town and/or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.

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This Contract shall be governed in all respects, whether as to validity, construction, performance or otherwise, by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers or representatives.

Town of Algoma

Excel Underground, LLC

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)



(Print)

(Print)

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(Title)

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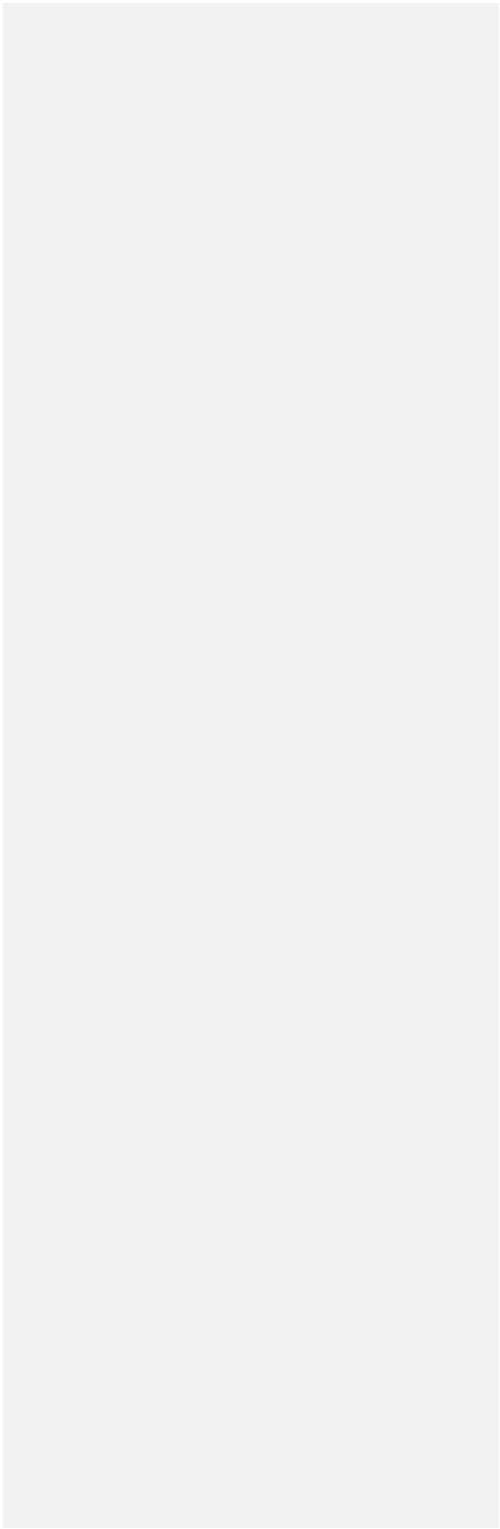
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## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors

**From:** Maggie Mahoney, Administrator

**Date:** October 16, 2024

**RE:** 2025 Health Insurance Premium for Town Employees

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**SUMMARY:**

Eligible Town employees have the option to enroll in health insurance through the Department of Employee Trust Funds, State of Wisconsin. Contributions by the Town are restricted by the State with an 88% Town/12% employee costshare.

The current/2024 plan is Anthem Gold Blue Priority. To renew the same plan it will be a 5.33% increase. This option is called "Proposed Plan 1". There is an "Alternate Option 2" plan that is similar with a 4.06% increase, however the deductible would increase significantly for the individual plan, without a significant cost savings.

Last year it was 4.72% increase. The last two years have been significantly less than the normal trend increase is typically 8%-12% on medical groups.

There is no increase to renew the Delta Dental and Delta Vision--premiums are the same amount as last year.

The estimated impact to the budget would be an increase of 5.33% for the employees that are enrolled, which is an additional \$167.45 per month/\$2009.40 per year. The total amount budgeted in 2025 is \$35,543.38.

**RECOMMENDED ACTION:** Staff recommends approval of renewing the Town's current health insurance plan. Should the Town Board agree the following motion may be made:

*"Motion to approve renewal of Anthem Gold Blue Priority Proposed Plan 1 health insurance plan and associated premiums for town staff."*

**ATTACHMENTS:**

1. 2025 Proposed Health Care Premiums Anthem BCBS

# Monthly Premium Comparison Details

The following grid reflects your current monthly premium compared to your new monthly premium effective 01/01/2025. This data is current as of 09/16/2024 (any changes to the census after this date may not be reflected).

Coverage Types - EMP=Employee Only, ESP=Employee/Spouse, ECH=Employee/Child(ren), FAM = Family

Insured Subscribers	Subscriber Age	Spouse Age	# Deps <21	# of Deps 21+	Medical		Dental		Vision		Total				
					Coverage Type	Current Rate	New Rate	Coverage Type	Current Rate	New Rate	Coverage Type	Current Rate	New Rate		
<b>Medical Plan 8KP8 Anthem Gold Blue Priority POS 1000/20%/5500</b>															
1. [REDACTED]	■	■	■		FAM	1886.24	1966.79		0.00	0.00		0.00	0.00	1886.24	1966.79
2. [REDACTED]	■				EMP	1257.80	1344.70		0.00	0.00		0.00	0.00	1257.80	1344.70
<b>Subtotal</b>						<b>3144.04</b>	<b>3311.49</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>3144.04</b>	<b>3311.49</b>

	<i>Medical</i>	<i>Dental</i>	<i>Vision</i>	<i>Grand Total</i>
<i>Current Premium</i>	<b>\$3144.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3144.04</b>
<i>New Premium</i>	<b>\$3311.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3311.49</b>
<i>Premium Rate Change</i>	<b>\$167.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$167.45</b>
<i>Premium Percent Change</i>	<b>5.33%</b>	<b>0%</b>	<b>0%</b>	<b>5.33%</b>

Please note that your total premium may change for various reasons, including but not limited to changes in your employee census, changes in your employees' tobacco use status where applicable, and changes to the ACA requirements. If your group has multiple products, changes made to coverage and/or participation levels may also result in the loss of any multi-product discounts.

Per the Affordable Care Act (or health care reform law), Summary of Benefits and Coverage (SBCs) can be accessed through our Internet Posting Site at [sbc.anthem.com](http://sbc.anthem.com). The benefit information included in this packet is intended to present only a general overview of the benefits. The entire provisions of benefits and exclusions are contained in the Certificate of Coverage. In the event of a conflict between the Certificate of Coverage and the description included in this packet, the terms of the Certificate of Coverage will prevail.

# Your Medical Renewal Snapshot

Your current medical plan(s) and the new proposed plan(s) are reflected in the grid(s) below. All of our ACA-compliant plans cover Preventative Care at 100% in network. In-Network benefits are shown below. A complete listing of benefit details can be found on the Summary of Benefits at [sbc.anthem.com](http://sbc.anthem.com). Or click on the plan name in electronic copies, then enter your renewal effective date into the top box of that page.

**Total Medical Subscribers: 2**

		Monthly Medical Premium % Change	Deductible (individual/ family)	Out of Pocket Maximum (individual/ family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Current Plan 1	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 1000/20%/5500</a>	\$3144.04	\$1000/ \$3000	\$5500/ \$11000	\$0 < age 19; \$20/\$60	Ded;20%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$35/ \$70/ 25% up to \$400/script  Level 2- \$20/ \$45/ \$80/ 35% up to \$600/script	V2/ D1
	Contract Code: 9ZQL	Current							
	CalendarYear Embedded								
Proposed Plan 1	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 1000/20%/5500</a>	\$3311.49	\$1000/ \$3000	\$5500/ \$11000	\$0 < age 19; \$20/ \$75	Ded;20%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400  Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KP8	5.33%							
	CalendarYear Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

- D1: Dental Embedded Pediatric Only
- V2: Vision Embedded Adult Exam Plus Pediatric

# Your Alternate Options

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

**Total Medical Subscribers: 2**

Alternate Options for Contract Code: 8KP8		Monthly Medical Premium ———— % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Alternate Option 1	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 1000/0%/5400</a>	\$3533.21	\$1000/ \$2000	\$5400/ \$10800	\$0 < age 19; \$20/ \$75	Ded;0%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8PE1	12.38%							
	CalendarYear Embedded								
Alternate Option 2	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 1500/20%/5500</a>	\$3271.57	\$1500/ \$3000	\$5500/ \$11000	\$0 < age 19; \$20/ \$75	Ded;20%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KNH	4.06%							
	CalendarYear Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

- D1: Dental Embedded Pediatric Only
- V2: Vision Embedded Adult Exam Plus Pediatric

# Your Alternate Options (Continued)

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

**Total Medical Subscribers: 2**

Alternate Options for Contract Code: 8KP8		Monthly Medical Premium _____ % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Alternate Option 3	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 2000/0%/4000</a>	\$3419.23	\$2000/ \$4000	\$4000/ \$8000	\$0 < age 19; \$20/ \$75	Ded;0%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KPO	8.75%							
	CalendarYear Embedded								
Alternate Option 4	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 2000/20%/5500</a>	\$3223.40	\$2000/ \$4000	\$5500/ \$11000	\$0 < age 19; \$20/ \$75	Ded;20%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KMQ	2.52%							
	CalendarYear Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

- D1: Dental Embedded Pediatric Only
- V2: Vision Embedded Adult Exam Plus Pediatric

# Your Alternate Options (Continued)

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

**Total Medical Subscribers: 2**

Alternate Options for Contract Code: 8KP8		Monthly Medical Premium ----- % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Alternate Option 5	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 2500/0%/4000</a>	\$3371.42	\$2500/ \$5000	\$4000/ \$8000	\$0 < age 19; \$20/ \$75	Ded;0%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KNM	7.23%							
	CalendarYear Embedded								
Alternate Option 6	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 2500/20%/5500</a>	\$3185.75	\$2500/ \$5000	\$5500/ \$11000	\$0 < age 19; \$20/ \$75	Ded;20%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KP7	1.33%							
	CalendarYear Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

- D1: Dental Embedded Pediatric Only
- V2: Vision Embedded Adult Exam Plus Pediatric

# Your Alternate Options (Continued)

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

**Total Medical Subscribers: 2**

Alternate Options for Contract Code: 8KP8		Monthly Medical Premium ----- % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Alternate Option 7	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 3000/0%/5500</a>	\$3269.22	\$3000/ \$6000	\$5500/ \$11000	\$0 < age 19; \$20/ \$75	Ded;0%	Ded;\$500/ \$100	Rx Choice Tiered Network with R90 Select Level 1- \$10/ \$40/ \$90/ \$400 Level 2- \$20/ \$50/ \$100/ \$500	V2/ D1
	Contract Code: 8KPC	3.98%							
	CalendarYear Embedded								
Alternate Option 8	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 2300/0%/4600 w/HSA</a>	\$3263.34	\$2300/ \$4600	\$4600/ \$9200	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Rx Choice Tiered Network with R90 Select Level 1- \$15/ \$50/ \$100/ \$400 Ded Tier(s) All Level 2- \$25/ \$60/ \$110/ \$500 Ded Tier(s) All	V2/ D1
	Contract Code: 8KNP	3.79%							
	CalendarYear Non-Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

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- V2: Vision Embedded Adult Exam Plus Pediatric



# Your Alternate Options (Continued)

Here are some alternate plans to consider and discuss with your agent/broker. Other options are available, so please ask your agent/broker if you would like to see additional plan options. All of our ACA compliant plans cover Preventive Care at 100% in-network. In-Network benefits are shown below. A complete listing of benefit details can be found by clicking on the plan name below in electronic copies, then enter your renewal effective date into the top box of that page. Plan change forms/instructions can be found towards the end of this package.

**Total Medical Subscribers: 2**

Alternate Options for Contract Code: 8KP8		Monthly Medical Premium _____ % Change	Deductible (individual/family)	Out of Pocket Maximum (individual/family)	Office Visits PCP/SPC	Inpatient Hospital	ER/ Urgent Care	Prescription Drugs-Retail Network Formulary	Vision/ Dental Benefits Included
Alternate Option 9	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Gold Blue Priority POS 3300E/0%/4000 w/HSA</a>	\$3175.94	\$3300/ \$6600	\$4000/ \$8000	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Rx Choice Tiered Network with R90 Select Level 1- \$15/ \$50/ \$100/ \$400 Ded Tier(s) All  Level 2- \$25/ \$60/ \$110/ \$500 Ded Tier(s) All	V2/ D1
	Contract Code: 8KME	1.01%							
	CalendarYear Embedded								
Alternate Option 10	# OF SUBSCRIBERS ENROLLED IN PLAN: <u>2</u> <a href="#">Anthem Silver Blue Priority POS 6500E/0%/6500 w/HSA</a>	\$2896.24	\$6500/ \$13000	\$6500/ \$13000	Ded;0%/ Ded;0%	Ded;0%	Ded;0%/ Ded;0%	Rx Choice Tiered Network with R90 Select Level 1- Deductible, then 0% coinsurance Level 2- Deductible, then 0% coinsurance	V2/ D1
	Contract Code: 8PAB	-7.88%							
	CalendarYear Embedded								

**Note:** In the **Vision/Dental** column, please refer to the following codes to call out additional vision and/or dental benefits included within the medical plan:

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- V2: Vision Embedded Adult Exam Plus Pediatric

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# Town of Algoma Fire Department



The Desire to Serve

The Courage to Act

The Ability to Perform

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8 October 2024

Algoma Town Board:

This is a letter of intent on behalf of the fire officers, truck committee and fire chief to sell Squad 21. Squad 21 is a 2012 Dodge 5500 small rescue truck. It currently serves as a support vehicle for vehicle extrication, gas leaks, water rescue and other various special incidents. This vehicle was rarely used in the last several years. The department reconfigured the vehicle to increase the use and purpose of the truck, however it has seen very minimal use. Depending on the incident type and the number of staff available there are times the Squad is not utilized. Also, with limited personnel at times the Engines are the preferred vehicles to respond with (Truck #7 and Truck #8). It was a unanimous decision amongst those group(s)/individuals to sell the Squad, especially while at its highest value. Discussion was made for the future if Squad 21 did need a replacement, that a pickup truck would provide the necessary support for equipment and personnel. Several considerations were given regarding department operations, safety, downsizing, creating more available space, use of the vehicle and to fund Rescue 21 (Truck #8) refurbishment. The department is requesting your approval to move forward with this plan.

Respectfully,

Kevin Sawicki  
Fire Chief





## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors

**From:** Maggie Mahoney, Administrator

**Date:** October 16, 2024

**RE:** 2025 Administrator's Recommended Budget

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The Board was presented with budget versions on September 16 and 30 which showed budget shortfalls. In this presentation the Administrator is proposing a balanced budget.

The budget includes updated salaries and benefits that reflect the actual premium cost for health insurance and, as requested by the Board, includes a mid-year salary increase. There is a separate sheet with a few scenarios for the Board to consider, but 3% at January 1 and 2% on July 1 option is included in the detailed budget.

The following are significant adjustments to this version of the budget:

Revenues have been adjusted to be more inline with prior year actuals, in particular interest income.

Expenses:

Public Safety: Corrected cost for ambulance service to \$13.81 per capital (7,002) from prior estimates of \$11.40 per capital. This increased that line \$16,697.

Public Works: Reduced the street maintenance, milling and paving, snow removal and drainage/culverts by a total of \$30,000.

Capital Outlay: Reduced the allocation for the public works vehicle to \$25,000 (a \$15,000 reduction).

**Next Steps:**

Staff is seeking direction from the Board for any additional changes. *This is the final review by the Board before the budget is published and noticed for the public hearing unless another workshop is scheduled.*

The Budget Hearing and Special Town Meeting will be held on November 20, to be following by the regular Town Board meeting where the budget will be adopted.

**ATTACHMENTS:**

1. Staff Salary Increase Scenarios
2. 2025 Administrator's Recommended Budget 10.16.24
3. Projects by Funding Source 10.16.24

10/16/24 Administrator's Recommended Budget

Cost of Living Adjustment Scenarios - Jan 1 % increase / July 1 % increase

Acct. Nbr.	Short Description	Budget 2023	2024 Budget	2025 Proposed Budget			
				Recommended Scenario 1 3% / 2%	Scenario 2 3% / 3%	Scenario 3 4% / 4%	Scenario 4 No split, 3%
100-00-51410-110-000	ADMINISTRATOR WAGES	91,137.00	95,254.40	111,962.28	113,237.11	114,168.60	110,853.74
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	19,955.00	7,286.96	8,565.11	8,662.64	8,733.90	8,480.31
100-00-51410-131-000	ADMINISTRATOR WRS		6,572.55	7,781.38	7,869.98	7,934.72	7,704.33
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE		16,136.64	0.00	0.00	0.00	0.00
100-00-51410-133-000	ADMINISTRATOR LIFE INSURANCE			167.40	167.40	167.40	167.40
100-00-51411-110-000	OFFICE ASST WAGES	36,816.00	20,904.53	34,974.12	35,140.50	35,656.46	34,611.20
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	15,773.00	1,599.19	2,675.52	2,688.25	2,727.72	2,647.76
100-00-51411-131-000	OFFICE ASST WRS			2,430.70	2,442.26	2,478.12	2,405.48
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE			26.16	26.16	26.16	26.16
100-00-51420-110-000	CLERK TREAS WAGES	79,505.00	69,061.59	72,202.21	72,559.65	73,625.01	71,487.34
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	26,186.00	5,283.21	5,523.47	5,550.81	5,632.31	5,468.78
100-00-51420-131-000	CLERK TREAS WRS		4,765.24	5,018.05	5,042.90	5,116.94	4,968.37
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE		22,778.04	20,895.24	20,895.24	20,895.24	20,895.24
100-00-51420-133-000	CLERK TREAS LIFE INSURANCE			72.00	72.00	72.00	72.00
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	0.00	48,296.60	51,413.75	51,659.85	52,418.35	50,887.76
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE		3,722.18	3,933.15	3,951.98	4,010.00	3,892.91
100-00-51421-131-000	DEPUTY CLERK TREAS WRS		3,332.42	3,573.26	3,590.36	3,643.08	3,536.70
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH		15,593.16	14,648.04	14,648.04	14,648.04	14,648.04
100-00-51421-133-000	DEPUTY CLERK LIFE INSURANCE			308.28	308.28	308.28	308.28
<b>TOTAL GEN GOVT SALARIES</b>		<b>269,372.00</b>	<b>320,586.71</b>	<b>346,170.12</b>	<b>348,513.41</b>	<b>352,262.33</b>	<b>343,061.80</b>
Net increase \$ from prior year				\$25,583.41	\$27,926.70	\$31,675.62	\$22,475.09
Net increase % from prior year				7.98%	8.71%	9.88%	7.01%
% of projected tax levy (\$1,143,766)				30.27%	30.47%	30.80%	29.99%

Scenario 1 (3%/2% split) is included in the recommended budget.

Should the Board select a different scenario, the following adjustment would be made to the budget:

Scenario 2, 3%/3% split	-2,343.29
Scenario 3, 4%/4% split	-6,092.21
Scenario 4, 3% (no split)	3,108.32

Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 8/31/24	2024 Projected Year End	2024 Budget	2024 Projected +/-	9.30.24 Proposed 2025 3% staff COLA	10.16.24 Admin Recommended 3/2% staff COLA	% compared to 2024 budget	Comments
100-00-41101-000-000	JONES PARK DEBT SERV LEVY	125,308.00	125,308.00	0.00	121,050.00	121,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-41102-000-000	GO REFUNDING BONDS LEVY				187,401.00	187,401.00	0.00	0.00	358,840.00	358,840.00	0.00	406,415.00	406,415.00	13.26%	per payment schedule
100-00-41110-000-000	GENERAL PROPERTY TAXES	1,052,779.01	1,107,182.00	-54,402.99	1,063,410.92	1,123,900.00	-60,489.08	337,062.93	1,137,949.00	1,137,949.00	0.00	1,143,766.00	1,143,766.00	0.51%	net new growth, max levy
100-00-41150-000-000	MFL TAXES	263.49	0.00	263.49	6.46	0.00	6.46	0.00	200.00	200.00	0.00	200.00	200.00	0.00%	
100-00-41801-000-000	PERSONAL PROPERTY TAX INT	0.55	0.00	0.55	20.12	0.00	20.12	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	no longer collect per Act 12
100-00-41802-000-000	LOTTERY CREDIT	54,401.48	0.00	54,401.48	60,581.45	0.00	60,581.45	69,198.59	69,198.59	0.00	69,198.59	69,200.00	69,200.00	#DIV/0!	based on prior year actuals
<b>TOTAL TAXES</b>		<b>1,232,752.53</b>	<b>1,232,490.00</b>	<b>262.53</b>	<b>1,432,469.95</b>	<b>1,432,351.00</b>	<b>118.95</b>	<b>406,261.52</b>	<b>1,566,187.59</b>	<b>1,496,989.00</b>	<b>69,198.59</b>	<b>1,619,581.00</b>	<b>1,619,581.00</b>	8.19%	
100-00-42300-000-000	SA - 2022 PAVING	4,160.90	50,000.00	-45,839.10	25,723.70	0.00	25,723.70	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
		<b>4,160.90</b>	<b>50,000.00</b>	<b>-45,839.10</b>	<b>25,723.70</b>	<b>0.00</b>	<b>25,723.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	#DIV/0!	
	Other Federal Payments: ARPA	189,785.61	377,068.00	-187,282.39										#DIV/0!	
100-00-43410-000-000	STATE SHARED REVENUES	61,492.74	60,941.00	551.74	61,488.68	61,465.00	23.68	36,641.97	243,624.00	243,624.00	0.00	249,866.58	249,866.58	2.56%	\$62,839.94 regular; \$187,026.64 supplemental
100-00-43420-000-000	2% FIRE DUES	32,498.81	32,000.00	498.81	36,781.44	33,000.00	3,781.44	42,104.70	42,104.00	33,000.00	9,104.00	42,100.00	42,100.00	27.58%	based on prior year actuals
100-00-43430-000-000	EXEMPT COMPUTER	263.97	270.00	-6.03	263.97	270.00	-6.03	263.97	263.97	270.00	-6.03	270.00	270.00	0.00%	
100-00-43440-000-000	PERSONAL PROPERTY AID	3,290.83	3,291.00	-0.17	3,290.83	3,291.00	-0.17	3,290.83	3,290.83	3,290.83	0.00	4,685.85	4,685.85	42.39%	\$3,290.83 regular; \$1,395.02 addl Act 12
100-00-43530-000-000	TRANSPORTATION AIDS	108,768.17	106,618.00	2,150.17	125,083.40	106,618.00	18,465.40	107,884.41	143,845.88	106,618.00	37,227.88	165,422.80	165,422.80	55.15%	
100-00-43540-000-000	RECYCLING GRANTS	10,747.10	10,000.00	747.10	9,762.32	10,000.00	-237.68	12,471.47	12,471.47	10,000.00	2,471.47	12,500.00	12,500.00	25.00%	based on prior year actuals
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	15,175.31	15,175.00	0.31	15,175.31	15,175.00	0.31	15,175.31	15,175.31	15,175.00	0.31	15,175.00	15,175.00	0.00%	
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	6.46	0.00	6.46	263.49	0.00	263.49	6.46	6.46	6.49	-0.03	6.46	6.46	-0.46%	
100-00-43690-000-000	EMS FLEX GRANT	52,549.75	0.00	52,549.75	99,210.00	0.00	99,210.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-43695-000-000	FIREHOUSE SUBS GRANT							0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	7,600.00	-7,600.00	0.00	7,600.00	-7,600.00	400.00	0.00	7,600.00	-7,600.00	7,600.00	7,600.00	0.00%	
100-00-43790-000-000	DNR STORMWATER MGMT GRANT				0.00	62,550.00	-62,550.00	0.00	150,000.00	105,700.00	44,300.00	43,200.00	43,200.00	-59.13%	SW-24-01 sw management plan update
<b>TOTAL INTRGOVERNMENTAL REV</b>		<b>474,578.75</b>	<b>612,963.00</b>	<b>-138,384.25</b>	<b>351,319.44</b>	<b>299,969.00</b>	<b>51,350.44</b>	<b>218,239.12</b>	<b>610,781.92</b>	<b>525,284.32</b>	<b>85,497.60</b>	<b>540,826.69</b>	<b>540,826.69</b>	2.96%	
														#DIV/0!	
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	0.00	50.00	-50.00	100.00	50.00	50.00	100.00	100.00	200.00	-100.00	100.00	100.00	-50.00%	reduced per prior year actuals
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	600.00	600.00	0.00	562.42	600.00	-37.58	15,635.00	15,635.00	550.00	15,085.00	635.00	635.00	15.45%	increased per prior year actuals
100-00-44115-000-000	OPERATORS LICENSES	471.00	200.00	271.00	275.00	200.00	75.00	260.00	260.00	250.00	10.00	400.00	400.00	60.00%	
100-00-44116-000-000	CIGARETTE LICENSE	100.00	100.00	0.00	100.00	100.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00	0.00%	
100-00-44117-000-000	SODA WATER LICENSES	30.00	30.00	0.00	80.00	30.00	50.00	100.00	100.00	80.00	20.00	100.00	100.00	25.00%	increased per prior year actuals
100-00-44120-000-000	OTHER BUSINESS & OCCUP LIC	200.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	0.00	100.00	100.00	100.00	#DIV/0!	
100-00-44125-000-000	CABLE FRANCHISE INCOME	64,511.57	60,701.00	3,810.57	65,764.77	61,301.00	4,463.77	45,559.25	61,000.00	61,000.00	0.00	61,000.00	61,000.00	0.00%	increase by adding carrier
100-00-44200-000-000	DOG LICENSES	3,915.00	4,000.00	-85.00	3,030.00	4,000.00	-970.00	2,145.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00%	
100-00-44201-000-000	WINNEBAGO CTY DOG LICENSES	1,044.75	1,000.00	44.75	844.73	1,000.00	-155.27	980.89	1,100.00	1,000.00	100.00	1,100.00	1,100.00	10.00%	
100-00-44300-000-000	BUILDING PERMITS NEW	31,200.00	12,000.00	19,200.00	21,600.00	12,000.00	9,600.00	20,800.00	45,000.00	12,000.00	33,000.00	102,240.00	102,240.00	752.00%	includes base price & surveying 12 homes
100-00-44301-000-000	BUILDING PERMITS REMODELING	12,179.97	10,000.00	2,179.97	11,684.86	10,000.00	1,684.86	10,720.91	13,000.00	10,000.00	3,000.00	35,000.00	37,500.00	275.00%	
100-00-44302-000-000	EXTRA INSPECTIONS	60.00	200.00	-140.00	0.00	200.00	-200.00	0.00	160.00	100.00	60.00	640.00	640.00	540.00%	4 inspections
100-00-44310-000-000	CULVERT PERMITS	1,300.00	1,000.00	300.00	2,950.00	1,000.00	1,950.00	3,200.00	4,000.00	1,000.00	3,000.00	1,600.00	1,600.00	60.00%	does not include new homes
100-00-44311-000-000	OTHER PERMITS	250.00	250.00	0.00	0.00	250.00	-250.00	69.20	100.00	100.00	0.00	100.00	100.00	0.00%	
100-00-44400-000-000	ZONING PERMITS & FEE'S	200.00	200.00	0.00	600.00	200.00	400.00	0.00	350.00	200.00	150.00	350.00	700.00	250.00%	conditional use permit
100-00-44500-000-000	RIGHT OF WAY	800.00	100.00	700.00	150.00	100.00	50.00	0.00	0.00	100.00	-100.00	3,000.00	3,000.00	2900.00%	implement ROW permit program
<b>TOTAL LICENSES AND PERMITS</b>		<b>116,862.29</b>	<b>90,531.00</b>	<b>26,331.29</b>	<b>107,841.78</b>	<b>91,131.00</b>	<b>16,710.78</b>	<b>99,770.25</b>	<b>145,005.00</b>	<b>90,680.00</b>	<b>54,325.00</b>	<b>210,465.00</b>	<b>213,315.00</b>	135.24%	
														#DIV/0!	
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	3,100.00	2,500.00	600.00	2,960.00	2,500.00	460.00	2,220.00	2,800.00	2,500.00	300.00	2,800.00	2,800.00	12.00%	based on prior year actuals
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	42.80	80.00	-37.20	16.42	80.00	-63.58	-24.06	-24.06	20.00	-44.06	100.00	100.00	400.00%	
100-00-46102-000-000	MISC CHARGES FOR SERVICES				7,323.75	0.00	7,323.75	0.00	0.00	0.00	0.00	200.00	200.00	#DIV/0!	nuisance billing, offsets expense
100-00-46310-000-000	SNOW REMOVAL	8,325.22	8,000.00	325.22	7,273.53	8,000.00	-726.47	84.12	4,000.00	9,000.00	-5,000.00	9,000.00	9,000.00	0.00%	private roads
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	404,968.08	384,900.00	20,068.08	711,996.98	712,257.00	-260.02	14,453.39	620,000.00	620,000.00	0.00	602,368.12	602,368.12	-2.84%	why did this decrease?
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	17,158.38	0.00	17,158.38	7,944.52	0.00	7,944.52	3,872.73	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%	
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	8,250.00	-8,250.00	1,750.00	0.00	1,750.00	12,375.00	12,375.00	10,000.00	2,375.00	9,900.00	9,900.00	-1.00%	12 new builds
100-00-46850-000-000	SITE PLANS FEES				200.00	0.00	200.00	950.00	4,850.00	0.00	4,850.00	6,000.00	6,000.00	#DIV/0!	site plans, CSMS, rezoning, etc
<b>TOTAL PUBLIC CHARGES FOR SERVICES</b>		<b>433,594.48</b>	<b>403,730.00</b>	<b>29,864.48</b>	<b>739,465.20</b>	<b>722,837.00</b>	<b>16,628.20</b>	<b>33,931.18</b>	<b>649,000.94</b>	<b>646,520.00</b>	<b>2,480.94</b>	<b>635,368.12</b>	<b>635,368.12</b>	-1.72%	
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	7,302.56	530.00	6,772.56	46,019.69	2,000.00	44,019.69	24,322.71	32,000.00	2,000.00	30,000.00	20,000.00	29,710.81	1385.54%	based on prior year actuals
100-00-48101-000-000	ARPA INTEREST	2,782.82	20.00	2,762.82	9,872.26	50.00	9,822.26	10,944.30	12,000.00	1,000.00	11,000.00	0.00	0.00	-100.00%	funds expended in 2024
100-00-48102-000-000	VERVE ACCTS	1,223.70	0.00	1,223.70	1,648.22	1,200.00	448.22	1,951.41	2,300.00	0.00	2,300.00	0.00	0.00	#DIV/0!	closed account in 2024
100-00-48200-000-000	RENT REVENUE	10,275.00	5,000.00	5,275.00	10,825.00	5,000.00	5,825.00	8,550.00	12,000.00	8,000.00	4,000.00	11,000.00	12,000.00	50.00%	based on prior year actuals
100-00-48300-000-000	SALE OF FIRE EQUIPMENT				45,954.29	0.00	45,954.29	0.00	12,000.00	0.00	12,000.00	0.00	0.00	#DIV/0!	
100-00-48301-000-000	SALE OF GARB														



Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 8/31/24	2024 Projected Year End	2024 Projected +/-	9.30.24 Proposed 2025 3% staff COLA	10.16.24 Admin Recommended 3/2% staff COLA	% compared to 2024 budget	Comments	
100-00-49200-000-000	Proceeds Refunding Bonds & Premium TRANSFERS FROM OTHER FUNDS	4,124,556.25	0.00	4,124,556.25	0.00	127,669.00	-127,669.00	0.00	634,000.00	445,000.00	189,000.00	40,000.00	40,000.00	-91.01%	STH 21 RAB Spirit funds
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>4,124,556.25</b>	<b>4,115,000.00</b>	<b>9,556.25</b>	<b>0.00</b>	<b>127,669.00</b>	<b>-127,669.00</b>	<b>0.00</b>	<b>634,000.00</b>	<b>445,000.00</b>	<b>189,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>-91.01%</b>	
<b>TOTAL REVENUES</b>		<b>6,536,471.74</b>	<b>6,587,264.00</b>	<b>-50,792.26</b>	<b>2,781,697.25</b>	<b>2,684,207.00</b>	<b>97,490.25</b>	<b>809,084.49</b>	<b>3,682,034.45</b>	<b>3,218,473.32</b>	<b>463,561.13</b>	<b>3,079,240.81</b>	<b>3,093,051.62</b>	<b>-3.90%</b>	

100-00-51100-000-000	TOWN BOARD							0.00	0.00	0.00	0.00			#DIV/0!	
100-00-51100-110-000	TOWN BOARD WAGES	16,400.00	18,000.00	-1,600.00	14,550.00	18,000.00	-3,450.00	11,250.00	18,000.00	15,452.00	2,548.00	18,000.00	18,000.00	16.49%	corrected to actual amount
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE							860.74	1,125.00	1,125.00	0.00	1,377.00	1,377.00	22.40%	
100-00-51100-209-000	ATTORNEY LEGAL FIRE DEPT	0.00	5,000.00	-5,000.00	0.00	5,000.00	-5,000.00	0.00	0.00	1,000.00	-1,000.00	500.00	500.00	-50.00%	
100-00-51100-321-000	TOWN BOARD DUES	1,358.00	1,300.00	58.00	2,094.42	2,254.00	-159.58	1,435.00	1,435.00	1,400.00	35.00	1,435.00	1,435.00	2.50%	
100-00-51100-390-000	TOWN BOARD MISC EXP	707.61	500.00	207.61	536.54	500.00	36.54	85.00	500.00	500.00	0.00	500.00	500.00	0.00%	
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	18,000.00	20,000.00	-2,000.00	17,277.50	10,000.00	7,277.50	9,272.50	15,000.00	15,000.00	0.00	14,000.00	14,000.00	-6.67%	
100-00-51300-218-000	ATTORNEY ORD CODIFICATION	1,195.00	4,000.00	-2,805.00	1,195.00	2,000.00	-805.00	1,195.00	1,195.00	2,000.00	-805.00	1,200.00	1,200.00	-40.00%	annual ecode is \$1200
100-00-51400-200-000	GEN GOVT HR/PERSONNEL	0.00	1,000.00	-1,000.00	93.40	1,000.00	-906.60	0.00	0.00	500.00	-500.00	500.00	400.00	-20.00%	
100-00-51400-310-000	GEN GOVT OFFICE SUPPLIES	3,011.24	3,000.00	11.24	3,993.31	3,000.00	993.31	4,321.38	4,930.00	3,000.00	1,930.00	3,000.00	3,000.00	0.00%	
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	1,514.11	2,500.00	-985.89	5,062.37	2,500.00	2,562.37	2,021.20	2,500.00	2,500.00	0.00	6,500.00	6,500.00	160.00%	AD-AN-01 computer replacements (\$4000)
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	483.62	8,000.00	-7,516.38	2,970.87	8,000.00	-5,029.13	535.52	3,500.00	5,000.00	-1,500.00	4,000.00	4,000.00	-20.00%	
100-00-51400-330-000	GEN GOVT MILEAGE	426.47	1,000.00	-573.53	242.92	1,000.00	-757.08	0.00	400.00	800.00	-400.00	250.00	250.00	-68.75%	reduce based on prior year actuals
100-00-51400-342-000	GEN GOVT COMPUTER & WEBSITE MA	28,592.36	25,000.00	3,592.36	24,452.42	15,000.00	9,452.42	25,800.07	27,000.00	18,000.00	9,000.00	20,300.00	20,300.00	12.78%	HeyGov \$7,000 and .gov transition
100-00-51400-390-000	GEN GOVT MISC EXP	206.90	3,000.00	-2,793.10	585.73	1,419.00	-833.27	748.70	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%	
100-00-51410-110-000	ADMINISTRATOR WAGES	88,703.21	88,482.00	221.21	83,541.81	91,137.00	-7,595.19	60,796.40	96,015.15	95,254.40	760.75	110,854.00	111,962.28	17.54%	
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	17,838.79	17,675.00	163.79	19,623.12	19,955.00	-331.88	5,797.14	7,345.00	7,286.96	58.04	8,480.00	8,565.11	17.54%	
100-00-51410-131-000	ADMINISTRATOR WRS							4,194.95	6,620.00	6,572.55	47.45	7,704.00	7,781.38	18.39%	
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE							10,035.77	10,035.77	16,136.64	-6,100.87	0.00	0.00	-100.00%	
100-00-51410-133-000	ADMINISTRATOR LIFE INSURANCE							45.36	25.00	0.00	25.00	181.44	167.40	#DIV/0!	
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	1,098.51	3,000.00	-1,901.49	343.86	3,000.00	-2,656.14	13,369.36	13,900.00	1,000.00	12,900.00	2,000.00	2,000.00	100.00%	includes Plan-It \$1000
100-00-51411-110-000	OFFICE ASST WAGES	35,963.75	34,944.00	1,019.75	34,189.10	36,816.00	-2,626.90	17,307.80	29,000.00	20,904.53	8,095.47	34,622.00	34,974.12	67.30%	
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	12,288.81	13,728.00	-1,439.19	16,047.58	15,773.00	274.58	2,581.86	3,456.00	1,599.19	1,856.81	2,649.00	2,675.52	67.30%	
100-00-51411-131-000	OFFICE ASST WRS							393.22	1,186.00	0.00	1,186.00	2,407.00	2,430.70	#DIV/0!	
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE							4.90	14.70	0.00	14.70	29.40	26.16	#DIV/0!	
100-00-51411-380-000	OFFICE ASST DEPT EXP		1,000.00	-1,000.00	7,651.50	1,000.00	6,651.50	0.00	0.00	0.00	0.00	200.00	200.00	#DIV/0!	
100-00-51420-110-000	CLERK TREAS WAGES	78,932.82	82,209.00	-3,276.18	63,831.96	79,505.00	-15,673.04	45,869.26	69,004.30	69,061.59	-57.29	71,488.00	72,202.21	4.55%	
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	17,462.80	17,777.00	-314.20	24,237.07	26,186.00	-1,948.93	5,255.82	6,955.94	5,283.21	1,672.73	5,469.00	5,523.47	4.55%	
100-00-51420-131-000	CLERK TREAS WRS							3,164.99	4,761.31	4,765.24	-3.93	4,969.00	5,018.05	5.31%	
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE							28,548.48	22,778.04	22,778.04	0.00	21,648.00	20,895.24	-8.27%	
100-00-51420-133-000	CLERK TREAS LIFE INSURANCE											72.00	#DIV/0!		
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	1,700.10	3,100.00	-1,399.90	996.19	3,100.00	-2,103.81	2,792.79	2,792.79	2,500.00	292.79	2,500.00	2,500.00	0.00%	
100-00-51420-390-000	CLERK TREAS MISC EXP	7,276.28	4,000.00	3,276.28	3,117.31	4,000.00	-882.69	752.35	8,000.00	8,000.00	0.00	15,000.00	15,000.00	87.50%	Workhorse remaining purchase and maintenance
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES				5,200.00	0.00	5,200.00	33,352.02	51,620.00	48,296.60	3,323.40	49,993.00	51,413.75	6.45%	
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE							2,496.15	3,820.00	3,722.18	97.82	3,825.00	3,933.15	5.67%	
100-00-51421-131-000	DEPUTY CLERK TREAS WRS							2,332.00	3,574.00	3,332.42	241.58	3,475.00	3,573.26	7.23%	
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH							19,507.41	15,593.16	15,593.16	0.00	14,829.00	14,648.04	-6.06%	
100-00-51421-133-000	DEPUTY CLERK TREAS LIFE INSURANCE							51.74	155.22			310.44	308.28	#DIV/0!	
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP							375.25	500.00	500.00	0.00	500.00	500.00	0.00%	
100-00-51440-110-000	ELECTIONS WAGES	8,141.75	10,000.00	-1,858.25	3,662.38	5,000.00	-1,337.62	4,070.00	12,000.00	12,000.00	0.00	5,000.00	5,000.00	-58.33%	only 2 elections in 2025
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	21,375.67	10,000.00	11,375.67	8,503.13	5,000.00	3,503.13	2,975.37	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%	
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	12,507.00	9,660.00	2,847.00	14,000.00	15,500.00	-1,500.00	15,802.50	15,802.50	16,000.00	-197.50	16,000.00	16,000.00	0.00%	
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	23,600.00	25,000.00	-1,400.00	23,600.00	23,600.00	0.00	36,960.00	55,440.00	55,440.00	0.00	28,000.00	28,000.00	-49.49%	contract (not a reeval as in prior year)
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	150.00	300.00	-150.00	260.00	300.00	-40.00	60.00	60.00	300.00	-240.00	60.00	60.00	-80.00%	based on prior year actuals
100-00-51530-390-000	ASSMT OF PROP MISC EXP	2.04	100.00	-97.96	11.24	100.00	-88.76	0.00	0.00	100.00	-100.00	100.00	100.00	0.00%	
100-00-51600-220-000	TOWN HALL UTILITIES	7,941.14	10,000.00	-2,058.86	7,801.06	10,000.00	-2,198.94	5,544.52	7,900.00	8,000.00	-100.00	8,000.00	8,000.00	0.00%	
100-00-51600-221-000	TOWN HALL GRASS/SNOW	2,667.50	3,000.00	-332.50	2,852.79	3,000.00	-147.21	2,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	0.00%	
100-00-51600-223-000	TOWN HALL PHONE	3,953.23	5,000.00	-1,046.77	3,274.30	5,000.00	-1,725.70	1,870.70	3,800.00	4,000.00	-200.00	4,000.00	4,000.00	0.00%	
100-00-51600-225-000	TOWN HALL JANITORIAL	3,432.05	3,500.00	-67.95	4,199.04	3,500.00	699.04	6,067.03	7,200.00	6,000.00	1,200.00	6,500.00	6,500.00	8.33%	
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	14,568.61	5,000.00	9,568.61	11,456.39	5,000.00	6,456.39	4,621.33	10,000.00	5,000.00	5,000.00	7,000.00	7,000.00	40.00%	
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	9,442.08	8,000.00	1,442.08	8,747.00	9,500.00	-753.00	3,622.00	3,622.00	10,000.00	-6,378.00	3,800.00	3,700.00	-63.00%	
100-00-51600-820-000	TOWN HALL IMPROVEMENTS	16,820.76	15,000.00	1,820.76	16,786.31	10,000.00	6,786.31	2,385.00	2,385.00	5,000.00	-2,615.00	3,000.00	3,000.00	-40.00%	
100-00-51900-313-000	OTHER GEN GOV POSTAGE	4,675.56	8,000.00	-3,324.44	2,288.40	8,000.00	-5,711.60	1,392.93	3,000.00	6,000.00	-3,000.00	3,000.00	2,500.00	-58.33%	
100-00-51900-390-000	OTH GEN GOV MISC EXP		106.00	-106.00		104.00	-104.00	56.50	56.50	100.00	-43.50	60.00	56.50	-43	

Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 8/31/24	2024 Projected Year End	2024 Budget	2024 Projected +/-	9.30.24 Proposed 2025 3% staff COLA	10.16.24 Admin Recommended 3/2% staff COLA	% compared to 2024 budget	Comments
100-00-52200-121-000	FD ASST. CHIEF SALARY	4,999.92	5,000.00	-0.08	4,791.58	5,000.00	-208.42	3,333.28	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00%	
100-00-52200-122-000	FD CAPT SALARY	6,000.00	6,000.00	0.00	5,500.00	6,000.00	-500.00	4,000.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00%	
100-00-52200-123-000	FD TREAS & SEC SALARY	2,400.00	2,400.00	0.00	2,200.00	2,400.00	-200.00	1,600.00	2,400.00	2,400.00	0.00	2,400.00	2,400.00	0.00%	
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	1,700.00	1,200.00	500.00	1,800.00	1,200.00	600.00	1,280.00	1,800.00	1,200.00	600.00	1,200.00	1,200.00	0.00%	
100-00-52200-125-000	FD STAND BY PAY	19,312.00	21,500.00	-2,188.00	7,922.00	21,500.00	-13,578.00	4,786.00	7,000.00	21,500.00	-14,500.00	0.00	0.00	-100.00%	moved to Fire/EMS call allowance (\$20/call)
100-00-52200-126-000	FD DRILL & FIRE ALLOWANCE	10,118.75	13,000.00	-2,881.25	9,372.50	13,000.00	-3,627.50	7,088.75	13,000.00	13,000.00	0.00	13,000.00	13,000.00	0.00%	moved to vehicles maint and equip repair
100-00-52200-130-000	FD SOC SEC/MEDICARE							2,947.06	3,500.00	9,594.00	-6,094.00	2,900.00	2,900.00	-69.77%	
100-00-52200-215-000	FD TOWN ALLOW TO FD	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00	1,555.69	1,555.69	1,000.00	555.69	1,000.00	1,000.00	0.00%	
100-00-52200-220-000	FD UTILITIES	6,852.14	6,500.00	352.14	7,411.64	6,500.00	911.64	5,116.90	7,000.00	6,500.00	500.00	6,695.00	6,695.00	3.00%	
100-00-52200-221-000	FD GRASS/SNOW	1,095.00	4,000.00	-2,905.00	1,050.00	4,000.00	-2,950.00	1,960.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00%	
100-00-52200-223-000	FD PHONE	2,427.20	3,000.00	-572.80	2,224.74	3,000.00	-775.26	427.68	650.00	3,000.00	-2,350.00	650.00	650.00	-78.33%	based on prior year actuals
100-00-52200-224-000	FD COMPUTER & WEBSITE							736.56	1,000.00	4,200.00	-3,200.00	5,000.00	5,000.00	19.05%	based on prior year actuals
100-00-52200-331-000	FD TRAINING	9,067.56	9,000.00	67.56	7,444.82	9,000.00	-1,555.18	5,974.22	9,000.00	9,000.00	0.00	9,270.00	9,270.00	3.00%	
100-00-52200-341-000	FD SUPPLIES	4,472.08	3,500.00	972.08	4,907.30	3,500.00	1,407.30	13,393.34	14,000.00	3,500.00	10,500.00	3,500.00	3,500.00	0.00%	
100-00-52200-360-000	FD VEHICLE MAINT	9,796.44	11,000.00	-1,203.56	42,124.93	11,000.00	31,124.93	65,996.42	200,000.00	11,000.00	189,000.00	25,000.00	25,000.00	127.27%	increased to cover larger vehicle maint. Costs
100-00-52200-361-000	FD FIRE HALL MAINT	16,239.70	19,000.00	-2,760.30	8,031.89	10,000.00	-1,968.11	818.07	8,000.00	10,000.00	-2,000.00	10,000.00	10,000.00	0.00%	
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	9,055.76	4,000.00	5,055.76	7,032.64	4,000.00	3,032.64	29,914.16	32,000.00	5,000.00	27,000.00	7,000.00	7,000.00	40.00%	increase based on prior year actuals
100-00-52200-380-000	FD DEPT EXPENSES	1,496.45	1,500.00	-3.55	1,421.32	1,500.00	-78.68	1,510.19	1,800.00	1,500.00	300.00	1,500.00	1,500.00	0.00%	
100-00-52200-390-000	FD MISC EXP	581.00	1,000.00	-419.00	3,555.70	1,000.00	2,555.70	710.72	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00%	
100-00-52200-510-000	FD PROP/LIAB INSURANCE	19,654.05	21,000.00	-1,345.95	29,216.00	21,000.00	8,216.00	19,242.83	19,242.83	22,500.00	-3,257.17	23,000.00	23,000.00	2.22%	
100-00-52200-810-000	FD EQUIPMENT	7,031.89	4,000.00	3,031.89	34,021.06	4,000.00	30,021.06	174,025.79	174,025.79	4,000.00	170,025.79	4,000.00	4,000.00	0.00%	
100-00-52210-000-000	2% FIRE DUES SERVICE AWARD	21,200.00	10,000.00	11,200.00	0.00	10,000.00	-10,000.00	0.00	0.00	10,000.00	-10,000.00	10,300.00	10,300.00	3.00%	
100-00-52210-128-000	2% FIRE DUES INSPECT REL TRAIN	206.72	500.00	-293.28	-150.00	500.00	-650.00	0.00	10.00	500.00	-490.00	515.00	515.00	3.00%	
100-00-52210-322-000	2% FIRE DUES FIRE INSPECT & PU	6,306.63	5,500.00	806.63	3,949.09	5,500.00	-1,550.91	26,172.67	16,172.67	5,500.00	10,672.67	5,665.00	5,665.00	3.00%	
100-00-52210-810-000	2% FIRE DUES DIST EQUIPMENT	16,884.58	14,500.00	2,384.58	125.60	17,000.00	-16,874.40	0.00	0.00	17,000.00	-17,000.00	17,510.00	17,510.00	3.00%	
100-00-52220-000-000	PUBLIC FIRE PROTECTION	165,827.00	165,827.00	0.00	165,827.00	165,827.00	0.00	165,827.00	165,827.00	165,827.00	0.00	165,827.00	165,827.00	0.00%	
100-00-52300-000-000	AMBULANCE	25,197.07	18,773.00	6,424.07	24,937.20	24,937.00	0.20	24,980.40	24,980.40	25,207.20	-226.80	80,000.00	96,697.00	283.61%	\$13.81/resident for 2024 service
	Flex Grant Funds Used				103,680.00	0.00	103,680.00				0.00			#DIV/0!	
100-00-52302-000-000	FIREHOUSE SUBS GRANT FUNDS				18,070.00	0.00	18,070.00	4,145.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-52310-122-000	FIRST RESPONDER CAPT SALARY	2,499.96	2,625.00	-125.04	2,291.63	2,625.00	-333.37	1,666.64	2,625.00	2,625.00	0.00	2,625.00	2,625.00	0.00%	
	First Responder Treasurer	0.00	1,200.00	-1,200.00							0.00			#DIV/0!	
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	12,355.00	10,000.00	2,355.00	11,368.75	10,000.00	1,368.75	10,125.00	12,700.00	10,000.00	2,700.00	15,500.00	15,500.00	55.00%	Standby pay moved to Fire/EMS call allowance
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA							902.23	1,200.00	0.00	1,200.00	1,200.00	1,200.00	#DIV/0!	
100-00-52310-331-000	FIRST RESPONDER TRAINING	1,585.55	2,000.00	-414.45	2,261.23	2,000.00	261.23	480.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00%	
100-00-52310-390-000	FIRST RESPONDER MISC EXP	0.00	201.00	-201.00	0.00	201.00	-201.00	0.00	200.00	200.00	0.00	200.00	200.00	0.00%	
100-00-52310-810-000	FIRST RESPONDER EQUIPMENT	10,845.81	6,000.00	4,845.81	3,630.52	6,000.00	-2,369.48	1,389.75	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00%	
100-00-52400-130-000	BUILDING INSPECTOR SOC SEC/MED							869.05	869.06	1,606.50	-737.44	0.00	0.00	-100.00%	
100-00-52400-213-000	BUILDING INSPECTOR CONTRACT	25,885.77	21,000.00	4,885.77	20,427.00	21,000.00	-573.00	25,427.18	50,000.00	21,000.00	29,000.00	115,000.00	115,000.00	447.62%	offset by rev \$100K new builds, \$15K remodels
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	48.00	1,200.00	-1,152.00	0.00	1,200.00	-1,200.00	16,059.46	20,000.00	1,200.00	18,800.00	0.00	0.00	-100.00%	
	Pub Safety - Pyrrl Exp	8,865.80	11,200.00	-2,334.20	6,145.89	11,200.00	-5,054.11							#DIV/0!	
<b>TOTAL PUBLIC SAFETY</b>		<b>441,007.79</b>	<b>418,126.00</b>	<b>22,881.79</b>	<b>552,446.18</b>	<b>416,590.00</b>	<b>135,856.18</b>	<b>631,128.68</b>	<b>824,558.44</b>	<b>423,559.70</b>	<b>400,998.74</b>	<b>564,457.00</b>	<b>581,154.00</b>	<b>37.21%</b>	
	Admin - Non-project related	821.40	0.00	821.40										#DIV/0!	
	Assessable Improvements	35,357.84	50,000.00	-14,642.16										#DIV/0!	
	Parking Facilities-Muni	5,413.00	20,000.00	-14,587.00										#DIV/0!	
	Highway-Billable to Developer	1,700.22	0.00	1,700.22										#DIV/0!	
	Public Works - Pyrrl Exp	1,695.50	3,000.00	-1,304.50	1,670.66	3,000.00	-1,329.34							#DIV/0!	
100-00-53100-110-000	PUBLIC WORKS WAGES							0.00	0.00	0.00	0.00	67,000.00	67,000.00	#DIV/0!	prorated for 3/1/25 start
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE							0.00	0.00	3,000.00	-3,000.00	5,125.00	5,125.00	70.83%	prorated for 3/1/25 start
100-00-53100-131-000	Public Works WRS											4,657.00	4,657.00	#DIV/0!	prorated for 3/1/25 start
100-00-53100-132-000	Public works HEALTH INSURANCE											18,260.00	18,260.00	#DIV/0!	prorated for 3/1/25 start
100-00-53100-380-000	Public Works DEPT EXPENSES											5,000.00	5,000.00	#DIV/0!	tools, PPE, vehicle fuel/maint, desk, supplies
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	95,180.99	175,000.00	-79,819.01	212,779.08	100,000.00	112,779.08	67,395.62	140,800.00	130,000.00	10,800.00	125,000.00	115,000.00	-11.54%	
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	202,775.66	160,000.00	42,775.66	168,281.94	125,000.00	43,281.94	154,272.58	154,272.58	155,000.00	-727.42	170,000.00	160,000.00	3.23%	PW-AN-04 Melrose Park (5 streets)
100-00-53103-000-000	TRAFFIC CONTROL	3,084.78	5,000.00	-1,915.21	1,761.80	3,000.00	-1,238.20	562.21	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00%	signing
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	10,119.28	20,000.00	-9,880.72	9,632.00	20,000.00	-10,368.00	10,920.00	14,000.00	30,000.00	-16,000.00	0.00	0.00	-100.00%	
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE							771.97	1,071.00	0.00	1,071.00	0.00	0.00	#DIV/0!	
100-00-53104-390-000	RD INSPECTOR MISC	15.37	6,000.00	-5,984.63	0.00	6,000.00	-6,000.00	877.98	1,000.00	16,253.00	-15,253.00	0.00	0.00	-100.00%	
100-00-53105-000-000	DRAINAGE & CULVERTS	29,512.68	10,000.00	19,512.67	11,152.68	10,000.00	1,152.68	3,540.65	18,000.00	20,000.00	-2,000.00	20,000.00	15,000.00	-25.00%	
100-00-53106-000-000	SNOW REMOVAL EXPENSE	91,992.16	100,000.00	-8,007.84	81,283.77	100,000.00	-18,716.23	63,585.32	105,000.00	120,000.00	-15,000.00	110,000.00	105,000.00	-12.50%	3 year average using '24 projected \$93,000
100-00-53107-000-000	SNOW REMOVAL PRIV ROADS	7,982.69	5,000.00	2,982.69	3,841.95	9,000.00	-5,158.05	2,700.50	4,000.00	9,000.00	-5,000.00	9,000.00	9,000.00	0.00%	offset by revenue
100-00-53420-000-000	STREET LIGHTING	10,286.97	13,000.00	-2,713.03	7,885.04	11,000.00	-3,114.96	5,499.76	9,000.00	9,000.00	0.00	9,000.00	9,000.00	0.00%	
100-00-53432-000-000	SIDEWALK MAINT				0.00	1,500.00	-1,500.00	0.00	0.00	1,500.00	-1,500.00	1,000.00	1,000.00	-33.33%	
100-00-53440-450-000	STORM WATER PLANNING	3,643.45	10,000.00	-6,356.55	4,452.82	26,868.00	-22,415.18	11,135.77	11,135.77	5,000.00	6,135.77	5,000.00	5,000.00	0.00%	MS4
100-00-53440-451-000	STORM WATER MANAGEMENT	12,397.15	100,000.00	-87,602.85	21,342.12	50,000.00	-28,657.88	9,037.47	25,000.00	50,000					



Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 8/31/24	2024 Projected Year End	2024 Budget	2024 Projected +/-	9.30.24 Proposed 2025 3% staff COLA	10.16.24 Admin Recommended 3/2% staff COLA	% compared to 2024 budget	Comments
100-00-53635-000-000	RECYCLING	179,347.29	143,990.00	35,357.29	181,873.38	196,934.00	-15,060.62	116,800.53	198,235.00	198,235.00	0.00	193,500.00	193,500.00	-2.39%	
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	15,553.75	0.00	15,553.75	1,352.25	0.00	1,352.25	4,068.30	5,085.00	0.00	5,085.00	0.00	0.00	#DIV/0!	Harters will provide when we are out
100-00-53640-000-000	WEED & NUISANCE CONTROL	12,206.25	1,500.00	10,706.25	533.35	1,500.00	-966.65	0.00	0.00	1,000.00	-1,000.00	200.00	200.00	-80.00%	offset by revenue
<b>TOTAL PUBLIC WORKS</b>		<b>1,149,554.86</b>	<b>1,058,314.00</b>	<b>91,240.86</b>	<b>1,099,268.61</b>	<b>1,056,227.00</b>	<b>43,041.61</b>	<b>684,639.68</b>	<b>1,126,043.35</b>	<b>1,187,432.00</b>	<b>-61,388.65</b>	<b>1,215,022.00</b>	<b>1,185,022.00</b>	<b>-0.20%</b>	
100-00-54100-000-000	Shared Animal Control Position	0.00	2,000.00	-2,000.00										#DIV/0!	
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	1,500.00	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	500.00	1,000.00	1,500.00	1,500.00	200.00%	increased per prior year actuals
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	1,204.50	1,200.00	4.50	1,171.50	1,200.00	-28.50	1,178.00	1,178.00	1,200.00	-22.00	1,200.00	1,200.00	0.00%	
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>		<b>2,704.50</b>	<b>4,700.00</b>	<b>-1,995.50</b>	<b>2,671.50</b>	<b>2,700.00</b>	<b>-28.50</b>	<b>2,678.00</b>	<b>2,678.00</b>	<b>1,700.00</b>	<b>978.00</b>	<b>2,700.00</b>	<b>2,700.00</b>	<b>58.82%</b>	
100-00-55200-110-000	PARKS WAGES	7,140.50	18,000.00	-10,859.50	6,082.34	10,000.00	-3,917.66	2,712.50	7,000.00	10,000.00	-3,000.00	8,000.00	8,000.00	-20.00%	reduced based on prior 3 year actuals
100-00-55200-130-000	PARKS SOC SEC/MEDICARE				207.51	536.00				0.00	536.00	612.00	612.00	#DIV/0!	
100-00-55200-363-000	PARKS MAINTENANCE EXP	29,789.36	26,500.00	3,289.36	19,548.83	26,500.00	-6,951.17	13,761.56	20,000.00	25,000.00	-5,000.00	20,000.00	20,000.00	-20.00%	
100-00-55200-390-000	PARKS MISC EXP	76.15	2,520.00	-2,443.85				15,411.05	16,000.00	3,000.00	13,000.00	2,000.00	2,000.00	-33.33%	
100-00-55201-820-000	PARKS IMPROVEMENTS	4,904.80	8,000.00	-3,095.20	27,004.39	8,000.00	19,004.39	1,708.78	1,708.78	5,000.00	-3,291.22	3,000.00	2,500.00	-50.00%	
<b>TOTAL CULTURE, REC &amp; EDU</b>		<b>41,910.81</b>	<b>55,020.00</b>	<b>-13,109.19</b>	<b>52,635.56</b>	<b>44,500.00</b>	<b>8,135.56</b>	<b>33,801.40</b>	<b>45,244.78</b>	<b>43,000.00</b>	<b>2,244.78</b>	<b>33,612.00</b>	<b>33,112.00</b>	<b>-23.00%</b>	
100-00-56200-110-000	ECONOMIC DEV COMMITTEE WAGES	0.00	1,320.00	-1,320.00	0.00	1,320.00	-1,320.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-56200-455-000	ECONOMIC DEV WC-IDB	0.00	7,600.00	-7,600.00	0.00	7,600.00	-7,600.00	0.00	7,600.00	7,600.00	0.00	7,600.00	7,600.00	0.00%	offset by revenue
100-00-56200-456-000	ECONOMIC DEV T.I.F.	3,117.00	0.00	3,117.00				23,279.17	27,000.00	10,000.00	17,000.00	0.00	1,000.00	-90.00%	moved to TID #1 fund
100-00-56200-457-000	ECONOMIC DEV 21 SOUTH	0.00	3,265.00	-3,265.00				0.00	0.00	0.00	0.00	2,000.00	1,800.00	#DIV/0!	
100-00-56300-110-000	PLANNING COMMISSION WAGES	0.00	1,800.00	-1,800.00	1,269.00	1,800.00	-531.00	1,425.00	1,800.00	1,800.00	0.00	1,800.00	1,800.00	0.00%	
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	9,237.00	42,500.00	-33,263.00	6,593.68	48,755.00	-42,161.32	12,698.47	20,000.00	50,000.00	-30,000.00	1,000.00	500.00	-99.00%	moved to engineering lines
100-00-56400-452-000	LAND USE/ZONING SURVEYING & FYG	6,639.76	5,000.00	1,639.76	5,430.00	5,000.00	430.00	5,976.08	7,000.00	5,000.00	2,000.00	3,000.00	3,000.00	-40.00%	
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	9,300.00	10,000.00	-700.00	9,246.84	10,000.00	-753.16	1,093.00	5,000.00	50,000.00	-45,000.00	40,000.00	39,000.00	-22.00%	AD-25-01 Municipal Complex Study \$15K; CR-25-03 update CORP \$16K
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	6,400.00	20,000.00	-13,600.00	5,490.14	20,000.00	-14,509.86	76,053.23	125,000.00	125,000.00	0.00	50,000.00	50,000.00	-60.00%	SW-24-01 sw management plan update \$43,200
<b>TOTAL CONSERVE &amp; DEV</b>		<b>34,693.76</b>	<b>91,485.00</b>	<b>-56,791.24</b>	<b>28,029.66</b>	<b>94,475.00</b>	<b>-66,445.34</b>	<b>120,524.95</b>	<b>193,400.00</b>	<b>249,400.00</b>	<b>-56,000.00</b>	<b>105,400.00</b>	<b>104,700.00</b>	<b>-58.02%</b>	
100-00-57100-000-000	Omro Road - Engineering & Construct	505,682.76	100,000.00	405,682.76										#DIV/0!	
100-00-57100-000-000	Irvine Pond	126,998.01	0.00	126,998.01	0.00	60,000.00	-60,000.00							#DIV/0!	
100-00-57101-000-000	LRP ENGINEERING & CONSTRUCT				24,964.03	0.00	24,964.03	152,933.80	165,000.00	60,000.00	105,000.00	50,000.00	50,000.00	-16.67%	PW-26-02
100-00-57101-000-000	LRP EST/ACQUIS/LEGAL				41,895.32	0.00	41,895.32	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-57102-000-000	LPR South Leg Roundabout											40,000.00	40,000.00	#DIV/0!	PW-26-01
100-00-57103-000-000	Public Works vehicle											40,000.00	25,000.00	#DIV/0!	PW-25-01
100-00-57200-000-000	RESERVE FOR TOWN REVALUATION	0.00	10,000.00	-10,000.00	0.00	10,000.00	-10,000.00	0.00	0.00	10,000.00	-10,000.00	10,000.00	10,000.00	0.00%	
100-00-57200-000-000	Town Hall Generator											0.00	0.00	#DIV/0!	PW-25-03 replace town hall generator
100-00-57300-000-000	JONES POND	5,544.49	0.00	5,544.49	519.40	3,000.00	-2,480.60	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
100-00-57301-000-000	BELLHAVEN LANE POND	758.09	0.00	758.09	24,096.64	125,100.00	-101,003.36	5,994.29	328,000.00	30,000.00	298,000.00	0.00	0.00	-100.00%	
100-00-57302-000-000	LEONARD POINT DETENTION POND							11,485.52	14,300.00	8,738.00	5,562.00	78,000.00	78,000.00	792.65%	SW-26-01
100-00-57400-000-000	FIRE EQUIPMENT	29,542.20	83,000.00	-53,457.80	0.00	83,000.00	-83,000.00	0.00	0.00	256,000.00	-256,000.00	0.00	0.00	-100.00%	
100-00-57500-000-000	JONES PARK				150.96	0.00	150.96	0.00	0.00	30,000.00	-30,000.00	35,000.00	35,000.00	16.67%	CR-25-01 west parking lot land acq
<b>TOTAL CAPITAL OUTLAY</b>		<b>668,525.55</b>	<b>193,000.00</b>	<b>475,525.55</b>	<b>91,626.35</b>	<b>281,100.00</b>	<b>-189,473.65</b>	<b>170,413.61</b>	<b>507,300.00</b>	<b>394,738.00</b>	<b>112,562.00</b>	<b>253,000.00</b>	<b>238,000.00</b>	<b>-39.71%</b>	
100-00-58100-610-000	GO REFUNDING BOND PRINCIPAL							0.00	0.00	220,000.00	-220,000.00	406,415.00	406,415.00	84.73%	
100-00-58100-610-000	Jones Park	125,273.30	125,308.00	-34.70	120,863.32	121,050.00	-186.68					0.00	0.00	#DIV/0!	
100-00-58200-620-000	OMRO ROAD INTEREST	122,317.36	114,637.30	7,680.06	141,169.80	140,237.00	932.80	265,837.60	265,837.60	102,741.60	163,096.00	0.00	0.00	-100.00%	
100-00-58201-620-000	STORM SEWER INTEREST	42,976.35	40,277.97	2,698.38	49,600.20	49,283.00	317.20	93,402.40	93,402.40	36,098.40	57,304.00	0.00	0.00	-100.00%	
<b>TOTAL DEBT SERVICE</b>		<b>290,567.01</b>	<b>280,223.27</b>	<b>10,343.74</b>	<b>311,633.32</b>	<b>310,570.00</b>	<b>1,063.32</b>	<b>359,240.00</b>	<b>359,240.00</b>	<b>358,840.00</b>	<b>400.00</b>	<b>406,415.00</b>	<b>406,415.00</b>	<b>13.26%</b>	
100-00-59200-000-000	Payroll Expenses				4,795.29	0.00	4,795.29							#DIV/0!	
100-00-59200-000-000	TRANSFER TO OTHER FUNDS							0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
<b>TOTAL OTHER FINANCING USES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,795.29</b>	<b>0.00</b>	<b>4,795.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	
<b>TOTAL EXPENSES</b>		<b>3,113,591.18</b>	<b>2,593,249.27</b>	<b>520,341.91</b>	<b>2,601,768.99</b>	<b>2,684,207.00</b>	<b>-82,438.01</b>	<b>2,417,192.50</b>	<b>3,632,256.12</b>	<b>3,200,473.41</b>	<b>431,627.49</b>	<b>3,120,321.28</b>	<b>3,093,051.62</b>	<b>-3.36%</b>	
<b>NET REVENUES AND EXPENSES</b>		<b>3,422,880.56</b>	<b>3,994,014.73</b>	<b>-571,134.17</b>	<b>179,928.36</b>	<b>0.00</b>	<b>179,928.26</b>	<b>-1,608,108.01</b>	<b>49,778.33</b>	<b>17,999.91</b>	<b>31,933.64</b>	<b>-41,080.47</b>	<b>0.00</b>	<b>-100.00%</b>	
<b>NET CHANGE IN FUND BALANCE</b>					<b>156,904.00</b>				<b>49,778.33</b>	<b>0.00</b>			<b>0.00</b>		
<b>FUND BALANCE BEGINNING OF YEAR</b>		<b>645,183.00</b>			<b>765,273.00</b>				<b>922,177.00</b>	<b>922,177.00</b>			<b>971,955.33</b>		
<b>FUND BALANCE AT END OF YEAR</b>		<b>765,273.00</b>			<b>922,177.00</b>				<b>971,955.33</b>	<b>922,177.00</b>			<b>971,955.33</b>		
<b>Total Not Unrestricted</b>					<b>378,682.00</b>										
<b>Total Unrestricted</b>					<b>543,495.00</b>										

Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 8/31/24	2024 Projected Year End	2024 Budget	2024 Projected +/-	9.30.24 Proposed 2025 3% staff COLA	10.16.24 Admin Recommended 3/2% staff COLA	% compared to 2024 budget	Comments
400-00-41120-000-001	TID #1 TAX INCREMENT							0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	payments begin in 2026
<b>TOTAL TAXES</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	#DIV/0!	
400-00-48100-000-001	TID #1 Interest							0.00	0.00	0.00	0.00	1,000.00	1,000.00	#DIV/0!	
<b>TOTAL MISCELLANEOUS REVENUE</b>								<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	#DIV/0!	
400-00-49140-000-001	PROCEEDS FROM LONG TERM DEBT								410,000.00		410,000.00		0.00	#DIV/0!	
400-00-49300-000-001	FUND BALANCE APPLIED								0.00		0.00	4,000.00	6,000.00	#DIV/0!	
400-00-48900-000-001	MISCELLANEOUS INCOME								0.00		0.00		0.00	#DIV/0!	
<b>TOTAL OTHER FINANCING SOURCES</b>								<b>0.00</b>	<b>410,000.00</b>	<b>0.00</b>	<b>410,000.00</b>	<b>4,000.00</b>	<b>6,000.00</b>	#DIV/0!	
<b>TOTAL TID #1 REVENUES</b>								<b>0.00</b>	<b>410,000.00</b>	<b>0.00</b>	<b>410,000.00</b>	<b>5,000.00</b>	<b>7,000.00</b>	#DIV/0!	
400-00-51400-200-001	TID #1 ADMINISTRATION								5,000.00		5,000.00	5,000.00	5,000.00	#DIV/0!	
400-00-56200-456-001	TID #1 PLANNING								2,000.00		0.00		2,000.00	#DIV/0!	
400-00-57700-820-001	WATERMAIN EXTENSION CONSTRUCTION								313,268.00		313,268.00	0.00	0.00	#DIV/0!	
400-00-58100-600-001	TID #1 LONG TERM DEBT PRINCIPAL								0.00		0.00	0.00	0.00	#DIV/0!	
400-00-58200-620-001	TID #1 LONG TERM DEBT INTEREST								0.00		0.00	0.00	0.00	#DIV/0!	
400-00-59200-000-001	TRANSFER TO GENERAL FUND								27,000.00		27,000.00	0.00	0.00	#DIV/0!	
<b>TOTAL TID #1 EXPENSES</b>		<b>6,536,471.74</b>	<b>6,587,264.00</b>	<b>-50,792.26</b>	<b>2,781,697.25</b>	<b>2,684,207.00</b>	<b>97,490.25</b>	<b>0.00</b>	<b>347,268.00</b>	<b>0.00</b>	<b>345,268.00</b>	<b>5,000.00</b>	<b>7,000.00</b>	#DIV/0!	
<b>NET TID #1 REVENUES AND EXPENSES</b>		<b>3,422,880.56</b>	<b>3,994,014.73</b>	<b>-571,134.17</b>	<b>179,928.36</b>	<b>0.00</b>	<b>179,928.26</b>	<b>0.00</b>	<b>62,732.00</b>	<b>0.00</b>	<b>64,732.00</b>	<b>0.00</b>	<b>0.00</b>	#DIV/0!	

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

Source	Project #	Priority	2025	2026	2027	2028	2029	Total
<b>County Aid</b>								
STH 21 & Leonard Point Road Roundabout South Leg	PW-26-01	1	40,000	347,500				387,500
<b>County Aid Total</b>			<b>40,000</b>	<b>347,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>387,500</b>
<b>Fire Department Fund</b>								
Refurbish #8 Rescue/Engine 21	FD-25-01	1		30,000				30,000
<b>Fire Department Fund Total</b>			<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>
<b>General Fund</b>								
Annual Computer Replacements	AD-AN-01	1	4,000	4,000	4,000	4,000	4,000	20,000
Clairville Road Extension South from STH 21	PW-26-0414	1		20,000				20,000
Jones Park Playground Surface Upgrades	CR-27-01	1			150,000			150,000
Jones Park West Parking Lot	CR-25-01	1	35,000					35,000
Lake Butte des Morts Public Landing	CR-26-02	1		5,000				5,000
Leonard Point Road - East to West	PW-28-01	1				50,000		50,000
Leonard Point Road - STH 21 to Highland Shore Ln	PW-26-02	1	50,000	240,000				290,000
Leonard Point Road Wet Detention Pond	SW-26-01	1	78,000					78,000
Municipal Complex Study	AD-25-01	1	15,000					15,000
Public Works Vehicle	PW-25-01	1	25,000					25,000
Refurbish #8 Rescue/Engine 21	FD-25-01	1		226,000				226,000
Replace Generator at Town Hall	PW-25-03	1		13,000				13,000
Road Resurfacing (Mill and Pave)	PW-AN-04	1	170,000	125,000	125,000	125,000	125,000	670,000
Server Replacement	AD-26-01	1		10,000				10,000
Update Comprehensive Outdoor Recreation Plan	CR-25-03	1	16,000					16,000
<b>General Fund Total</b>			<b>393,000</b>	<b>643,000</b>	<b>279,000</b>	<b>179,000</b>	<b>129,000</b>	<b>1,623,000</b>
<b>General Obligation Debt</b>								
Clairville Road Extension South from STH 21	PW-26-0414	1			500,000	500,000	500,000	1,500,000
Leonard Point Road - STH 21 to Highland Shore Ln	PW-26-02	1			1,690,000			1,690,000
Leonard Point Road Wet Detention Pond	SW-26-01	1		945,000	50,000			995,000
Replace #6 Tender 21	FD-26-01	1		375,000				375,000
STH 21 & Leonard Point Road Roundabout South Leg	PW-26-01	1		387,500				387,500
<b>General Obligation Debt Total</b>			<b>0</b>	<b>1,707,500</b>	<b>2,240,000</b>	<b>500,000</b>	<b>500,000</b>	<b>4,947,500</b>

Source	Project #	Priority	2025	2026	2027	2028	2029	Total
<b>Park Improvement Fund</b>								
Jones Park West Parking Lot	CR-25-01	1		110,000				110,000
<b>Park Improvement Fund Total</b>			<b>0</b>	<b>110,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110,000</b>

**State Grant**

Storm Water Management Plan Update	SW-24-01	1	43,200					43,200
<b>State Grant Total</b>			<b>43,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,200</b>

<b>GRAND TOTAL</b>			<b>476,200</b>	<b>2,838,000</b>	<b>2,519,000</b>	<b>679,000</b>	<b>629,000</b>	<b>7,141,200</b>
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