

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, November 20, 2024 – 6:00 p.m.
15 N. Oakwood Road, Oshkosh, WI 54904

AGENDA

The Board may discuss and act on the following:

1. Call to Order.

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

2. Town agenda was posted at the following locations: Town of Algoma Municipal Building, Service Oil Co., and town website at www.townofalgoma.org on November 15, 2024.

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

- A. Monthly Town Board Meeting dated October 16, 2024.

4. Review and approve November 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
- D. Community Development Updates
 - i. Quarry Development

9. Town Chairman Report.

- A. Road Maintenance Update.
- B. Oshkosh MPO Policy Board Update.

10. Clerk/Treasurer Report.

- A. Election Results.
- B. Electioneering.

11. Monthly Financial Statements and Financial Report.

12. Business.

- A. Discussion and possible action: Approve Operator’s License for Hannah Dobish for license year ending June 30, 2025.
- B. Discussion and possible action: Resolution 2024-5 Amending and Adopting the 2025 Fees and Licenses Schedule for the Town of Algoma.
- C. Discussion and possible action: Adoption of the 2025 Town of Algoma Budget by Category
- D. Discussion and possible action: Winnebago County Highway and Town of Algoma Maintenance Agreement.
- E. **CLOSED SESSION:** Vote to enter into closed session for board consideration of the following items: Pursuant to WI Statutes 19.85(1)(c) Considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Town Administrator introductory period/6-month performance evaluation.
- F. **Vote to reconvene in open session** for discussion and take action on all matters discussed in the above listed closed session.

13. Adjourn.

The Town Board meets regularly on the THIRD WEDNESDAY OF EACH MONTH AT 6:00 p.m. (unless otherwise noted) at the Municipal Building (Town Hall), 15 N. Oakwood Road. ALL MEETINGS ARE OPEN TO THE PUBLIC. NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the Town Hall office at 920-235-3789.

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
October 16, 2024**

The public hearing for sanitary district addition started at 6pm. The purpose of the hearing is 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.

There was no discussion, so the hearing ended, and the regular board meeting started.

The following were present: Chairman Joel Rasmussen, Supervisors Teresa Van Aacken, Petey Clark, and Dan Martin.

The following Supervisors were absent (excused): Mike Brooks.

The following were also present: Administrator Maggie Mahoney, Fire Chief Kevin Sawicki, and Clerk/Treasurer Katherine Reinbold.

The agenda was posted on October 11, 2024.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Board approved the minutes of the Monthly Town Board meeting dated September 18, 2024.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Board approved the minutes of the Special Town Board meeting dated September 30, 2024, with the word monthly being changed to special in the first line of the minutes.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board approved the October 2024 disbursements.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC) reported the unemployment rate is at 2.5% as of August. The September job report for the U.S. shows an increase of 250,000 jobs.

Chief Sawicki reported that Rescue 21 needs to be refurbished. Engine 21 should be back from refurbishment by the end of October. They used a house that was to be torn down on Leonard Point Road for training and it was a great experience. They served 576 people at the pancake breakfast and raised \$5,500.

The Planning Commission met on October 9, and there will be discussion under business for these items.

The Parks Committee did not meet.

Administrator Mahoney reported the Board attended budget workshops on September 16 and 30. The Administrator's recommended budget is being presented tonight. The Bellhaven Lane Iron Enhanced Sand Filter is substantially completed. The restoration work is being completed. No updates on the

Leonard Point Road Storm Detention Pond and Leonard Point Road Reconstruction. Administrator Mahoney and Chairman Rasmussen attended a virtual meeting with WisDOT Northeast Region to discuss the improvements on WIS 21 between Omro and Oshkosh. Construction is currently scheduled for 2026. There will be a meeting for the public coming up. The Town was approved for the loan from the BCPL State Trust Fund Loan Program for watermain construction in TID #1.

Chairman Rasmussen reported the fall mowing is being completed. A permit from WisDOT to mow along WIS 21 had to be obtained and the southeast corner of Oakwood and WIS 21 will be mowed this year.

Clerk/Treasurer Reinbold reported that the open book went well. They were very busy and had to add an extra day. So far, we have mailed out 861 absentee ballots and in person absentee voting will start on Tuesday 10-22-24.

The monthly financial statements and report were presented.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved the 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.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved Pay Request #1 for the S. Oakwood Road Water Line Extension payable to the Algoma Sanitary District #1 in the amount of \$276,166.93.

Administrator Mahoney highlighted some of the changes to the county zoning ordinance and recommends approval. Chairman Rasmussen expressed frustration of timing of this. On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the 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.

Administrator Mahoney recommended approval along with the Planning Commission. On a motion by Supervisors Martin/Clark, passed on a voice vote, the Town Board approved 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.

The request for a conditional use permit meets the criteria for conditional use and this is a temporary situation for the business. Both Administrator Mahoney and the Planning Commission recommend approval. On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved 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.

Administrator Mahoney and the Planning Commission both recommend approval. On a motion by Supervisors Martin/Clark, passed on a voice vote, the Town Board approved the Certified Survey Map by petitioner Peter Schwabe, In, on behalf of Killian Management Services divide two parcels, 00200910101 and 002009101, into three parcels.

There was a discussion about flow of traffic for the car wash and that a wider entrance to the property makes sense. The revised plan also shortened the island to widen the traffic lane to 30 feet on the south end of the car wash. The Planning Commission had no red flags about the project. On a motion by Supervisors Martin/Van Aacken, passed on a voice vote, the Town Board approved the revised 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 no conditions.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved the operator's license for Kyle Wright.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board approved to adopt the Wisconsin Historical Society Retention Schedule.

This is a renewal of the previous 36-month contract with Excel Underground and there is a fee increase. On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved the Town of Algoma and Excel Underground, LLC for underground facilities locating and marking services agreement.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the 2025 health insurance premium for Town employees.

Chief Sawicki spoke on wanting to get vehicles up to date. The Fire Officers and Truck Committee assessed all vehicles and the storage space for all of them. Even with the sale of Squad 21, they are not providing less of service, and they want to use the sale money for the refurbishment of Rescue 21. On a motion by Supervisors Van Aacken/Martin, passed on a voice vote, the Town Board approved the sale of Fire Department Vehicle Squad 21 with the proceeds going towards the refurbishment of Rescue 21.

Administrator Mahoney presented a balanced budget. There was a change due to the annexation in 2023, so there was a reduction in the budget of \$24,950.

On a motion by Supervisors Martin/Clark, the Town Board adjourned at 7:24 p.m.

Respectfully submitted,
Katherine Reinbold

BANK FIRST CHECKING

ALL Checks

Posted From: 10/01/2024 From Account:
Thru: 10/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
29539	10/01/2024	Anthem Blue Cross & Blue Shield October Billing	3,144.04
29540	10/01/2024	Bear Graphics, Inc. 10,000 Tax Envelopes	968.00
29541	10/01/2024	Bound Tree Medical, LLC Fire Department Medical Supplies	73.83
29542	10/01/2024	Chet Wesenberg Architect, LLC Occupancy Permt	500.00
29543	10/01/2024	Curt Clark Disposal of Playground Steps	20.00
29544	10/01/2024	Delta Dental October Billing	54.36
29545	10/01/2024	DetailX Cleaning LLC September Cleaning	507.76
29546	10/01/2024	Fallon Crowe 9/13/24 XC Dinner	200.00
29547	10/01/2024	Folske Electrical Services Generator Maintenance	499.00
29548	10/01/2024	FP Mailing Solutions Account# 600061279	104.85
29549	10/01/2024	Gannett Wisconsin LocaliQ Acct# 1012782	51.75
29550	10/01/2024	Gunderson Uniform and Linen September Service	102.54
29551	10/01/2024	Harter's Fox Valley Disposal Agust Services	44,504.01
29552	10/01/2024	McMahon Associates, Inc. Inspection Services	7,765.30
29553	10/01/2024	Pingry-Caswell Order# 0052551	105.58
29554	10/01/2024	Titon Property Management 2 Occupancy Permits	1,000.00
29555	10/01/2024	Valley Pest Control September Billing	62.00
29556	10/01/2024	Verizon Wireless Algoma Fire Department	80.02
29557	10/01/2024	WI Public Service September charges	1,464.11

BANK FIRST CHECKING

ALL Checks

Posted From: 10/01/2024 From Account:
Thru: 10/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
29558	10/01/2024	Williams Technology Consulting Fees	718.75
29559	10/01/2024	Winnebago County Towns Association Dues for 2024-2025	100.00
29560	10/01/2024	WI Public Service Addie Pkwy & Nelson Rd	50.09
29561	10/15/2024	Action Appraisers 2024 Maintenance & Market Update	4,620.00
29562	10/15/2024	Algoma Sanitary District #1 6/26/24 - 9/25/24 Reading Dates	246.93
29563	10/15/2024	Algoma Storage November 2024 Storage Fees	110.00
29564	10/15/2024	Amazon Capital Services September Purchases	199.58
29565	10/15/2024	Anthem Blue Cross & Blue Shield November Billing	3,144.04
29566	10/15/2024	Bank First Town Hall Account	972.21
29567	10/15/2024	Bank First Fire Department	1,416.05
29568	10/15/2024	BP Acct# 4987887728	68.57
29569	10/15/2024	Charter Communications Fire Dept. Acct# 171715501	175.82
29570	10/15/2024	Charter Communications Town Hall	145.26
29571	10/15/2024	Complete Yard Maintenance, LLC Cut/Trim Work	920.00
29572	10/15/2024	Culligan Water Conditioning Acct# 812578 - Sept. Billing	9.00
29573	10/15/2024	Daniel Martin Planning Commission 10/9/24	75.00
29574	10/15/2024	Dave Vienola Construction 2888 Scenic Dr Occupancy	500.00
29575	10/15/2024	Dunham Law, LLC TIF District #1	1,727.50
29576	10/15/2024	Ehlers 2024 Continuing Disclosure Reporting	850.00

BANK FIRST CHECKING

ALL Checks

Posted From: 10/01/2024 From Account:
Thru: 10/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
29577	10/15/2024	Fahrner Asphalt Sealers, LLC Chip Seal & Fog Seal	73,406.00
29578	10/15/2024	Gartman Mechanical Services Town Hall Boiler Service	1,302.58
29579	10/15/2024	Harter's Fox Valley Disposal September Billing	44,504.01
29580	10/15/2024	Jacobson Lock & Key Fastenal Purchase for Playground Equip.	99.89
29581	10/15/2024	Jody Brewer 9/29/24 Bridal Shower - ck# 6966	200.00
29582	10/15/2024	Kyle Kehoe 10/9/24 Planning Commission Meeting	50.00
29583	10/15/2024	Linda Kollmann 10/9/24 Planning Commission Meeting	50.00
29584	10/15/2024	Mark Thompson 10/9/24 Planning Commission Meeting	50.00
29585	10/15/2024	Marshland Trnsplnt Aqtc NRSR Seeds for Nelson Pond	1,050.00
29586	10/15/2024	McMahon Associates, Inc. Professional Services	24,396.22
29587	10/15/2024	Menard's In Store Purchases - Acct # 30250273	49.06
29588	10/15/2024	Mike Skoglund 10/9/24 Planning Commission Meeting	50.00
29589	10/15/2024	RH Design Build, LLC 2897 & 2898 Oakwood Ln Occupancy	1,000.00
29590	10/15/2024	Rhyme Business Products October Billing	233.59
29591	10/15/2024	Securian Financial Group, Inc. November Billing	43.44
29592	10/15/2024	Town Counsel Law & Litigation, LLC Legal Services	840.00
29593	10/15/2024	Winnebago County Treasurer Customer# 00568, Invoice# LF133924	1,012.75
29594	10/15/2024	Winnebago County Treasurer Highway Department	13,125.69
Grand Total			238,719.18

BANK FIRST CHECKING

ALL Checks

Posted From: 10/01/2024 From Account:
Thru: 10/31/2024 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	238,719.18
Total Expenditure from all Funds	238,719.18

Check Date From: 10/01/2024
Thru: 10/31/2024

From Dept: 010 ADMINISTRATION
Thru Dept: 020 TOWN BOARD

Pay Periods: 9/01/2024 Thru: 9/30/2024

Total Checks: 9 (Male: 3 Female: 6)

Earnings:

Regular Pay	24,239.13	634.50	Hours
CELLPHONE	40.00		
MILEAGE	425.45		

	24,704.58		

Withholdings:

Federal	1,850.02
Social Security	1,482.15
Medicare	346.64
Wisconsin	915.79
HEALTH INS	383.71
LIFE INSURANCE	-50.40
WRS	1,461.70

	6,389.61

NET PAY 18,314.97

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
SICK LEAVE	0.00	44.00
VACATION	0.00	42.50
	-----	-----
	0.00	86.50

Fringes:

HEALTH	2,813.89

	2,813.89

11/15/2024 10:15 AM

Reprint Payroll Register Totals Only
All Employees

Page: 1
PAYRL

Check Date From: 10/01/2024
Thru: 10/31/2024

From Dept: 030 FIRE
Thru Dept: 040 MAINTENANCE

Pay Periods: 9/01/2024 Thru: 9/30/2024

Total Checks: 32

(Male: 28 Female: 4)

Earnings:

Regular Pay	5,393.32	89.00	Hours
MILEAGE	53.60		
TOTE DELIVERY	140.00		

	5,586.92		

Withholdings:

Federal	61.33
Social Security	343.08
Medicare	80.27
Wisconsin	44.59

	529.27

NET PAY 5,057.65



Town of Algoma Fire Department

Monthly Report
October 2024

Prepared by
Kevin Sawicki – Fire Chief

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Grants

State EMS Grant

- FD applied for a State of Wisconsin EMS Grant to update AED's and EMS equipment/gear.

Trucks and Equipment

Vehicles

- Squad 21 – The vehicle was assessed for use and priority of the department. The decision was to sell the vehicle. The Squad is currently stripped of equipment and for sale. FD is working with Wisconsin Surplus regarding the sale.

Truck Committee

- Engine 21 has returned from refurbishment and will be placed back into frontline service in November. The vehicle underwent mechanical and electrical repair/updates. The vehicle received corrosion repair, paint and graphics. The refurbishment to Engine 21 should extend the life of the vehicle by 10 years.

New Members

- No update.

First Drill: October 7th, 2024

- Members participated in pumping water and fire hose deployment.

Second Drill: October 21st, 2024

- Members participated in fire hose testing. Hose must be tested annually according to NFPA 1962.

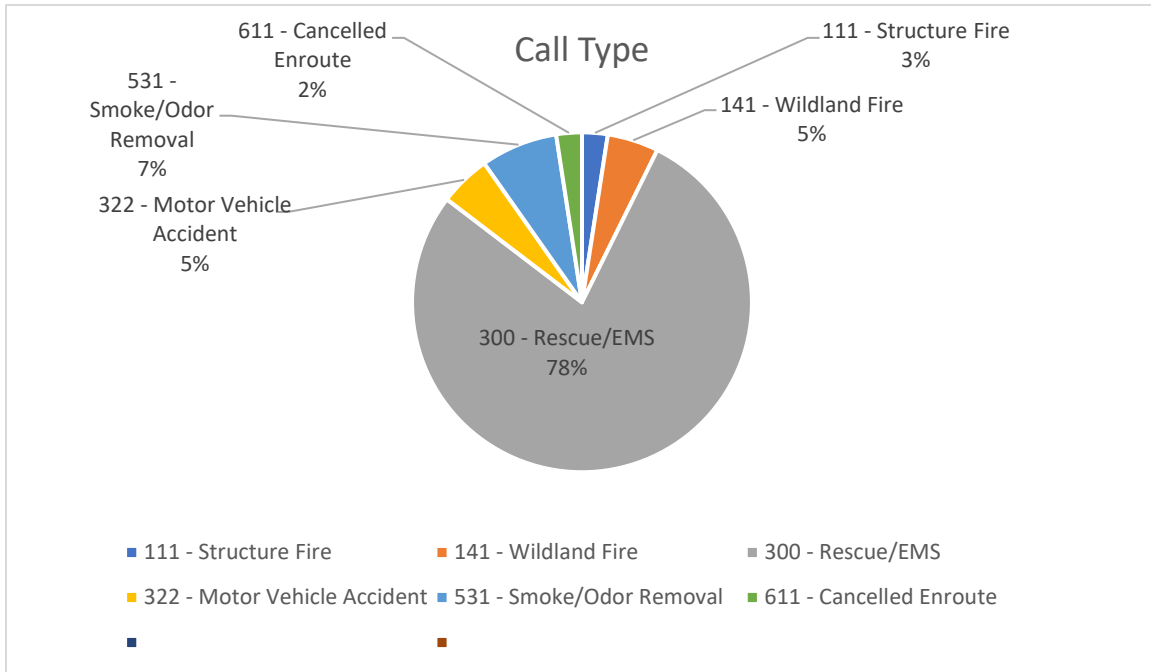
Upcoming Events

Event	Date
Training Drills	Monday, December 2 nd @ 6:30pm Monday, December 16 th @ 6:30pm
Monthly Department Meeting	Wednesday, December 11 th @ 7:00pm
Fire Department Open House	Saturday, May 17 th , 2025
Car Show	Saturday, August 16 th , 2025
Pancake Breakfast	Sunday, October 5 th , 2025



Incidents

Overall Incident Summary



Call Type	Count
111 – Structure Fire	1
141 – Wildland Fire	2
300 – Rescue/Emergency Medical Service (EMS)	32
322 – Motor Vehicle Accident	2
531 – Smoke/Odor Removal	3
611 – Cancelled Enroute	1
Total Calls	41

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: November 20, 2024

RE: Monthly Administrator's Report

A. Budget Update

The 2025 Administrator's Final Recommended Budget is being presented for adoption at this regular town board meeting under new business. Upon adoption the final budget, including the capital improvement plan, will be posted on the town website.

B. Major Projects Updates

i. Bellhaven Lane Iron Enhanced Sand Filter

Town Engineer, Phil Kleman with McMahon, and I did a final walk through of the project with WDNR staff on October 30. They were very interested and impressed with the project and are aware that we will be submitting for the grant reimbursement soon. A few punch list items were identified for the contractor. The town is awaiting the second, and likely final, pay request.

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 Public Involvement Meeting on October 24 to discuss improvements on WIS 21 between Omro and Oshkosh. *Invitation mailed to property owners along the project is attached.*

The project website is at <https://wisconsindot.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

The developer's agreement is fully executed.

The water main project may start in early December but the schedule is not yet confirmed. The attached letter was sent by the sanitary district to residents along South Oakwood Road which notifies them of the construction project and that the TID will be reimbursed for connections occurring within the next 10 years. The letter also offers them free water testing.

The OSMS site plan is pending.

D. Community Development Updates

- a. **Quarry Development:** The developer is still looking at land suitability, feasibility, and design with the unique characteristics of this property. No preliminary plat/updated plan has been submitted to the Town as of this memo.

ATTACHMENTS:

1. WisDOT vPIM invitation for WIS 21 projects
2. Algoma Sanitary District letter to residents on S. Oakwood Rd

**WisDOT Division of Transportation System
Development - Northeast Region Office**
944 Vanderperren Way
Green Bay, WI 54304

**Governor Tony Evers
Secretary Kristina Boardman**
wisconsindot.gov
Telephone: (920)492-5643
FAX: (920)492-5640
Email: ner.dtsd@dot.wi.gov



October 8, 2024

Name
Title
Business Name
Street
PO Box
City State Zip

Project I.D. 6180-30-00

Omro – Oshkosh

WIS 116 – Leonard Point Road

WIS 21

Winnebago County

Project I.D. 6180-31-00

Omro – Oshkosh

Leonard Point Rd – Washburn St

WIS 21

Winnebago County

Please join the Wisconsin Department of Transportation (WisDOT) Northeast Region for a live, online Public Involvement Meeting (PIM) to discuss proposed improvements taking place on WIS 21 between Omro and Oshkosh in Winnebago County. The meeting will be held at **5:00 p.m. on Thursday, October 24, 2024**, via Microsoft Teams. The intent of this meeting is to review the purpose and need for improvements, discuss improvement scope and schedule, and obtain comments/feedback on the proposed design.

This meeting will be held via Microsoft Teams. Project staff will share maps, displays and exhibits via a live presentation. A comment, question and answer period will follow the live presentation. You can also listen to the project presentation via audio-only if you prefer. To join the meeting:

Live, Online Public Involvement Meeting

- **Thursday, October 24, 2024, at 5 p.m.**
- For full video and audio: Access the meeting via computer or mobile device by going to the WIS 21 Project website and click the “Go to Meeting” link at the time of the meeting.
 - WIS 21 Project Website: <https://wisconsindot.gov/Pages/projects/by-region/ne/Wis21/default.aspx>
- For audio-only: Call into the meeting via phone. You will hear the presentation and be able to ask questions.
 - Conference Call Number: (608) 571-2209, Phone Conference ID: 513405834

The WIS 21 project is a resurface-level improvement and includes:

- Concrete pavement repair and asphalt overlay along WIS 21 from Fox River Bridge to east city of Omro limits
- Concrete pavement repair only along WIS 21 from east city of Omro limits to Leonard Point Road
- Concrete pavement repair and asphalt overlay along WIS 21 from Leonard Point Road to just west of Washburn Street
- Upgrading curb ramps within City of Omro for ADA compliance
- Multi-lane roundabout at the WIS 21 intersection with Leonard Point Road
- Single-lane roundabouts at the WIS 21 intersections with County FF/Reighmoor Road and Sand Pit Road
- Slotted left-turn lanes at the WIS 21 intersections with Oakwood Road and Westhaven Drive
- Replacing beam guard along corridor
- New pavement marking throughout corridor

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.

As noted above, we have developed a project website with detailed information on the proposed improvements including traffic impacts, maps, exhibits, and information/temporary signing for businesses in the work zone. Also included on the website are various methods to provide project comment. The same information to be presented at the live, online PIM is available on the project website.

Knowledge of any community events, area improvement projects, and other factors that may affect the schedule or scope of the proposed improvements would be beneficial to us. If you have any comments, questions, or suggestions that may assist in the development of the WIS 21 improvement and cannot attend the meeting, please contact me at william.bertrand@dot.wi.gov or 920-360-3124.

Sincerely,

Bill Bertrand, P.E.

Bill Bertrand, P.E.

WisDOT Project Manager



3477 Miller Drive
Oshkosh, WI 54904
Phone (920) 426-0335
Fax (920) 426-1181

district.office@algomasd.org

Office Hours: Mon-Fri 8am-12pm & 12:30-4:30

November 4, 2024

Traci Jennings
87 S Oakwood Rd
Oshkosh, WI 54904

Dear Ms. Jennings,

This letter is to update you regarding the watermain extension project that will be installed past your property to serve the OSMS facility on South Oakwood Road.

Project Financing

This project has been approved as a customer-financed watermain extension as part of the Town of Algoma Tax Incremental District Project #1. This means the developer, OSMS, and the Town of Algoma are paying for the cost of the watermain. As part of this project, the District decided to include a water service to every property along the watermain route to be available for connection if or when you decide to connect to the water system. **The municipal water system is voluntary and you are not required to connect to this water service.**

Cost to Connect

The connection cost is **not** being specially assessed to your property. If you decide to connect to municipal water the cost is \$13,639.79 which is made up of two charges:

- 1) Watermain & Service Cost: \$9,000 flat fee based on the watermain extension construction costs. *Note: This cost is only recoverable within 10 years of construction completion to reimburse the customer-financed extension.*
- 2) Water Supply Cost: \$4,639.79 + about \$100 per year. This is for municipal drinking water filtration facilities and the water tower.

As part of this project, we do not currently offer long term financing.

After 10 years if you decide to connect to municipal water the watermain & service cost is not charged and the only remaining cost is the water supply cost that will be approximately \$5,639.79, (This cost will continue to increase by about \$100 every year).

At any time now or in the future that you decide to connect to the municipal water you would be responsible for installing the water pipe from the water service into the house.

Water Testing

The District is aware of substantial water quality issues in your area and, as such, we have decided to offer you free water testing. If you are interested in sampling your well water, you can pick up a sample kit from our administrative office at 3477 Miller Drive. You then simply fill the bottles from the directed location on the enclosed form and drop them off along with the completed paperwork at the Environmental Research and Innovation Center located on the University of Wisconsin-Oshkosh campus at 783 Pearl Avenue. This testing of your well water analyzes the following parameters: bacteria, nitrate, arsenic, iron, hardness, pH, and alkalinity. The lab will notify you of the results when completed. **The deadline for submitting the sample to the lab for this free testing offer is Tuesday, November 26, 2024 at 3:00 p.m.** Please note: the lab does not accept water samples on Fridays.

Taking this sample and the results of the tests will not require you to connect to municipal water. The results are intended to make you aware of your water quality and aid you in your decision on whether to connect.

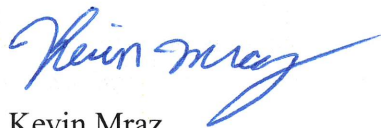
Construction & Additional Information

The watermain installation start date has not determined yet, but construction should be completed before June of 2025. A few weeks prior to construction, we will drop off a wooden stake for you to mark your preferred water service location at your road frontage to best serve your property in the future. Please complete the information on the label attached to the stake with water proof ink so the District can contact you if there are any concerns with the placement or during construction. You may want to discuss this location with a plumber to decide which side of the driveway you want this valve located while also avoiding trees, roots, walkways, and other landscaping, along with reducing the distance of the water service to your home.

The owners of the vacant lots will receive an additional stake since we plan to install a water service to those parcels also as part of this project.

If you have any questions, please feel free to contact our office at: 920-426-0335.

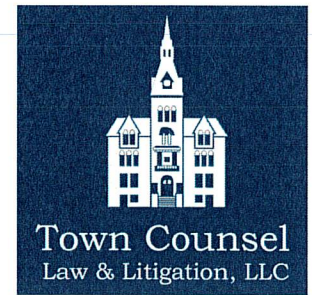
Respectfully,



Kevin Mraz
Utility Director

October 28, 2024

Katie Reinbold
Town of Algoma, Clerk/Treasurer
15 N Oakwood Road
Oshkosh, WI 54904



Re: "Polling Entrances"

Dear Clerk Reinbold:

As you are aware, this firm has been retained to represent the Town of Algoma as its appointed town attorney. The purpose of this correspondence is to provide a legal opinion as to what an "entrance to a building containing a polling place" means and how the distance to one should be measured. More specifically, whether an entrance is defined simply as the door to a polling location, or something different.

This question arose, in part, due to a dispute concerning a political sign on private property next to the Town's offices. Wis. Stat. sec. 12.035 states that "No person may post or distribute election-related material during the hours that absentee ballots may be cast on any public property within 100 feet of an entrance to a building containing the office of the municipal clerk or an alternate site under s. 6.855." I believe it was suggested that a driveway could be the "entrance." I strongly disagree.

I am not able to find any case that speaks directly to this issue of what an "entrance to a building containing a polling place" means. I would argue that to read it to mean anything other than "the part of the building structure where people enter" would yield ridiculous results.

Terminology pertaining to street access to a lot is not used interchangeably with that concerning physical entrance into a building or structure. A driveway is one kind of entrance to a property. A doorway is one kind of entrance to a structure. For that reason, I believe the statute sets forth that no person may distribute or post election-related material on public property from 100 feet of the door to the building where voting is occurring.

Further support can be found at the federal level. The ADA has regulations that speak to public "building entrances". Information and signage, for example, must be posted at "each accessible entrance of a facility". 28 CFR §35.163. There is no doubt that is intended to mean the building's entryway. In 1992, the City of Milwaukee entered into a settlement agreement which required significant changes to polling place accessibility. All references to the entrances in those documents appear to concern the doorways to the physical structures and not to land or some other feature. The ADA also has a "Checklist for Polling Places" which identifies the "building entrance" as the doorway to the structure within which voting will occur.

Additionally, it is my opinion that sec. 12.035 Wis. Stats., does not prohibit the posting or distribution of election-related material on private property, even if when that activity occurs within 100 feet of a polling place. It is unconstitutional for the Town to try to regulate signs based on what they say. In 2015, the U.S. Supreme Court invalidated an ordinance that treated signs differently based on their content in *Reed v. Town of Gilbert*, 135 S.Ct. 2218 (2015).

I hope that this opinion provides clarity if the issue arises again. We appreciate our clerks who, like you, are dedicated to ensuring safe and fair elections. Thank you.

Sincerely,
Ashley C. Lehocky, Attorney

940 Evergreen Drive • Kaukauna, WI 54130 (920)
725-1233 • www.towncounselawfirm.com



Fw: Electioneering

From Katie Reinbold <townoffice@townofalgoma.org>
Date Tue 10/29/2024 5:12 PM
To Maggie Mahoney <townadmin@townofalgoma.org>

FYI....just wanted to share that I have the email from WEC. I will share this with the board along with Ashley's memo.

Katie Reinbold
Town of Algoma | Clerk/Treasurer
✉ 15 N Oakwood Rd ♦ Oshkosh, WI ♦ 54904
☎ 920.235.3789
www.townofalgoma.org

From: Hein, Regina A - ELECTIONS <reginaa.hein@wisconsin.gov>
Sent: Monday, October 17, 2022 4:35 PM
To: Katie Reinbold <townoffice@townofalgoma.org>
Subject: RE: Electioneering

Hi Katie,

Ch. 12 prohibits partisan political signs on public property within 100 ft of the entrance to a polling place. These rules about electioneering do not apply to private property because private citizens are guaranteed their freedom of speech. Residents who rent their property or belong to a Homeowners' Association may have other rules to follow, but that is outside of the jurisdiction of election officials. Please let me know if you have further questions.

Best,

Regina Hein (she/her)
Elections Administration Specialist - Accessibility
Wisconsin Elections Commission
201 W Washington Ave, Second Floor PO Box 7984
Madison, WI 53707
Phone: 608-266-8005
TTY: 1-800-947-3529

I appreciate clear and direct communication.

TOWN OF ALGOMA
RECONCILED BANK & INVESTMENT BALANCES
AS OF 10/31/2024

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking	Analysis	\$ 82,965.91	
	Money Market	5.40%	\$ 459,821.82	
	Special Accounts	5.39%		
	Parks Money Market		\$ 98,405.11	
	ARPA Funds Money Market		\$ 218,373.21	
	Tax Accounts (Used for collection)			
	Tax Account		\$ -	
	Refund Account		\$ 11.99	
U.S. Bank	Local Government Investment Pool (LGIP)	4.93%	\$ 623,578.33	
Verve	Savings Account	NA	\$ -	
	Money Market	1.71%	\$ -	
Total Cash and Investments			\$ 1,483,156.37	

Fund: 100 - GENERAL FUND

Account Number		2024 October	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
100-00-41102-000-000	GO REFUNDING BONDS LEVY	0.00	0.00	358,840.00	-358,840.00	0.00
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	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
TAXES		0.00	406,261.52	1,496,989.00	-1,090,727.48	27.14
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	35,961.50	143,845.91	106,618.00	37,227.91	134.92
100-00-43540-000-000	RECYCLING GRANTS	0.00	12,471.47	10,000.00	2,471.47	124.71
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	0.00	15,175.31	15,175.00	0.31	100.00
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	0.00	6.46	6.49	-0.03	99.54
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	400.00	7,600.00	-7,200.00	5.26
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	0.00	0.00	105,700.00	-105,700.00	0.00
INTERGOVERNMENTAL REVENUES		35,961.50	254,200.62	525,284.32	-271,083.70	48.39
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	0.00	100.00	200.00	-100.00	50.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	0.00	15,655.00	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	17.50	2,202.50	4,000.00	-1,797.50	55.06
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	25,560.00	75,720.00	12,000.00	63,720.00	631.00
100-00-44301-000-000	BUILDING PERMITS REMODELING	1,385.00	12,638.11	10,000.00	2,638.11	126.38
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	100.00	-100.00	0.00
100-00-44310-000-000	CULVERT PERMITS	100.00	3,450.00	1,000.00	2,450.00	345.00
100-00-44311-000-000	OTHER PERMITS	0.00	69.20	100.00	-30.80	69.20
100-00-44400-000-000	ZONING PERMITS & FEE'S	0.00	0.00	200.00	-200.00	0.00
100-00-44500-000-000	RIGHT OF WAY	0.00	0.00	100.00	-100.00	0.00
LICENSES AND PERMITS		27,062.50	156,934.95	90,680.00	66,254.95	173.06
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	360.00	2,800.00	2,500.00	300.00	112.00
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	-140.00	14,313.39	620,000.00	-605,686.61	2.31
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	990.64	5,429.32	5,000.00	429.32	108.59
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	12,375.00	10,000.00	2,375.00	123.75
100-00-46850-000-000	SITE PLANS FEES	0.00	3,700.00	0.00	3,700.00	0.00
PUBLIC CHARGES FOR SERVICES		1,210.64	38,677.77	646,520.00	-607,842.23	5.98
100-00-48100-000-000	INTEREST GENERAL ACCOUNTS	0.00	25,334.88	2,000.00	23,334.88	1,266.74
100-00-48101-000-000	ARPA INTEREST	0.00	11,939.23	1,000.00	10,939.23	1,193.92
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	300.00	9,600.00	8,000.00	1,600.00	120.00
100-00-48301-000-000	SALE OF GARB/RECYCLING TOTES	510.00	5,875.00	3,000.00	2,875.00	195.83

Fund: 100 - GENERAL FUND

Account Number	2024 October	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
100-00-48900-000-000 OTHER MISC. REVENUES	0.00	359.00	0.00	359.00	0.00
MISCELLANEOUS REVENUES	810.00	55,059.52	14,000.00	41,059.52	393.28
100-00-49200-000-000 TRANSFERS FROM OTHER FUNDS	0.00	0.00	445,000.00	-445,000.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	445,000.00	-445,000.00	0.00
Total Revenues	65,044.64	911,134.38	3,218,473.32	-2,307,338.94	28.31

Fund: 100 - GENERAL FUND

Account Number		2024 October	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
100-00-51100-110-000	TOWN BOARD WAGES	1,750.00	14,450.00	15,452.00	1,002.00	93.52
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	133.89	1,125.49	1,125.00	-0.49	100.04
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	100.00	1,535.00	1,400.00	-135.00	109.64
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	840.00	10,277.50	15,000.00	4,722.50	68.52
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	193.76	4,617.45	3,000.00	-1,617.45	153.92
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	233.59	2,488.38	2,500.00	11.62	99.54
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	51.75	587.27	5,000.00	4,412.73	11.75
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	826.36	35,734.04	18,000.00	-17,734.04	198.52
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	78,296.40	95,254.40	16,958.00	82.20
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	673.23	7,139.75	7,286.96	147.21	97.98
100-00-51410-131-000	ADMINISTRATOR WRS	603.75	5,402.45	6,572.55	1,170.10	82.20
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	13,409.36	1,000.00	-12,409.36	1,340.94
100-00-51411-110-000	OFFICE ASST WAGES	2,727.00	22,842.60	20,904.53	-1,938.07	109.27
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	208.61	3,005.26	1,599.19	-1,406.07	187.92
100-00-51420-110-000	CLERK TREAS WAGES	5,783.76	57,436.78	69,061.59	11,624.81	83.17
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	425.03	6,105.88	5,283.21	-822.67	115.57
100-00-51420-131-000	CLERK TREAS WRS	399.08	3,963.15	4,765.24	802.09	83.17
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	5,454.80	35,673.67	22,778.04	-12,895.63	156.61
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	1,176.35	3,969.14	2,500.00	-1,469.14	158.77
100-00-51420-390-000	CLERK TREAS MISC EXP	190.95	943.30	8,000.00	7,056.70	11.79
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	3,923.37	41,672.77	48,296.60	6,623.83	86.29
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	288.21	3,118.01	3,722.18	604.17	83.77
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	270.71	2,914.41	3,332.42	418.01	87.46
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	3,701.53	24,352.44	15,593.16	-8,759.28	156.17
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	168.84	544.09	500.00	-44.09	108.82
100-00-51440-110-000	ELECTIONS WAGES	0.00	6,626.50	12,000.00	5,373.50	55.22
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	365.00	3,422.38	5,000.00	1,577.62	68.45
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	46,200.00	55,440.00	9,240.00	83.33
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	652.61	6,342.39	8,000.00	1,657.61	79.28
100-00-51600-221-000	TOWN HALL GRASS/SNOW	300.00	2,960.00	3,000.00	40.00	98.67
100-00-51600-223-000	TOWN HALL PHONE	234.49	2,339.68	4,000.00	1,660.32	58.49
100-00-51600-225-000	TOWN HALL JANITORIAL	749.05	6,918.62	6,000.00	-918.62	115.31
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	599.65	8,368.71	5,000.00	-3,368.71	167.37
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	1,302.58	3,687.58	5,000.00	1,312.42	73.75
100-00-51900-313-000	OTHER GEN GOV POSTAGE	1,104.85	2,497.78	6,000.00	3,502.22	41.63
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
GENERAL GOVERNMENT		48,822.80	513,361.87	541,803.71	28,441.84	94.75
100-00-52200-120-000	FD CHIEF SALARY	833.33	8,333.30	10,000.00	1,666.70	83.33

Fund: 100 - GENERAL FUND

Account Number		2024 October	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	4,166.60	5,000.00	833.40	83.33
100-00-52200-122-000	FD CAPT SALARY	500.00	5,000.00	6,000.00	1,000.00	83.33
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	2,000.00	2,400.00	400.00	83.33
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	150.00	1,580.00	1,200.00	-380.00	131.67
100-00-52200-125-000	FD STAND BY PAY	0.00	4,786.00	21,500.00	16,714.00	22.26
100-00-52200-126-000	FD DRILL & FIRE ALLOWANCE	825.00	8,325.00	13,000.00	4,675.00	64.04
100-00-52200-130-000	FD SOC SEC/MEDICARE	278.87	3,456.30	9,594.00	6,137.70	36.03
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	491.46	5,784.18	6,500.00	715.82	88.99
100-00-52200-221-000	FD GRASS/SNOW	260.00	2,645.00	4,000.00	1,355.00	66.13
100-00-52200-223-000	FD PHONE	53.58	534.84	3,000.00	2,465.16	17.83
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	580.00	7,054.22	9,000.00	1,945.78	78.38
100-00-52200-341-000	FD SUPPLIES	135.35	13,528.69	3,500.00	-10,028.69	386.53
100-00-52200-360-000	FD VEHICLE MAINT	68.57	197,970.47	11,000.00	-186,970.47	1,799.73
100-00-52200-361-000	FD FIRE HALL MAINT	0.00	3,213.07	10,000.00	6,786.93	32.13
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	111.00	30,025.16	5,000.00	-25,025.16	600.50
100-00-52200-380-000	FD DEPT EXPENSES	73.00	1,583.19	1,500.00	-83.19	105.55
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	18,318.65	22,500.00	4,181.35	81.42
100-00-52200-810-000	FD EQUIPMENT	1,161.72	175,308.65	4,000.00	-171,308.65	4,382.72
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	2,083.30	2,625.00	541.70	79.36
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	1,005.00	12,375.00	10,000.00	-2,375.00	123.75
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	92.84	1,106.26	0.00	-1,106.26	0.00
100-00-52310-331-000	FIRST RESPONDER TRAINING	0.00	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	88.83	1,478.58	6,000.00	4,521.42	24.64
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	7,765.30	33,192.48	21,000.00	-12,192.48	158.06
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	1,630.00	17,689.46	1,200.00	-16,489.46	1,474.12
PUBLIC SAFETY		16,466.75	787,615.49	423,559.70	-364,055.79	185.95
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	74,701.79	142,182.39	130,000.00	-12,182.39	109.37
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	25.98	908.84	1,500.00	591.16	60.59
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	1,305.00	12,528.00	30,000.00	17,472.00	41.76
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	99.82	958.30	0.00	-958.30	0.00
100-00-53104-390-000	RD INSPECTOR MISC	85.66	1,039.92	16,253.00	15,213.08	6.40
100-00-53105-000-000	DRAINAGE & CULVERTS	11,803.92	16,679.89	20,000.00	3,320.11	83.40
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	7,071.12	9,000.00	1,928.88	78.57
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	852.50	11,988.27	5,000.00	-6,988.27	239.77

Fund: 100 - GENERAL FUND

Account Number		2024 October	2024 Actual 10/31/2024	2024 Budget	Budget Status	% of Budget
100-00-53440-451-000	STORM WATER MANAGEMENT	2,985.55	13,165.87	50,000.00	36,834.13	26.33
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	56,779.19	297,575.81	437,944.00	140,368.19	67.95
100-00-53635-000-000	RECYCLING	33,371.58	150,172.11	198,235.00	48,062.89	75.75
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	0.00	4,068.30	0.00	-4,068.30	0.00
100-00-53640-000-000	WEED & NUISANCE CONTROL	0.00	22.28	1,000.00	977.72	2.23
PUBLIC WORKS		182,796.67	878,919.50	1,187,432.00	308,512.50	74.02
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	0.00	1,500.00	500.00	-1,000.00	300.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	0.00	1,178.00	1,200.00	22.00	98.17
HEALTH AND HUMAN SERVICES		0.00	2,678.00	1,700.00	-978.00	157.53
100-00-55200-110-000	PARKS WAGES	675.00	4,050.00	10,000.00	5,950.00	40.50
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	51.64	309.84	0.00	-309.84	0.00
100-00-55200-363-000	PARKS MAINTENANCE EXP	607.59	26,280.67	25,000.00	-1,280.67	105.12
100-00-55200-390-000	PARKS MISC EXP	53.60	15,514.23	3,000.00	-12,514.23	517.14
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	1,708.78	5,000.00	3,291.22	34.18
CULTURE, RECREATION AND EDU.		1,387.83	47,863.52	43,000.00	-4,863.52	111.31
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.	1,727.50	27,584.14	10,000.00	-17,584.14	275.84
100-00-56300-110-000	PLANNING COMMISSION WAGES	275.00	1,700.00	1,800.00	100.00	94.44
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	0.00	6,116.08	5,000.00	-1,116.08	122.32
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	232.50	1,930.00	50,000.00	48,070.00	3.86
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	0.00	78,975.73	125,000.00	46,024.27	63.18
CONSERVATION AND DEVELOPMENT		2,235.00	129,004.42	249,400.00	120,395.58	51.73
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	14,509.00	175,650.30	60,000.00	-115,650.30	292.75
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	3,750.67	12,746.80	30,000.00	17,253.20	42.49
100-00-57302-000-000	LEONARD POINT DETENTION POND	1,486.00	16,345.52	8,738.00	-7,607.52	187.06
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
CAPITAL OUTLAY		19,745.67	204,742.62	394,738.00	189,995.38	51.87
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	629.00	266,466.60	102,741.60	-163,725.00	259.36
100-00-58201-620-000	STORM SEWER INTEREST	221.00	93,623.40	36,098.40	-57,525.00	259.36
DEBT SERVICE		850.00	360,090.00	358,840.00	-1,250.00	100.35
Total Expenses		272,304.72	2,924,275.42	3,200,473.41	276,197.99	91.37
Net Totals		-207,260.08	-2,013,141.04	17,999.91	2,031,140.95	-11,184.17

Application for Operator License expiring 6/30/2024

For individuals selling or serving alcohol, pursuant to Town of Algoma Ordinance 105

Fees are not refundable.

Operator License (\$20)

Provisional License (\$15) Effective for 60 days and must also file for a regular Operator License.

License #	Paid: 20 ⁰⁰ <i>Check</i>
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Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- This application must be filled out accurately and completely. Application information must be legible.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure how to respond to any questions on this form, check with the Town Clerk for clarification (920-235-3789).

Review and Submit your application

- A background check will be done to verify that the information you have provided is complete and accurate.
- Include with your application a copy of the Certificate of Completion from a State of WI recognized Responsible Beverage Server Course (new licensee) a copy of your current Operator License, copy of your current Driver License and non-refundable license fee.
- Return all forms and fees to Town of Algoma, 15 N. Oakwood Road, Oshkosh, WI 54904. Applications will not be considered until all information and fees are received.

Name and address of licensed premise where you will use this license?

Serv - U - Beverage 2531 Omro Rd Oshkosh WI 54904

First Name <i>Hanna</i>	M. I. <i>G</i>	Last Name <i>Dobish</i>
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Residence: Street Address <i>1543 Sheboygan St</i>	City <i>Oshkosh</i>	State <i>WI</i>	Zip <i>54904</i>
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Phone [Redacted]	Date of Birth [Redacted]	Birth Place (City, State) <i>Appleton, WI</i>	Sex
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Driver License Number (State & Number) [Redacted]	Social Security Number [Redacted]	Email Address <i>Hanna.Dobish06@gmail.com</i>
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Other names, aliases or birthdates ever used: *N/A*

Cites and States lived in since age 18, including where you now reside: <i>Oshkosh, WI</i>	From: <i>Oct 2006</i>	To: <i>Oct present</i>
	From:	To:
	From:	To:
	From:	To:
	From:	To:

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident:
 U.S. Citizen Alien Temporary Resident (employment number _____)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

List Any Pending Citations, Tickets, or Criminal Charges

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
N/A	N/A	N/A	N/A	N/A

List All Citations, Tickets, Municipal/Ordinance Violations and Criminal Convictions (Excluding Parking Tickets). Attach additional paper if necessary.

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?
N/A	N/A	N/A	N/A	N/A

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 pertaining to me and do hereby release any agency, business or individual from any and all liability for damages of whatever kind which may at any time 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 beverage and liquors if this license privilege should be granted to me.

Steve Birn
Applicant's Signature

10/14/24
Date

*Background is came back w/nothing.
Provided proof of responsible beverage course completion.*



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: November 20, 2024

RE: Resolution No. 2024-5, Amending and Adopting the 2025 Fees and Licenses Schedule for the Town of Algoma.

SUMMARY:

The Town is amending its Fees and Licenses Schedule effective January 1, 2025. Overall, formatting and layout edits have been made to make the permit grouping defined and clear.

The following summarizes the attached proposed amendments:

Parks and Recreation Impact Fee: This fee is intentionally listed twice with both new home construction and commercial building permits categories because that fee is paid per housing unit, which is defined in town code §210-3 as "a one-family housing unit, and each unit of a duplex, apartment or condominium project".

Animals: The late fee for dog licenses has been increased from \$5.00 to \$10.00 to incentivize licensing on time.

Business Licenses: Added a fee of \$7.00 to cover the cost of the Department of Justice background check for an alcohol beverage Operator's License.

Building Inspection Fees: The proposed fee schedule reflects cost recovery for inspection services and the administration for these contracted services. When possible, permits have been revised to more accurately reflect required inspections and clarify when a permit is needed and what it covers. The Town engaged McMahan management counsel for this analysis as well—see *their attached report which includes community comparison data*.

Based on feedback and analysis from the building inspection team, management counsel, and the assessor, Staff are proposing the following changes for this category:

Building Permit fees reflect cost recovery:

- Fees recover the \$160 cost for McMahan for each inspection.
- A \$10 administrative fee has been added for first inspection (~ 6%) for town costs. There is no administrative cost added after the first inspection and for re-

inspections. The exception is the "Raze Permit" because there is significant documentation required for both inspections (pre and post raze).

- Permits that do not require inspections have been modified or removed accordingly as detailed below.

Under permit category of "Residential Modifications":

- Replaced "Accessory Building/Structure w/o Electrical Service", "Addition and Remodeling Permit w/o Electrical Service", and "Special Project Permit" with a "Building Permit (Construction Only)" permit which includes, but not limited to:
 - Additions
 - Remodels
 - Structural Changes
 - Foundation repair
 - Accessory buildings and structures (i.e. garages and sheds) equal to or greater than 250 sq ft
 - Other permanent structures
- Added individual trade permits, each including one inspection, for:
 - Electrical. *Inground swimming pools require an electrical inspection. This permit will allow us to ensure the electrical is installed correctly and capture the increased value for the assessor without adding a new, pool-specific, permit.*
 - Plumbing
 - HVAC
- Updated the deck permit to also include porches.
- Deleted the "Siding Permit". This type of work does not require an inspection. A permit is a way to capture the improvement value for assessments. This is the case with other miscellaneous improvements such as window and door replacements. Staff will look into other ways to capture these types of improvement values, but feel that a permit may not be the best method and is difficult to implement consistently. Furthermore, we don't think charging a permit fee to get this information is appropriate and issuing a permit may imply an inspection is being performed and/or give the property owner a false sense of security for the work being performed.

RECOMMENDED ACTION: Staff recommends approval of Resolution No. 2024-5, should the Town Board agree the following motion may be made:

“Motion to approve Resolution No. 2024-5 Amending and Adopting the 2025 Fees and Licenses Schedule for the Town of Algoma.”

ATTACHMENTS:

1. Resolution 2024-5
2. Fees and Licenses Schedule Proposed 11.20.24
3. Building Permit Analysis Report-Management Counsel 11.8.24

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION NO. 2024-5**

**AMENDING AND ADOPTING THE 2025 FEES AND LICENSES SCHEDULE FOR THE TOWN OF
ALGOMA**

The Town Board of the Town of Algoma, Winnebago County, Wisconsin by this resolution on proper notice with a quorum and roll call vote of the majority of the Town Board present and voting hereby resolves and orders as follows:

WHEREAS, the Town of Algoma has adopted a fees and licenses schedule; and

WHEREAS, the Town of Algoma has determined that updates to the fees and licenses schedule should be completed; and

WHEREAS, the Town of Algoma will review and recommend further changes to the fees and licenses schedule as necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board for the Town of Algoma that the amended fees and licenses schedule, as attached, and all fees included in the Town of Algoma Municipal Code shall follow such schedule on the effective date of January 1, 2025.

This Resolution shall take effect the day after passage and publication according to law.

Adopted this 20th day of November, 2024.

Joel Rasmussen, Chairman
Town of Algoma Board

ATTEST:

Katherine Reinbold, Clerk/Treasurer
Town of Algoma

TOWN OF ALGOMA FEE SCHEDULE		<i>DRAFT 11/20/24</i>		<i>Proposed</i>	
				<i>Effective 1/1/25</i>	
Code Section	Fee Type	Description	2024	Proposed	Last updated
Residential Building Permits RESIDENTIAL BUILDING PERMITS					
Single Family NEW SINGLE FAMILY HOME CONSTRUCTION					
§ Sec. 135	Base Price - Single Family Home	Includes the state seal, an administration fee and 12 total inspections.	5,895.00	5,895.00	8/21/2024
§ Sec. 135	Surveying (4 inspections)	Includes driveway/culvert	2,625.00	2,625.00	8/21/2024
§ Sec. 135	Final Yard Grade Deposit		2,000.00	2,000.00	8/21/2024
§ Sec. 135	Certificate of Occupancy Fee Deposit		500.00	500.00	4/15/2020
§ Sec. 210	Parks and Recreation Facilities Impact		825.00	825.00	4/15/2020
Single Family Permit Price			11,845.00	11,845.00	
§ Sec. 135	Additional Inspection	per inspection beyond 12 in base price	160.00	160.00	8/21/2024
Duplex NEW TWO-FAMILY HOME CONSTRUCTION (DUPLEX)					
§ Sec. 135	Base Price - Duplex	Includes the state seal, an administration fee and 12 total inspections.	5,895.00	5,895.00	8/21/2024
§ Sec. 135	Surveying (4 Inspections)	Includes driveway/culvert	2,625.00	2,625.00	8/21/2024
§ Sec. 135	Final Yard Grade Deposit		2,000.00	2,000.00	8/21/2024
§ Sec. 135	Certificate of Occupancy Fee Deposit		1,000.00	1,000.00	4/15/2020
§ Sec. 210	Parks and Recreation Facilities Impact		1,650.00	1,650.00	4/15/2020
Duplex Permit Price			13,170.00	13,170.00	
§ Sec. 135	Additional Inspection and Re-inspection	per inspection beyond 12 in base price	160.00	160.00	8/21/2024
§ Sec. 210	Parks and Recreation Facilities Impact Fee	per housing unit	825.00	825.00	4/15/2020
RESIDENTIAL MODIFICATIONS					
§ Sec. 135	Accessory Building/Structure Permit w/o Electric Service	Includes garage, boathouse, shed, pole building, permanent children's activity playhouse/playground	50.00 plus \$.10 per sq. ft.		4/15/2020
§ Sec. 135	Addition and Remodeling Permit w/o Electric Service	Includes 8	50.00 plus \$.20 per sq. ft.		4/15/2020
§ Sec. 135	Building Permit (Construction Only)	<p>Building permits are for, but not limited to, additions, remodels, structural changes, foundation repair, accessory buildings and structures (i.e. garages, sheds) equal to or greater than 250 sq ft, and other permanent structures.</p> <p>Includes 2 inspections. Additional required inspections are at the discretion of the building inspector and will be charged on a per inspection basis.</p> <p>Building permits do NOT cover electrical, plumbing, or HVAC work and inspections. These trades require separate permits as applicable.</p>		330.00	
§ Sec. 135	Siding Permit	Includes 1 inspection	40.00		4/15/2020
§ Sec. 135	Mechanical Electrical Permit	Includes 1 electrical inspection	45.00	170.00	4/15/2020

TOWN OF ALGOMA FEE SCHEDULE		DRAFT 11/20/24		Proposed	
				Effective 1/1/25	
Code Section	Fee Type	Description	2024	Proposed	Last updated
§ Sec. 135	Plumbing Permit	Includes 1 plumbing inspection		170.00	
§ Sec. 135	Heating, Ventilation, Air Conditioning (HVAC) Permit	Includes 1 HVAC inspection		170.00	
§ Sec. 135	Deck/Porch Permit	Includes 3 inspections (footing, framing and final).	105.00	490.00	4/15/2020
§ Sec. 139	Raze Permit	Includes 2 inspections (pre and post raze).	25.00	340.00	4/15/2020
§ Sec. 135	Additional Inspection and Mechanical Re-inspections	Additional inspections are at the discretion of the building inspector based on a project's scope. A re-inspection is required to clear an failed inspections. Fee covers 1 inspection.	30.00	160.00	4/15/2020
§ Sec. 135	Special Project Permit	Includes windows, door alternations, changes in structure, foundation repairs, etc	40.00 plus \$5.00 per 1,000 sq ft over 1,001 sq. ft.		4/15/2020
WORK WITHIN THE RIGHT OF WAY PERMITS					
§ Sec. 260	New Residential/Commercial Driveway or Field Access		100.00	100.00	4/15/2020
§ Sec. 260	Existing Driveway/Culvert Replacement or Extension		100.00	100.00	4/15/2020
§ Sec. 260	Hot mix asphalt paving of existing driveway approach		50.00	50.00	4/15/2020
§ Sec. 260	Temporary Driveway Culvert Permit		100.00	100.00	4/15/2020
Commercial Building Permits COMMERCIAL BUILDING PERMITS		includes materials and labor; includes triplex and larger dwellings			
Includes triplex and larger residential dwellings					
§ Sec. 135	Construction—up to \$10,000		200.00 plus 2.00 for each additional \$1,000 fraction thereof	\$500.00 plus \$.25 per sq. ft.	4/15/2020
§ Sec. 135	Electrical—up to \$10,000		50.00 plus 13.00 for each additional \$1,000 or fraction thereof	\$500.00 plus \$.25 per sq. ft.	4/15/2020
§ Sec. 135	Heating, Ventilation, Air Conditioning (HVAC)—up to \$10,000		150.00 plus 5.00 for each additional \$1,000 or fraction thereof	\$250.00 per unit	4/15/2020
§ Sec. 135	Plumbing—up to \$10,000		150.00 plus 12.00 for each additional \$1,000 or fraction thereof	\$500.00 plus \$.25 per sq. ft.	4/15/2020
§ Sec. 210	Parks and Recreation Facilities Impact Fee	per housing unit	825.00	825.00	4/15/2020
Animals ANIMALS					
§ Sec. 113	Neutered/Spayed Dog	annual charge	10.00	10.00	4/15/2020
§ Sec. 113	Unneutered/Non-spayed Dog	annual charge	15.00	15.00	4/15/2020
§ Sec. 113	Late Fee if license not obtained prior to April 1st.		5.00	10.00	4/15/2020

TOWN OF ALGOMA FEE SCHEDULE		<i>DRAFT 11/20/24</i>		<i>Proposed</i>	
				<i>Effective 1/1/25</i>	
Code Section	Fee Type	Description	2024	Proposed	Last updated
§ Sec. 113	Running at Large - First offense		25.00	25.00	4/15/2020
§ Sec. 113	Running at Large - Second offense		65.00	65.00	4/15/2020
§ Sec. 113	Dogs improperly housed outside - First offense		50.00	50.00	4/15/2020
§ Sec. 113	Dogs improperly housed outside - Second offense		130.00	130.00	4/15/2020
§ Sec. 113	Inhumane Treatment of Dogs - First time offense		100.00	100.00	4/15/2020
§ Sec. 113	Inhumane Treatment of Dogs - Second offense		300.00	300.00	4/15/2020
§ Sec. 113	Violate limit on number of dogs - First offense		25.00	25.00	4/15/2020
§ Sec. 113	Violate limited on number of dogs - Second offense		65.00	65.00	4/15/2020
Business Licenses BUSINESS LICENSES					
§ Sec. 302-1	Transient Business License		100.00	100.00	4/15/2020
§ Sec. 281-1	Soda Water Beverages		20.00	20.00	4/15/2020
§ Sec. 163	Cigarette and Tobacco Products		100.00	100.00	4/15/2020
	Fermented Malt Beverages Alcohol Beverages				
§ Sec. 105	Class A Liquor License		200.00	200.00	4/15/2020
§ Sec. 105	Class B Liquor License		200.00	200.00	4/15/2020
§ Sec. 105	Class A Beer License		100.00	100.00	4/15/2020
§ Sec. 105	Class B Beer License		100.00	100.00	4/15/2020
§ Sec. 105	Class C Wine License		100.00	100.00	4/15/2020
§ Sec. 105	Temporary Class B (wine) Class B (fermented malt beverages)	Must be a qualifying organization	10.00	10.00	4/15/2020
	Operator's License				
§ Sec. 105	Operator's License		20.00	20.00	4/15/2020
§ Sec. 105	Provisional Operator's License	must apply for a regular Operator's License	15.00	15.00	4/15/2020
§ Sec. 105	Temporary Operator's License	with a Temporary Class B License, valid for 14 days	10.00	10.00	4/15/2020
§ Sec. 105	Operator's License Background Check	Applies to all Operator's Licenses (regular, provisional, and temporary)		7.00	
Town Hall Rental TOWN HALL RENTAL					
§ Sec. 59	Friday Rental		200.00	200.00	9/6/2023
§ Sec. 59	Friday and Saturday Rental		300.00	300.00	9/6/2023
§ Sec. 59	Saturday or Sunday Rental		250.00	250.00	9/6/2023
§ Sec. 59	Rental Damage Deposit		200.00	200.00	9/6/2023
Garbage and Recycling Containers GARBAGE AND RECYCLING CONTAINERS					
§ Sec. 328-24	Large 96 Gallon Container		95.00 each	95.00 each	9/6/2023
§ Sec. 328-24	Medium 64 Gallon Container		90.00 each	90.00 each	9/6/2023
Publications PUBLICATIONS					
§ Sec. 76	Publication Fee		40.00	40.00	4/15/2020

TOWN OF ALGOMA FEE SCHEDULE		<i>DRAFT 11/20/24</i>		<i>Proposed</i>	
				<i>Effective 1/1/25</i>	
Code Section	Fee Type	Description	2024	Proposed	Last updated
	Public Records Request	if different from Professional Fees			
§ Sec. 76	Standard Size Copy		\$.25/copy	\$.25/copy	4/15/2020
§ Sec. 76	Other sizes than 8 1/2x11		\$.35/copy	\$.35/copy	4/15/2020
§ Sec. 76	USB Drive		\$25.00/drive	\$25.00/drive	4/15/2020
§ Sec. 76	Statewide Voter Registration System data file		\$25.00 plus \$5.00 per 1,000 voter names	\$25.00 plus \$5.00 per 1,000 voter names	4/15/2020
§ Sec. 76	Email file		\$10.00	\$10.00	4/15/2020
§ Sec. 76	Administrative Charges	Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated	\$25.00/hour (or fraction of)	\$25.00/hour (or fraction of)	4/15/2020
PARKING					
§ Sec. 320	Parking Violation		25.00	25.00	4/15/2020
Land Development (Town Review Fees Only) LAND DEVELOPMENT (TOWN REVIEW FEES ONLY)					
§ Sec. 225	Certified Survey Map (CSM) Review		200.00	200.00	4/15/2020
§ Sec. 225	Preliminary Plat Review	Fee will be part of the Developers Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.	TBD	TBD	4/15/2020
§ Sec. 225	Final Plat Review		500.00	500.00	4/15/2020
§ Sec. 225	Condominium Review		350.00	350.00	4/15/2020
§ Sec. 225	Replat and Assessor's Plat Review	Fee will be part of the Developers Agreement. Total fee charged will be based on actual cost of services rendered by the town and town agents required to review the application and plat.	TBD	TBD	4/15/2020
§ Sec. 225	Conditional Use Permit Review		350.00	350.00	4/15/2020
§ Sec. 225	Rezone Review		350.00	350.00	4/15/2020
§ Sec. 225	Comprehensive Plan Amendment		800.00	800.00	4/15/2020
§ Sec. 225	Planned Development District Review	Minimal fee due at the time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.	1,000.00	1,000.00	4/15/2020
§ Sec. 225	Site Plan Review	Minimal fee due at the time of application submittal. Additional fee charges may occur based on the actual cost of services rendered by the town and town agents required to review the application.	2,000.00	2,000.00	4/15/2020

	TOWN OF ALGOMA FEE SCHEDULE	<i>DRAFT 11/20/24</i>		<i>Proposed</i>	
				<i>Effective 1/1/25</i>	
Code Section	Fee Type	Description	2024	Proposed	Last updated
§ Sec. 225-28	Professional Fees	Charge-back for professional services. Covers time, materials, and other related expenses of attorneys, planners, engineers, and other specialists, and their support staff.	Charged at Rate of Expense. Clerk prepares itemized statement.	Charged at Rate of Expense. Clerk prepares itemized statement.	4/15/2020

MANAGEMENT COUNSEL

BUILDING PERMIT ANALYSIS



FOR
TOWN OF ALGOMA
WINNEBAGO COUNTY
WISCONSIN

Prepared By:

Lori M. Gosz, Senior Public Management Specialist

November 8, 2024



McMAHON ASSOCIATES, INC.

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McM. No. A0018-04-24-00508

BUILDING PERMIT ANALYSIS

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MANAGEMENT COUNSEL

BUILDING PERMIT ANALYSIS

TOWN OF ALGOMA WINNEBAGO COUNTY

WISCONSIN



November 8, 2024

McM. No. A0018-04-24-00508

I. PROJECT OVERVIEW

PURPOSE OF PROJECT – The Town of Algoma engaged the Public Safety/Municipal Management Team of McMahon to conduct a comprehensive analysis of the Town’s building permit processes and building permit fee structure. The Town desired to conduct this study to seek information from comparable communities to determine if the Town’s current fee structure needs to be amended, seek information from comparable communities on best practices for inspection permit fees, permit tracking, and to seek information from comparable communities on best practices used for customer on-line applications. The goal for the study is to create a fee structure to recover the costs of building inspections services and to offer a streamlined system for permit application processes.

II. WORK TASKS

A. Current permit fee structures from comparable communities

McMahon Project Team met with the Town to determine which municipalities to include in the study. Communities were selected based on comparable size, demographics, and characteristics to the Town of Algoma.

COMPARABLE COMMUNITIES

- City of Omro, Winnebago County (pop. 3,610)
- Village of Combined Locks, Outagamie County (pop. 3,654)
- Village of Fox Crossing, Winnebago County (pop. 18,827)
- Village of Harrison, Calumet County (pop. 11,093)
- Village of Sherwood, Calumet County (pop. 3,191)



- Village of Winneconne, Winnebago County (pop. 2,500)
- Town of Buchanan, Outagamie County (pop. 7,198)
- Town of Omro, Winnebago County (pop. 2,269)
- Town of Sheboygan, Sheboygan County (pop. 7,703)
- Town of Ledgeview, Brown County (pop. 9,608)

McMahon reviewed comparison communities on best practices for permit fees for other/non-new building permits. It stands to reason that there would be a difference between City/Village and Town permit fees structures given the different development environment unique to each. Therefore, it is hard to complete an apples-to-apples comparison on the permit fees and how they are administered. A number of comparable communities use an escrow fee or performance bond to ensure compliance with development and building permit standards. This fee is applied to offset costs of staff and outside professionals used for building project review. Some jurisdictions include a certain number of inspections in the published permit fee. A couple of communities are out in front as far as energy, environmental sustainability as they have implemented fees for solar on buildings or on ground, wind generators, and electric vehicle charging stations.

Building Permit Comparison is available in Appendix A.

B. Comparable best practices municipalities use for inspection permit fees and permit tracking

McMahon Project Team met with the Town and reviewed the comparisons against the Town's current fee schedule. Based on the need to recover the cost of building inspections services, the Town adopted an amendment to the Fee Schedule on 8/21/2024 for new single family and duplex building permits. All ancillary (non-new construction) permits were reviewed by the Team. Each permit was reviewed and proposed changes were made based on the inspections required and the time required by Town staff to administer the permits.

Proposed Building Permit Fees are available in Appendix B.

In our study we took a look at what the comparable communities used for inspection permit tracking. The Town of Ledgeview offers a very nice checklist/building permit application packet for residents and contractors use that is easily accessible on their website. McMahon Project Team recommended that a similar type of packet be created for the Town of Algoma. Town staff took the lead on this and developed a building permit packet for new construction for one and two-family dwellings, an internal tracking checklist and list of permit issuance procedures.

C. Comparable best practices municipalities use for customer on-line applications

In our study we looked at what comparable communities used for customer on-line applications and the following software companies were considered.

- Evolve
- SmartGov/Granicus
- HeyGov

The Project Team scheduled and participated in product demonstrations with Evolve and SmartGov/Granicus. Both companies offer a wide range of services. However, the cost for set up and annual fees were prohibitive for the Town.

- Evolve: \$30,300 set up fee/\$18,050 annual fee
- SmartGov/Granicus: \$21,950 set up fee/\$14,398 annual fee

Town staff contacted HeyGov who offered a more affordable solution for the Town for on-line payment and on-line license and permit applications.

- HeyGov – On-line Payment Plan: \$1,000 set up fee/\$2,500 annual fee
- HeyGov – On-line License/Permit Application: \$1,000 set up fee/\$3,000 annual fee

The Town has chosen to proceed with HeyGov Online Municipal Payment Portal at this time.

D. Park Impact Fee Analysis

In 1993, Wisconsin Act 305 gave municipalities the authority to impose impact fees on developers to pay for the capital costs for construction, expansion, and improvements of facilities which will serve new development. Wisconsin State Statute 66.0617 specifies the type of facilities for which impact fees may be imposed and prescribes the procedural requirements for impact fee ordinances enacted by a municipality.

Currently the Town of Algoma does have an impact fee ordinance in place for Parks and Recreation Facilities (see Town of Algoma Municipal Code Ch 210 Impact fees). Wis. State Statute 66.0617 requires that before a municipality can impose or amend impact fees, a municipality shall prepare a public facilities needs assessment. The purpose of this public facilities needs assessment is to determine the park and recreation needs for land development and make recommendations regarding the amount of impact fees to impose on developers. The current public facilities needs assessment study was last reviewed and adopted by the Town Board in April 2007.

The Town Administrator desired to review this fee to determine if the current impact fee is reasonable to meet the Town's park and recreation needs for land development, and asked McMahon to complete a public facilities needs assessment. One of the requirements in preparing a public facilities needs assessment is conducting an inventory of existing public facilities, including identifying any existing deficiencies in the quantity of those public facilities.

It is anticipated that in 2025 the Town will be completing a Comprehensive Open Space and Recreation Plan and updating their Capital Improvement Plan. Therefore, work on the Park Impact Fee Analysis will not be completed until the Comprehensive Open Space and Recreation Plan and Capital Improvement Plan are complete.

III. RECOMMENDATIONS

McMahon recommends the following to improve efficiency in the Town's building permit processes and building permit fee structure.

- Review fee schedule on an annual basis. Adjust the schedule as may be required. Some new permit fees may require an amendment to the Town Municipal Code.
- Continue to offer building permit applications and information on the Town website in an easy to access, one-stop lean format.
- Implement permit tracking checklists for internal use to insure that all required permits have been applied for, all required materials have been submitted, application review have been completed, and permit issuance has been complete.
- Continue use of HeyGov to eventually offer on-line application through this format.

Town of Algoma
Building Permit Comparison

Permit / License or Action	Town of Algoma (Note 1)	C. Omro (Note 2)	V. Combined Locks (Note 3)	V. Fox Crossing (Note 4)	V. Harrison	V. Sherwood (Note 5)	V. Winneconne	T. Buchanan (Note 6)	T. Omro (Note 7)	T. Sheboygan (Note 8)	T. Ledgewiew (Note 9)
Building Permit and Inspection Fees											
Failure to obtain a permit	doubled fee	3x Original Permit App. Fee	double fees	doubled fees	Non listed		doubled fees				fees are doubled
Early Start Permit	\$ 100.00	\$ 100.00		\$200 Commercial projects only	Non listed		Non listed			\$500	\$ 50.00
Sign Permit		\$ 55.00		\$150/\$200	\$ 25.00		\$ 55.00				\$75 plus .500/sq ft
Fence, Walls, Privacy Screen Permit		\$ 55.00	\$15 / \$25 commercial	\$ 50.00	\$ 25.00	\$25	\$ 100.00	\$35		\$ 75.00	\$ 50.00
Demolition Permit	\$25.00	\$ 50.00		\$75/temp structure,\$150 principal	\$ 25.00	\$25/single / \$50duplex / \$100 commercial	\$ 55.00	\$50 principal structure/\$25 accessory	\$ 25.00	\$ 50.00	\$75/0.050 sq ft
Roofing Permit		\$ 50.00		\$ 50.00	\$ 50.00		\$ 55.00			\$ 75.00	
Siding Permit	\$40 (incl. 1 inspection)	\$ 50.00		\$ 50.00	\$ 50.00	\$50 for both single&duplex, also for reroofing	\$ 55.00	\$30		\$ 75.00	
Windows & Doors (same size or smaller)	see Note 1	\$ 50.00		\$ 50.00	\$ 50.00		\$ 55.00	\$30		\$ 75.00	
Windows & Doors (new location or larger)	see Note 1	\$ 55.00		\$ 50.00	\$ 50.00		\$ 100.00	\$30		\$ 75.00	
Repairs, Remodeling, Additions (no structural changes & w/o elec service)	\$50+\$.20/sq ft (incl 8 inspections)	\$ 50.00		\$50+\$1/\$100 value	Non listed	\$125 - 1 room +\$100 inspect/additional room	Non listed	\$100 + elec, plumbing and HVAC permit fee	\$25 + \$50/insp req'd	\$ 75.00	see Note 9
Repairs (with structural changes)	see Note 1	\$ 55.00	see Note 3	\$50+\$1/\$100 value	Non listed	\$458 + \$433 Inspection fee	\$100+\$0.20/sq.ft.				see Note 8
Moving Building		\$ 50.00		\$ 300.00	\$ 25.00		Non listed				
Fuel Tank or Gasoline Pump Installation		\$ 100.00		Non listed	Non listed		Non listed				
Revised Building Plan Review		\$ 50.00		\$ 100.00			Non listed				
Swimming Pool Permit		\$ 55.00	\$15 / \$25 commercial \$25/\$45 w/deck	\$ 100.00	\$ 50.00	\$25	Non listed	\$35 above ground / \$60 below ground		\$15/\$1,000 cost (min \$75)	
Equipment or Appliance Installation		\$ 60.00		Non listed	Non listed		Non listed				
Appliances installed at Different Times		\$ 100.00		Non listed	Non listed		Non listed				
Mobile Home Steps		\$ 55.00	\$15 / \$25 commercial	Non listed	Non listed		Non listed				
Bee Hive(s) Apiary 3 or 4 hives		\$ 55.00		Non listed	Non listed		Non listed				
Foundations for Moved Buildings	see Note 1	\$ 80.00		Non listed	Non listed		Non listed				
Foundation Repair										\$25	
Deck or Porch (no walls or roof)	\$105 (incl 3 inspections)	\$ 125.00	\$15 / \$25 commercial	\$ 50.00	\$ 200.00		\$0.20/sq.ft.	\$35	\$25 + \$50/insp req'd		
Attached Garage		\$ 150.00		\$50+\$1/\$100 value	\$ 300.00		\$0.20/sq.ft.	\$100 + elec, plumbing and HVAC permit fee			
Remodeling - Minor (one room, kitchen, bathroom, etc.)	\$50.00 plus \$.20/sq.ft. w/o Electrical	\$ 125.00		\$50+\$1/\$100 value	\$ 200.00		\$66+\$0.20/sq.ft.				
Remodeling - Major (multiple rooms or basement rec room)	\$50.00 plus \$.20/sq.ft. w/o Electrical	\$ 200.00		\$50+\$1/\$100 value	\$ 300.00		\$66+\$0.20/sq.ft.				
Addition on Slab or Crawlspace		\$ 200.00		Non listed	Non listed		Non listed				
Addition with Basement Below		\$ 275.00		Non listed	Non listed		Non listed	\$100 + elec, plumbing and HVAC permit fee			
Solar			\$25 residential / \$45 commercial					\$100 (small/mid scale, private use only)			
Geothermal Equipment								\$100, Private only			
Satellite Dish (ground mounted)								\$40			
Electrical Permit - Residential											
Electrical Fixtures (with some new wiring)		\$ 55.00	\$175 single/\$350 duplex	\$50+\$1/\$100 value	\$ 100.00		Non listed	\$40	\$25 + \$50/insp req'd	\$ 210.00	\$40/0.040 sq ft
Electric Upgrade (amp service only)								\$50 principal struct / \$25 accessory struc			
Plumbing Permit - Residential											
Plumbing Fixtures (with some new piping)		\$ 55.00	\$125 single / \$250 duplex	\$50+\$1/\$100 value	\$8/fixure		Non listed	\$40	\$25 + \$50/insp req'd	\$ 300.00	\$40/0.040 sq ft
HVAC & Furnace Replacement - Residential											
Heating / Cooling Duct Alteration	\$45 (incl 1 inspect) \$30 ea add	\$ 55.00	\$125 single / \$250 duplex	\$50+\$1/\$100 value	\$ 100.00		Non listed	\$40	\$25 + \$50/insp req'd	\$ 150.00	\$40/0.040 sq ft
Accessory Structures (garages, sheds, chicken coops)											
Detached Garage	\$50 + \$.10/sq. ft all types	\$ 55.00		\$ 50.00	\$ 100.00	\$125 + \$100 inspection fee	\$100+\$0.20/sq.ft.	\$100 + elec, plumbing and HVAC permit fee	\$25 + \$50/insp req'd		\$50/0.120 sq ft
Detached Shed		\$ 55.00	\$50 residential / \$75 commercial	\$ 50.00	\$ 100.00		\$100+\$0.20/sq.ft.	\$35			\$50/0.120 sq ft
Chicken Coop and Run		\$ 55.00		Non listed	Non listed		Non listed				
Wood Furnace - Chimneys			\$25 residential / \$45 commercial					\$25			
Wind Generator			\$25 residential / \$45 Commercial								
Electric Vehicle Charging Station								\$50			
Building Permit - Residential											
New Single Family Dwelling or Duplexes		Various			Various		\$0.20/sq.ft.	\$560 single/\$715 duplex (See Note 6)		\$ 350.00	\$100/0.120 sq ft
Base price for one or two family dwelling	\$635 single / \$735 duplex	\$ 350.00	\$925/\$1850 duplex	\$50 +\$0.14/sq.ft.	\$ 300.00	\$650 up to 2500 sq.ft / \$850 over \$2500 sq.ft	\$ 385.00		\$ 350.00		
- Sewer (V of Combined Locks, T. Sheboygan)			\$800 / \$1600 duplex							\$ 2,000.00	\$ 1,220.00
- Stormwater (V of Combined Locks, Fox Crossing & Sherwood)			\$315 both single&duplex	\$150 single&duplex (See Note 4)		\$3,200 per ac/subdivision (See Note 5)					
- HOV MSD (5/8" or 3/4" meters)			\$1,431 single/\$2862 duplex								
Erosion Control Permit		\$ 100.00		\$ 100.00	\$ 100.00		Non listed		\$ 100.00	\$ 500.00	\$100/100.00 acre
State Building Seal		\$ 35.00		\$ 90.00	\$ 35.00	\$35 single & duplex only	\$ 35.00	\$ 35.00	\$ 35.00	\$ 200.00	\$50.00
Residential Building Permit Administration Fee		\$ 35.00		Non listed	\$ 175.00		\$ 100.00			\$ 200.00	\$ 150.00
Engineer Grading of New Construction	\$1,000 dep. single&duplex	\$ 300.00	\$175 both single & duplex	various	\$ 1,500.00		Non listed			\$ 750.00	
Certificate of Occupancy Fee Deposit	\$500 single / \$1000 duplex										see Note 8
Performance Bond						\$750/\$1000/\$1500 refundable					
Accessory Dwelling Unit (ADU)								\$560 - incl elec, plumbing, HVAC			
Building Permit - Residential - Additional Permits											
Culvert Fee	\$100 new also \$100 temporary culvert			\$250		\$750 + \$500 or \$1000 for 2 insp			\$ 300.00		
Address Sign						\$50 all classes of projects			\$ 75.00		
Town Engineer Fee									\$ 750.00		
Driveways - new residential & commercial and field access	\$100 - \$50 for hot mix asphalt of existing		\$300 for both single & duplex	\$75						\$ 300.00	\$ 80.00
Ditch Enclosure						\$750 single/\$1000duplex/\$1500 commercial					\$ 350.00
Reinspection Fee (T.Sheboygan - to clear failed inspections)									\$ 150.00	\$ 50.00	



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: November 20, 2024

RE: Adoption of the 2025 Town of Algoma Budget by Category

The following budget presentation is the Final Administrator Recommendation and was presented for the public hearing. It is the fourth version of budget proposals. Previous versions were presented on 9/16/24, 9/30/24 and 10/16/24. The Public Hearing and Special Meeting of Electors for this version of the 2025 budget was held on November 20, 2024 prior to the regular Town Board Meeting.

The proposed 2025 General Fund budget of \$3,068,102 maintains service at prior year levels and is a 4.7% decrease from the prior year budget.

Levy

The total levy amount of \$1,525,231 is the sum of the property tax levy of \$1,118,816 and debt service levy of \$406,415. The levy supports ~50% of the 2025 General Fund budget.

The property tax levy amount of \$1,118,816 is determined in large part by an increase to the prior amount of .51% for net new construction and a decrease of \$24,950 in property taxes for town properties that were annexed by the City of Oshkosh in 2023. The net result is a 1.7% decrease to the property tax levy from the prior year. It is the maximum allowable levy for the town.

The debt service levy of \$406,415 is an increase of 13.3%, or \$47,575, from the prior year and the amount is based on the debt service payment required in 2025 per the debt service schedule.

The total levy amount is a 4.54% decrease from the prior year. Here is the past 5 years of town levy:

Tax Year	Budget Year	Equalized Value	Property Tax Levy	Property Mill Levy	Debt Service Levy	Debt Service Mill Levy	Total Mill Levy	% Mill Levy change
2020	2021	\$ 732,428,500	\$1,096,219	\$1.50	\$129,567	\$0.18	\$1.67	
	2022	\$ 788,364,500	\$1,107,182	\$1.40	\$125,308	\$0.16	\$1.56	-6.59%
	2023	\$ 893,103,800	\$1,123,900	\$1.26	\$308,451	\$0.35	\$1.60	2.59%
	2024	\$1,018,843,800	\$1,137,949	\$1.12	\$358,840	\$0.35	\$1.47	-8.40%
	2025	\$1,087,621,800	\$1,118,816	\$1.03	\$406,415	\$0.37	\$1.40	-4.54%

A property assessed at \$250,000 will have a town tax bill of \$350.59 for tax year 2024 (payable in 2025), which is \$16.69 (-4.54%) less than the prior year (\$367.28 for tax year 2023).

Significant updates from previous version (presented on 10/16/25)

- **General Fund Revenues:**
 - The property tax levy amount of \$1,118,816 is the maximum allowable amount and is a decrease of \$24,950 as explained above.

- **General Fund Expenses:**
 - 3% cost of living increase (effective 1/1/25) for town staff is a \$3,108 decrease.
 - Adjustment for vision insurance is a \$14.15 increase.
 - Actual ambulance service cost of \$78,284 is a \$18,413 decrease for the prior budget version—it is a \$53,077 increase for this expense to the budget from the prior year.
 - Snow removal budget was decreased \$3,442 to balance the budget.

Fee Schedule:

Amendments to the fee schedule were proposed on this agenda under the previous item. This proposed budget conservatively incorporates those updates.

Capital Improvement Plan:

The 2025-2029 Capital Improvement Plan is included; however, the Town Board is only considering the funding for the 2025 projects. The proposed budget reflects the 2025 capital plan. As noted previously, projects were reduced or deferred to meeting the funding constraints including deferment of the refurbishment of Fire Truck #8 to 2026. *See attached 2025-2029 CIP summary.*

Debt:

In 2025 the Town has \$4,235,000 in general debt obligations and is issuing a debt service levy equal to the payment due of \$406,415. This amount of debt is in compliance with the state statutory limit and the town's self-imposed limits per its policy. *See attached 2025 debt schedule.*

RECOMMENDED ACTION:

Staff recommends approval of the 2025 Town of Algoma Budget by Category as presented. Should the Town Board agree the following motion may be made:

“Motion to approve the 2025 Town of Algoma Budget by Category as presented.”

ATTACHMENTS:

1. Posted Budget Summary of Budget by Category
2. Administrator's Final Recommended Budget
3. 2025-2029 CIP report
4. 2025 Debt Service Schedule
5. 2025 Budget Calendar

NOTICE OF PUBLIC BUDGET HEARING FOR THE TOWN OF ALGOMA, WINNEBAGO COUNTY

Notice is hereby given that on Wednesday, November 20, 2024 at 5:45 p.m., at the Algoma Town Hall, 15 N Oakwood Rd, Oshkosh, WI 54904, A PUBLIC HEARING on the PROPOSED 2025 BUDGET of the Town of Algoma will be held. The proposed budget in detail is available for inspection in the Town Office from 9:00 a.m. to 5:00 p.m Monday - Thursday, and 9:00 a.m. to 1:00 p.m. on Friday. The following is a summary of the proposed 2025 budget.

Town of Algoma General Fund	2024 Adopted	2025 Proposed	\$ Change	% Change	% of 2025 Budget
REVENUES:					
Property Taxes:					
General Fund Levy	1,137,949	1,118,816	(19,133)	-1.7%	36.5%
Debt Service Levy	358,840.00	406,415	47,575	13.3%	13.2%
Other (MFL, Lottery Credit)	200.00	69,400	69,200	34600.0%	2.3%
Special Assessments	0	0	0	0.0%	0.0%
Intergovernmental Revenues	525,284	540,827	15,542	3.0%	17.6%
Licenses & Permits	90,680	213,315	122,635	135.2%	7.0%
Fines, Forfeitures, & Penalties	0	0	0	0.0%	0.0%
Public Charges for Services	646,520	635,368	(11,152)	-1.7%	20.7%
Intergovernmental Charges for Services	0	0	0	0.0%	0.0%
Miscellaneous Revenues	14,000	43,961	29,961	214.0%	1.4%
Other Financing Sources	445,000	40,000	(405,000)	-91.0%	1.3%
TOTAL REVENUES	3,218,473	3,068,102	(150,372)	-4.7%	100.0%

EXPENSES:					
General Government	551,057	538,855	(12,202)	-2.2%	17.6%
Public Safety	423,559	562,741	139,182	32.9%	18.3%
Public Works	1,196,179	1,181,579	(14,600)	-1.2%	38.5%
Health & Human Services	1,700	2,700	1,000	58.8%	0.1%
Culture, Recreation, & Education	43,000	33,112	(9,888)	-23.0%	1.1%
Conservation & Development	249,400	104,700	(144,700)	-58.0%	3.4%
Capital Outlay	394,738	238,000	(156,738)	-39.7%	7.8%
Debt Service	358,840	406,415	47,575	13.3%	13.2%
TOTAL EXPENSES	3,218,473	3,068,102	(150,371)	-4.7%	100.0%

FUND BALANCES:

General Fund	Committed	Unassigned	Total
<i>as of 9/30/24</i>	388,276	685,325	1,073,601
<i>Projected Year End 2024</i>	389,826	687,708	1,077,534
<i>Projected Year End 2025</i>	365,000	691,000	1,056,000

Special Revenue Funds	Parks	Fire/First Res	ARPA	TID #1	Total
<i>as of 9/30/24</i>	93,148	5,125	217,401	0	315,674
<i>Projected Year End 2024</i>	93,940	16,472	0	67,732	178,144
<i>Projected Year End 2025</i>	108,740	16,900	0	60,732	186,372

Respectfully submitted by Katie Reinbold, Town of Algoma Clerk/Treasurer

Acct. Nbr.	Short Description	Actual 2022	Budget 2022	2022 +/-	Actual 2023	Budget 2023	2023 +/-	2024 Actual 06/30/2024	2024 Projected Year End	2024 Budget	2024 Projected +/-	2025 Admin Recommended Budget	% +/- to 2024 budget	Comments
TID #1 - Fund 400														
400-00-41120-000-000	TID #1 TAX INCREMENT									0.00	0.00	0.00	0.00	#DIV/0!
TOTAL TAXES										0.00	0.00	0.00	0.00	#DIV/0!
400-000-48104-000-000	TID #1 INTEREST									0.00	0.00	0.00	0.00	0.00%
400-00-48904-000-000	MISCELLANEOUS INCOME									0.00	0.00	0.00	1,000.00	#DIV/0!
TOTAL MISCELLANEOUS REVENUE										0.00	0.00	0.00	1,000.00	#DIV/0!
400-00-49140-000-000	PROCEEDS FROM LONG TERM DEBT							410,000.00			410,000.00		0.00	#DIV/0!
400-00-49300-000-000	FUND BALANCE APPLIED							0.00			0.00		6,000.00	#DIV/0!
TOTAL OTHER FINANCING SOURCES										410,000.00	0.00	410,000.00	6,000.00	#DIV/0!
TOTAL TID #1 REVENUES										410,000.00	0.00	410,000.00	7,000.00	#DIV/0!
400-00-51401-200-000	TID #1 ADMINISTRATION							5,000.00			5,000.00		5,000.00	#DIV/0!
TOTAL GENERAL GOVERNMENT										5,000.00	0.00	5,000.00	5,000.00	#DIV/0!
400-00-56201-456-000	TID #1 PLANNING							2,000.00			2,000.00		2,000.00	#DIV/0!
TOTAL CONSERVATION & DEVELOPMENT										2,000.00	0.00	2,000.00	2,000.00	#DIV/0!
400-00-57700-820-003	WATERMAIN EXTENSION CONSTRUCT							313,268.00			313,268.00		0.00	#DIV/0!
TOTAL CAPITAL OUTLAY										313,268.00	0.00	313,268.00	0.00	#DIV/0!
400-00-58300-600-000	TID #1 LONG TERM DEBT PRINCIPAL							0.00			0.00		0.00	#DIV/0!
400-00-58301-620-000	TID #1 LONG TERM DEBT INTEREST							0.00			0.00		0.00	#DIV/0!
TOTAL DEBT SERVICE										0.00	0.00	0.00	0.00	#DIV/0!
400-00-59100-390-000	MISCELLANEOUS EXPENSE							0.00			0.00		0.00	#DIV/0!
400-00-59200-000-000	TRANSFER TO GENERAL FUND							27,000.00			27,000.00		0.00	#DIV/0!
TOTAL OTHER FINANCING USES										27,000.00	0.00	27,000.00	0.00	#DIV/0!
TOTAL TID #1 EXPENSES										347,268.00	0.00	347,268.00	7,000.00	#DIV/0!
NET TID #1 REVENUES AND EXPENSES										62,732.00	0.00	62,732.00	0.00	#DIV/0!

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

Source	Project #	Priority	2025	2026	2027	2028	2029	Total
County Aid								
STH 21 & Leonard Point Road Roundabout South Leg	PW-26-01	1	40,000	347,500				387,500
County Aid Total			40,000	347,500	0	0	0	387,500
Fire Department Fund								
Refurbish #8 Rescue/Engine 21	FD-25-01	1		30,000				30,000
Fire Department Fund Total			0	30,000	0	0	0	30,000
General Fund								
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
General Fund Total			393,000	643,000	279,000	179,000	129,000	1,623,000
General Obligation Debt								
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
General Obligation Debt Total			0	1,707,500	2,240,000	500,000	500,000	4,947,500

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

State Grant

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

GRAND TOTAL			476,200	2,838,000	2,519,000	679,000	629,000	7,141,200
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TOWN OF ALGOMA DEBT 2025

General Obligation Refunding Bonds, Series 2022A					Loan Amount \$4,045,000.00	SLTF-Finance TID #1 water line project, 10/31/24					Loan Amount \$410,000.00	Total Annual Debt Payment
Payment Year	Principal	Rate	Interest	Total P&I		Payment Year	Principal	Rate	Interest	Total P&I		
2025	275,000.00	3.00	131,415.00	406,415.00								406,415.00
2026	335,000.00	4.00	120,590.00	455,590.00		2026	5,122.30	5.5	30,890.41	36,012.71		491,602.71
2027	210,000.00	4.00	109,690.00	319,690.00		2027	13,744.44	5.5	22,268.27	36,012.71		355,702.71
2028	215,000.00	4.00	101,190.00	316,190.00		2028	14,441.44	5.5	21,571.27	36,012.71		352,202.71
2029	220,000.00	4.00	92,490.00	312,490.00		2029	15,294.66	5.5	20,718.05	36,012.71		348,502.71
2030	225,000.00	4.00	83,590.00	308,590.00		2030	16,135.87	5.5	19,876.84	36,012.71		344,602.71
2031	230,000.00	3.00	75,640.00	305,640.00		2031	17,023.34	5.5	18,989.37	36,012.71		341,652.71
2032	230,000.00	3.13	68,596.25	298,596.25		2032	17,910.16	5.5	18,102.55	36,012.71		334,608.96
2033	190,000.00	3.25	61,915.00	251,915.00		2033	18,944.68	5.5	17,068.03	36,012.71		287,927.71
2034	190,000.00	3.25	55,740.00	245,740.00		2034	19,986.64	5.5	16,026.07	36,012.71		281,752.71
2035	190,000.00	3.35	49,470.00	239,470.00		2035	21,085.90	5.5	14,926.81	36,012.71		275,482.71
2036	190,000.00	3.35	43,105.00	233,105.00		2036	22,207.91	5.5	13,804.80	36,012.71		269,117.71
2037	190,000.00	3.45	36,645.00	226,645.00		2037	23,467.06	5.5	12,545.65	36,012.71		262,657.71
2038	190,000.00	3.45	30,090.00	220,090.00		2038	24,757.75	5.5	11,254.96	36,012.71		256,102.71
2039	190,000.00	3.55	23,440.00	213,440.00		2039	26,119.43	5.5	9,893.28	36,012.71		249,452.71
2040	190,000.00	3.55	16,695.00	206,695.00		2040	27,532.83	5.5	8,479.88	36,012.71		242,707.71
2041	190,000.00	3.65	9,855.00	199,855.00		2041	29,070.30	5.5	6,942.41	36,012.71		235,867.71
2042	175,000.00	3.65	3,193.75	178,193.75		2042	30,669.17	5.5	5,343.54	36,012.71		214,206.46
	3,825,000.00		1,113,350.00	4,938,350.00		2043	32,355.97	5.5	3,656.74	36,012.71		36,012.71
						2044	34,130.15	5.5	1,882.30	36,012.45		36,012.45
							410,000.00		274,241.23	684,241.23		5,622,591.23

2025 Total Indebtedness 4,235,000.00

The Town's legal margin for creation of additional general obligation debt on December 31, 2024 is \$50,146,090 as follows:

Equalized Valuation of the Town	\$ 1,087,621,800
Statutory Limitation % (Wis Stats 67.03)	x 5%
	<u>\$ 54,381,090</u>
Total outstanding GO debt applicable to debt limitation	<u>4,235,000</u>
Legal debt margin for new debt	\$ 50,146,090

Per Town's adopted Debt Policy:

1. The Town shall set a self imposed limit of 60% of the statutory limit as the ceiling for GO Debt.

Statutory limit	\$ 54,381,090
	<u>60%</u>
Town self imposed limit	\$ 32,628,654
Total outstanding GO debt	<u>4,235,000</u>
Town margin for new debt	28,393,654

2. The total annual debt service payment on tax-supported debt of the Town will not exceed 25% of total general government operating revenue.

2025 Operating Revenue	2,661,687	does not include 2025 debt service levy of \$406,415
	x 25%	
amount should not exceed	\$ 665,422	
amount levied in 2025	406,415	

Calendar for 2025 Budget Adoption

Revised 8/21/24



Wednesday, June 19, 2024 – Town Board Meeting

- Town Administrator distributes 2025 Budget Adoption Calendar

Wednesday, July 17, 2024 – Town Board Meeting

- Discuss key assumptions for budget such as tax levy, general obligation debt, compensation, long-range financial planning for Capital Improvement Plan.

Thursday, July 18, 2024 – Budget Schedule and Memorandum Distributed

- Budget documents and memorandum distributed to key staff and contractors to include:
 - Key priorities of the Town Board and overall budget outlook.
 - Budget priorities and spending parameters of the Town Administrator.
 - Instructions and procedures for preparing departmental budgets.
 - Internal meeting schedule with Town Administrator to review budget proposals.
 - Distribute line-item and capital project request forms.

Wednesday, August 21, 2024 – Town Board Meeting

- Initial discussion about Capital Improvement Plan.

Thursday August 22, 2024 – Department and Capital Improvement Plan Requests Due to Town Administrator. Internal departmental budget meetings to review/revise requests Aug 23 – Sep 5.

Monday, September 16, 2024 – Budget Meeting

- First draft of budget presented to the Board, including Departmental Operating Budgets, and Capital Improvement Plan.

Monday, September 30, 2024 – Budget Meeting

- Administrator's Recommended budget presented to the Board.

(IF NEEDED) Monday, October 14, 2024 – Budget Meeting

- Administrator's Revised budget presented to the Board.

Wednesday, October 16, 2024 – Town Board Meeting

- Administrator's Final Recommended Budget presented to the Board for endorsement.
This is the final review by the Board before the budget is published and noticed for the public hearing.

Wednesday, November 20, 2024

Budget Public Hearing & Special Town Meeting:

- A Public Hearing in accordance with State Statute is held; staff provides comprehensive presentation on proposed budget.

Town Board Meeting:

- Town Board adopts the 2025 Fiscal Year Budget by motion.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: November 20, 2024

RE: Winnebago County Highway and Town of Algoma Maintenance Agreement

SUMMARY:

The Town partners with the Winnebago County Highway Department to provide maintenance services for the 41.35 road miles within the town. The 2025 agreement, for the period January 1, 2025 to December 31, 2025, for is attached for consideration.

The county provides winter maintenance and other maintenance at the request of the town. The town pays equipment, labor and materials costs. The cost of salt is increasing \$4.00/ton, or 4.3%, in 2025 to \$96.00/ton.

Cost for services performed by the county are included in the annual public works operating budget.

RECOMMENDED ACTION: Staff recommends approval of the maintenance agreement. Should the Town Board agree the following motion may be made:

“Motion to approve the 2025 Winnebago County Highway and Town of Algoma Maintenance Agreement.”

ATTACHMENTS:

1. 2025 county and town highway maintenance agreement

ROBERT DOEMEL, JR.
Highway Commissioner

901 W. COUNTY RD. Y, P.O. BOX 2764
OSHKOSH, WISCONSIN 54903-2764



OSHKOSH (920) 232-1700
FOX CITIES (920) 727-8640
FAX (920) 424-7790

Winnebago County
Highway Commission
The Wave of the Future

September 19, 2024

Mr. Joel Rasmussen, Chairperson
Town of Algoma
15 North Oakwood Road
Oshkosh, WI 54904

Dear Mr. Rasmussen:

Each year, the Winnebago County Highway Department seeks to partner with the towns by providing maintenance services for the following year. This is a positive arrangement for both the county and the town. To continue providing these services to our customers, the Highway Department is attempting to assess the future material, labor, and equipment needs of the Highway Department. I would ask that you consider your maintenance needs for 2025 and review the language in the enclosed Maintenance Agreement. If you and the town board agree, please sign in the appropriate place at the bottom of the page and return it to the Highway Department as soon as possible.

I would like to thank the Town of Algoma for utilizing the Highway Department to provide and deliver maintenance services to the town residents. I strongly believe that we can deliver the highest quality services to our residents when local governments work together.

If you or the town board have any questions concerning the town maintenance agreement, please feel free to contact me at rdoemel@winnebagocountywi.gov or 920-232-1700 at your convenience. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Doemel". The signature is fluid and cursive, with a large initial "R" and "D".

Robert Doemel, Commissioner
Winnebago County Highway Department

CC: Town Clerk

RD: ls



**WINNEBAGO COUNTY HIGHWAY
&
TOWN OF ALGOMA
MAINTENANCE AGREEMENT**

Whereas, the Town of Algoma, a town located in Winnebago County, would like to retain the services of the Winnebago County Highway Department to provide and deliver certain highway-related maintenance work during the calendar year of 2025; and

Whereas, the Winnebago County Highway Department is willing and able to perform said maintenance services on behalf of the Town of Algoma during calendar year 2025.

Now, therefore, for that mutual consideration as stated herein, it is agreed by and between the Town of Algoma and the Winnebago County Highway Department as follows:

1. This agreement shall be for a period of one-year commencing the 1st day of January 2025 and continuing through December 31, 2025.
2. Winnebago County agrees to provide maintenance for 41.35 miles of town roadway located within said government territory. The General Transportation Aids (GTA) rate calculated by the Wisconsin DOT for payment to the Towns in 2025 is approximately \$2,845 per mile which yields a GTA payment for Algoma of approximately \$117,640.
3. This maintenance work shall include winter maintenance, general maintenance and miscellaneous work as needed during the year.

GENERAL MAINTENANCE ACTIVITIES

Surface Maintenance
Shoulder Maintenance
Vegetation Maintenance and Control
Maintenance of Safety Appurtenances
Guard and security fencing, bridge railings, and attenuators
Maintenance of Drainage Facilities
Culverts, ditches, and catch basins
Litter Pickup
Traffic Control
Marking and Signage
Pavement Ratings

WINTER MAINTENANCE ACTIVITIES

Snow Removal
Application of Chlorides and Anti-icing Materials
Snow Fence

MISCELLANEOUS ACTIVITIES

RECEIVED

SEP 23 2024

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN

- Seal Coating
- Grading
- Paving
- Bridge Inspections and Repairs
- Equipment Repairs

4. The Town shall pay for all maintenance work performed & delivered in accordance with the wage rates, material costs and machinery rental rates of the Winnebago County Highway Department as established by Winnebago County.
5. All work will be on a time and materials basis and will be at the direction of the Town.
6. In addition to the wage rates, material costs, and equipment rental rates it is agreed that the cost for salt shall be \$96.00 per ton.
7. Both parties agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation as defined in s.51.01(5) Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
8. The Town of Algoma agrees at all times during the term of this agreement to; indemnify, save harmless, and defend Winnebago County, its Board, Officers, Employees, and Representatives may sustain, incur or be required to pay by reason Winnebago County, furnishing services, or goods required to be provided under this Agreement, provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs, or expenses caused solely by or resulting from the acts or omissions of Winnebago County, its Agencies, Boards, Officers, Employees, or Representatives.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals this

_____ Day of _____, 2024.

TOWN of Algoma

CHAIRPERSON _____

CLERK _____

Winnebago County Highway Department

By: _____
Robert Doemel, Commissioner
Winnebago County Highway Department