

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, January 15, 2025 – 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 January 10, 2025.

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

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

4. Review and approve January 2025 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. Public Works Director Search Update

9. Town Chairman Report.

- A. Winter Road Maintenance Update.
- B. State Legislature representatives for future Board meeting

10. Clerk/Treasurer Report.

- A. Tax Collection.
- B. Elections.
- C. 2024 Audit Dates.

11. Monthly Financial Statements and Financial Report.

12. Business.

- A. Discussion and possible action: Appointment of Sherri Maruska to the Town of Algoma Planning Commission.
- B. Discussion and possible action: Town of Algoma as Pass Through Entity for Oshkosh School District for a FEMA Building Resilient Infrastructure and Communities (BRIC) Grant for a Tornado Safe Room at Oakwood Elementary School:
 - i. Discussion and possible action: Assumption Agreement between Town of Algoma and Oshkosh Area School District for FEMA BRIC Grant.
 - ii. Discussion and possible action: Resolution No. 2025-1, A Resolution Authorizing Execution of Sub-grant Agreement

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
December 16, 2024**

Chairman Rasmussen called the meeting to order at 6:00 pm.

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

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

The agenda was posted on December 12, 2024.

On a motion by Supervisors Clark/Van Aacken passed on a voice vote, the Board approved the minutes of the Special Electors Meeting dated November 20, 2024

On a motion by Supervisors Van Aacken/Martin passed on a voice vote, the Board approved the minutes of the Monthly Town Board meeting dated November 20, 2024.

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

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC) presented the strategic plan for the next 5 years.

Chief Sawicki reported that Squad 21 sold for \$155,500. Engine 21 is back in service and hopefully Rescue 21 will be able to be refurbished in 2026. They recently updated their by-laws and is under business for approval.

The Planning Commission met on December 11. They had an old house keeping item from 2023. There are 4 properties that were cleaning up the boundary lines. This is an item under business for action. The Planning Commission recommends approval.

The Parks Committee did not meet.

Administrator Mahoney reported the budget is book she created is finalized. The Town received the second pay request for the Bellhaven Lane Iron Enhanced Sand filter project, and we will see one more. This is an item for approval under business. There are no updates for Leonard Point Road storm detention pond, Leonard Point Road reconstruction, or the Leonard Point Road and STH 21 roundabout. Administrator Mahoney will be attending a meeting later this week for the watermain extension for TID #1. The Town is still waiting for a site plan from OSMS. Chairman Rasmussen and Administrator Mahoney attended a meeting with surrounding municipalities and Senators. This meeting was meant to be a starting point and that there would be follow-up meetings to continue the conversation. The Town is now set up to issue citations. We have a citation form, and we are set up with Winnebago County. We will need to start going through the ordinances to find which ones have citations attached to them. The

job posting for Public Works Director has been posted. It is on the Town's website and will be posted 4 times in the Oshkosh Northwestern. The goal is to have someone hired by March 1.

Chairman Rasmussen reported he met with Jeff Foust, Mike Nemitz from the County Highway Department, and Administrator Mahoney to discuss how to tackle the winter maintenance. They will clean up some of the maps for clarification on who plows what.

Clerk/Treasurer Reinbold reported that the tax bills will be in the mail tomorrow and they are on the county website. The newsletter will be in with the tax bills this year, there will not be a separate mailing.

The monthly financial statements and report were presented. Clerk/Treasurer Reinbold also noted that herself and Administrator Mahoney met with Bank First to discuss the Town's accounts and if there are any changes needed or wanted. We are currently waiting for some information back from the bank and will hopefully have more information in January.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved the Certified Survey Map for parcel 002-0210 (Lot 1) owned by Jackson Merrill, parcel 002-020401 (Lot 2) owned by Harry Silva and Jacqueline Silva, parcel 002-020403 (Lot 3) owned by Daniel Tervonen, and parcel 002-0204 (Lot 4) owned by Helene White.

On a motion by Supervisors Martin/Clark, passed on a voice vote, the Town Board approved awarding Greater Oshkosh Economic Development Corporation the Town's 2025 allocation of Winnebago County Industrial Development Board funds in the amount of \$8,007.

Chief Sawicki commented that they cleaned up the by-laws and brought it up to date. On a motion by Supervisors Clark/Brooks, passed on a voice vote, the Town Board approved the amendments to the Fire Department by-laws.

On a motion by Supervisors Brooks/Clark, passed on a voice vote, the Town Board approved Ordinance No. 2024-03 an ordinance amending chapter 113 of the Code of Ordinances for the Town of Algoma regarding Animals.

On a motion by Supervisors Brooks/Clark, passed on a voice vote, the Town Board approved the certificate of payment #2 to Northeast Asphalt, Inc. in the amount of \$317,764.73 for the Bellhaven Lane Iron Enhanced Sand Filter Project.

On a motion by Supervisors Van Aacken/Martin, passed on a voice vote, the Town Board approved the 2025 Memorandum of Understanding for 2025 general engineering with McMahon Associates Inc.

On a motion by Supervisors Martin/Clark, the Town Board adjourned at 6:44 p.m.

Respectfully submitted,
Katherine Reinbold



Town of Algoma Fire Department

Monthly Report
December 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.
- Grant is Pending.

Trucks and Equipment

Vehicles

- Engine 21 – Back in main line service after refurbishment. The Engine is now safer and more reliable.
- Rescue 21 - Rescue is showing more electrical problems. The vehicle needs refurbishment.

Truck Committee

- The truck committee will be assessing the vehicle fleet for future refurbishment or replacement and provide recommendations.

Membership

- No new members.
- Derek Lenz, Keele Brewer and Owen Stachowicz successfully completed State of WI FF1.
- Brandon Quast and Mason Miller are enrolled at FVTC and will start FF1 January 8th.
- FF Tanner Harrington joined the first responders to assist with EMS calls.

FD Elections

- FD members conducted nominations in December. Elections were held January 8th. Election results are as follows:
- **Fire Chief:** Kevin Sawicki
- **First Responder Director:** Glenn Demler
- **Secretary:** Lisa Breu
- **Treasurer:** Keith Breu
- **Firefighter Board Member:** Adam Kinderman
- **EMR Board Member:** Melissa Rasmussen

FD Audit

- DSPS Representative will be conducting a fire department audit January 28th. This is a routine inspection that is conducted every 3-5 years. State Rep will be ensuring the fire department is adhering to state standards and 2% Fire Due Funds are accounted for.



First Drill: December 2nd, 2024

- Members reviewed ice water rescue response and equipment. Members donned water rescue suits and practiced rescuing patients. Training was held at Rainbow Park.

Second Drill: December 16th, 2024

- Members reviewed vehicles and their respective equipment.

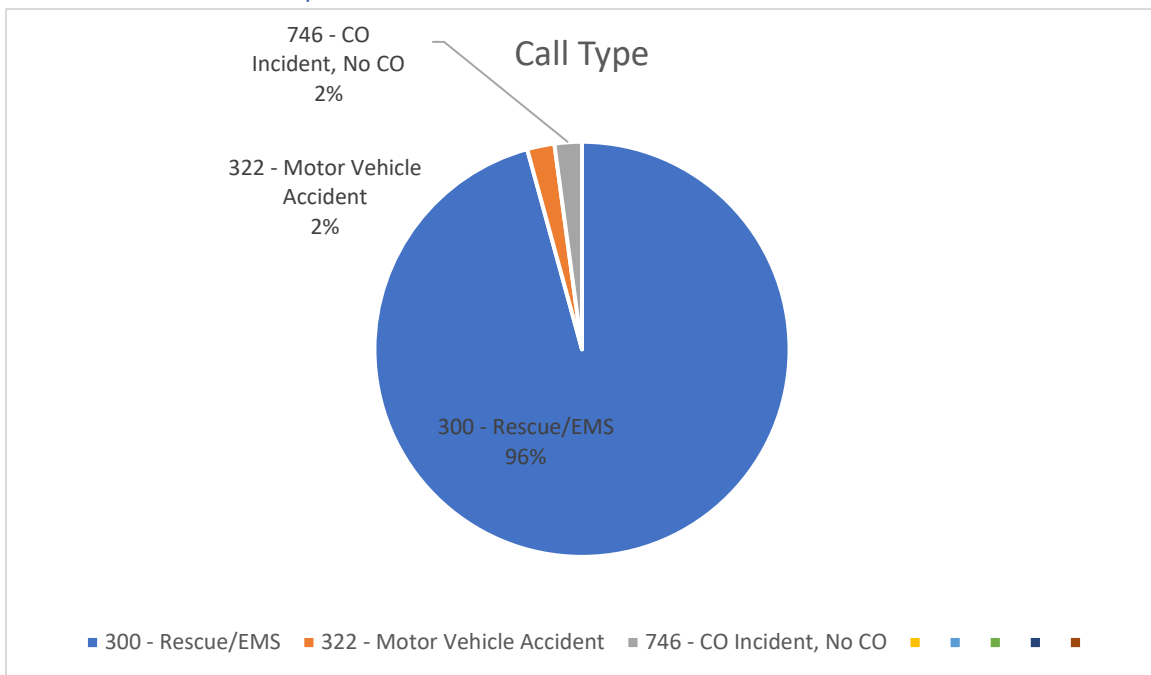
Upcoming Events

Event	Date
Training Drills	Monday, January 20 th @ 6:30pm Monday, February 3 rd @ 6:30pm
Monthly Department Meeting	Wednesday, February 12 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
300 – Rescue/Emergency Medical Service (EMS)	45
362 – Ice Water Rescue	1
746 – Carbon Monoxide Incident, No CO	1
Total Calls	47

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: January 15, 2025

RE: Monthly Administrator's Report

A. Budget Update

End of year 2024 budget transactions are being reviewed. Any necessary carryforwards to the 2025 budget will be brought to the Board for consideration at a future meeting.

B. Major Projects Updates

i. Bellhaven Lane Iron Enhanced Sand Filter

No updates at the time of this memo.

ii. Leonard Point Road Storm Detention Pond

No updates at the time of this memo.

iii. Leonard Point Road Reconstruction

I met with McMahan engineers to review current design on 1/8/25. We discussed stream crossings, Omro Road project feedback, schedule public/property owner input, right-of-way acquisition, encroachments and coordination with the STH 21/LPR round-about project.

The Plans, Specifications & Estimates (aka final plan) is due May 1, 2026. The Town will host another meeting with property owners to review the updated design and discuss their individual properties with the engineers. Tentatively planning for this meeting to occur in May 2025.

iv. Leonard Point Road & STH 21 Roundabout

No updates at the time of this memo.

C. TID #1 Update

The Algoma Sanitary District #1 water main extension project is scheduled to start January 20 and will last 3-4 weeks, weather permitting.

The contractor will use the town vacant town lot to the south to store materials—keeping to edges to leave room for pull throughs and turnarounds. Upon completion

the lot will be leveled and graveled with the extra aggregate. The contractor is aware there is an election in February.

The OSMS site plan is under review and will likely be on the February agenda.

D. Public Works Director Search Update

Application review began on January 7. As of the time of this memo we have 6 applicants. The search committee will meet in mid-January to select candidates to interview and interview format/schedule. It is anticipated that interviews will be conducted in late January.

ATTACHMENTS: None

TOWN OF ALGOMA
 RECONCILED BANK & INVESTMENT BALANCES
 AS OF 12/31/2024

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking	Analysis	\$ 135,959.61	
	Money Market	4.89%	\$ 423,467.42	
	Special Accounts	4.88%		
	Parks Money Market		\$ 108,315.44	
	ARPA Funds Money Market		\$ 220,156.13	
	Tax Accounts (Used for collection)			
	Tax Account		\$ 6,767,374.89	
	Refund Account		\$ 11.99	
U.S. Bank	Local Government Investment Pool (LGIP)	4.61%	\$ 762,823.32	
Verve	Savings Account	NA	\$ -	
	Money Market	1.71%	\$ -	
Total Cash and Investments			\$ 8,418,108.80	



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: January 15, 2025

RE: Appointment of Sherri Maruska to the Town of Algoma Planning Commission

SUMMARY:

The Planning Commission is comprised of seven members appointed by the Town Chairman—one Town Board member and six town residents. Resident members serve three (3) year terms that are staggered so two appointments are considered annually each April. There is currently one vacancy on the commission.

Chairman Rassmussen recommends appointing Sherri Maruska, 1808 Westbreeze Drive, to the Planning Commission to fill the vacancy.

The term for this appointment is January 16, 2025 to April 30, 2026.

RECOMMENDED ACTION: Chairman Rassmussen recommends approval. Should the Town Board agree the following motion may be made:

“Motion to approve the appointment of Sherri Maruska to the Planning Commission for the term January 16, 2025 to April, 30, 2026.”

ATTACHMENTS: None



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: January 15, 2025

RE: Town of Algoma as Pass Through Entity for Oshkosh School District for a FEMA Building Resilient Infrastructure and Communities (BRIC) Grant for a Tornado Safe Room at Oakwood Elementary School

SUMMARY:

The Oshkosh School District is asking the Town of Algoma to serve as the pass-through entity for a project to build a tornado safe room at Oakwood Elementary School. The reason the district cannot be the entity is because they are not part of the current county hazard mitigation plan which is required to be eligible to apply for the specific grant funding. The next update for the hazard mitigation plan where they could be added is in 2027, so the plan would have to be amended to add the school district. To work around this, the town (who is part of the plan) can be the pass-through entity for the grant.

The District will provide all information and resources for the Town to serve in this pass-through role. There will be no costs to the town and minimal staff responsibilities. An “Assumption Agreement” is being presented for consideration (item i.) that defines roles and responsibilities and clearly states that all costs associated with the grant will covered by the school district.

In addition, a resolution is presented for consideration for the Town to enter in a sub-grant agreement with state emergency management for hazard mitigation assistance on behalf of the Oshkosh School District and names the authorized signers for the Town (item ii.).

Julie Conrad, Assistant Superintendent of Operations, with Oshkosh School District will be present details on the project and discuss this request with the Town Board.

Staff is requesting discussion and action on two separate, but related, items—both documents are attached.

- i. **Assumption Agreement between Town of Algoma and Oshkosh Area School District for FEMA BRIC Grant.** At the time of this memo this agreement I under review by town legal counsel and a draft is presented. *If the final agreement is ready at the time of the meeting it will be presented as an update. If not, the agreement would be approved contingent on legal review.*

- ii. **Resolution No. 2025-1, A Resolution Authorizing Execution of Sub-grant Agreement.** Authorizes Katherine Reinbold, Clerk-Treasurer, and Margaret Mahoney, Administrator, as authorized to execute sub-grant agreements and amendments for the project.

RECOMMENDED ACTION: Staff recommends approval of both items. Should the Town Board agree the following separate motions may be made and acted upon:

“Motion to approve the Assumption Agreement between Town of Algoma and Oshkosh Area School District for FEMA BRIC Grant.”

and

“Motion to approve Resolution No. 2025-1, A Resolution Authorizing Execution of Sub-grant Agreement.”

ATTACHMENTS:

1. Assumption Agreement DRAFT
2. Resolution No. 2025-01

ASSUMPTION AGREEMENT

This Assumption Agreement is entered into by the Town of Algoma, a Wisconsin Municipal Corporation, (hereinafter "Town") and the Oshkosh Area School District (hereinafter "District") referred to together as the "Parties";

WHEREAS, the District has undertaken the project of planning for and the construction of a disaster mitigation multi-use facility located on the District's property using the Building Resilient Infrastructure & Communities Grant Program (BRIC) through Wisconsin Emergency Management (hereinafter "Project"); and

WHEREAS, the District has persuaded the Town to make the determination that the Project is in the best interests of the Town to assist the District in its attempts to complete this Project; and

WHEREAS, as part of its assistance, the Town will apply for and receive certain grants from the State of Wisconsin and it is anticipated that the Town may receive additional grants from the State of Wisconsin, the federal government and other private entities for the Project; and

WHEREAS, as consideration for the Town's assistance in obtaining grants for the completion of the Project, the District has agreed to assume all obligations and requirements required of entities receiving these types of grants;

Now, therefore, the Parties agree as follows:

1. The District shall assume the responsibility for complying with all requirements and obligations imposed upon the Town as a result of the Town's receipt of grants used to fund the Project.
2. The District shall assume the responsibility of any pre-award costs, identified as those costs incurred prior to the grant award, and of any cost-share requirements later imposed by the BRIC to be awarded and any additional grants awarded to the Town for this Project. The Town may seek reimbursement from the District for any additional cost incurred by the Town in assisting the District with the Project.
3. Upon the Town entering into the BRIC Agreement for the Project, the BRIC is fully incorporated into this Assumption Agreement, and thereafter the District shall assume any and all duties, rights, and requirements provided for in the BRIC Agreement.
4. The rights and obligations assumed by the District shall include, but not be limited to, any and all record keeping requirements, the competition and cost of audit requirements, in particular the financial statement, program, and single audits, any bidding and contracting of work to be performed, any reimbursement and payment requirements to contractors and any other terms and conditions of agreements entered into by the Town, herein incorporated by reference, relating to the receipt of grants for the Project. This shall include those specific terms and conditions set forth in agreements related to the BRIC grant to be awarded to the Town as well

as future grants awarded to the Town for the Project. The District shall have the duty to ensure the District and its contractors are in strict compliance with any and all requirements with the HMPG and the particular requirements and obligations for this Project.

5. The District acknowledges, represents, and warrants to the Town that the District has thoroughly reviewed, is familiar with, and is prepared to strictly abide by the terms of the BRIC to be awarded for this Project, the above referenced requirements and agreements and further acknowledges that there may be additional requirements for which the District will assume responsibility.
6. The Town hereby assigns its duties and obligations under the above referenced agreement and future agreements relating to grants associated with the completion of the Project. The Town will provide necessary assistance to the District with regards to the requirements and obligations set forth above. In particular, the Town agrees that it will forward any grant proceeds directly to the District for reimbursement to the necessary contractors.
7. The District shall produce any applications, statements, and other documentation related to the Project and the BRIC grant that is requested by the Town in a reasonable timely manner. District shall be prepared to demonstrate compliance with all BRIC award requirements, policies, and agreements at the Town's request. The Town may request a review of any and all applications and documentation prepared by the District and its contractors. If the Town chooses to review, the Town may provide comments and suggestions to the District on the applications and documentation prior to submission. At the completion of the Project, the District shall provide all applications, audits, and documentation to show compliance with the HMPG award, and certify to the Town that all requirements and obligations necessary for the receipt of funds have been strictly complied with.
8. The District agrees to release from liability, hold harmless and indemnify the Town against any and all claims, causes of action, damages, liabilities, injuries or other responsibilities arising out of or in any way related to the District's performance of the duties and obligations set forth herein. In addition, the District further agrees to release from liability, hold harmless and indemnify the Town against any and all claims, actions, injuries, damages or liabilities relating to or arising out of in any way the Project other than any intentional or negligent acts or omissions on the part of the Town with regards to the project.
9. The District will clearly indicate to any or all third parties that the District is responsible for the Project and that the Town is merely involved in the grant process as an eligible subrecipient. There is no partnership or agency relationship between the Town and the District and the District will make this evident dealings with third parties related to this project.
10. All matters relating to or arising out of this Assumption Agreement will be governed by and construed and interpreted under the laws of the State of Wisconsin.

11. This Assumption Agreement may not be assigned without the prior written consent of both parties. This Assumption Agreement shall be binding upon the parties, their successors, and assigns.

12. If any provision of this Assumption Agreement is held invalid or unenforceable by any court, the other provisions of this Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has executed this Assumption Agreement as of the _____ of January, 2025.

Town of Algoma

Oshkosh Area School District

BY: _____

BY: _____

TITLE: _____

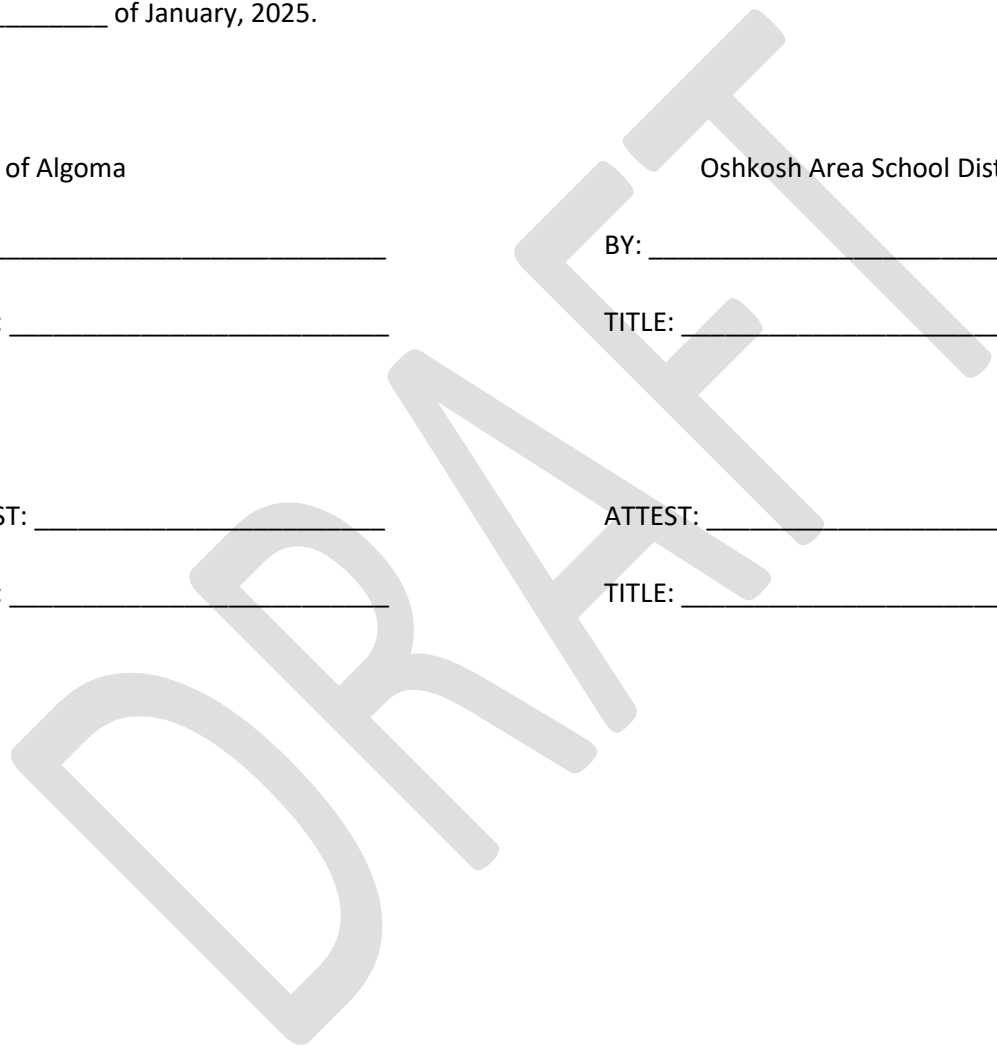
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ATTEST: _____

ATTEST: _____

TITLE: _____

TITLE: _____



**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
RESOLUTION NO. 2025-1**

Resolution Authorizing Execution of Sub-grant Agreement

Be it resolved that the Town of Algoma enter into a sub-grant agreement with the Division of Emergency Management in the State of Wisconsin Department of Military Affairs for the program entitled Hazard Mitigation Assistance on behalf of the Oshkosh Area School District.

Katherine Reinbold, Clerk-Treasurer, and Margaret Mahoney, Administrator, are hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement a community tornado safe room project on behalf of the Town of Algoma. Local cost share funds, on-going maintenance funds, and facility operations for the project will be provided by the Oshkosh Area School District.

I certify that the above resolution was adopted by the Town of Algoma on January 15, 2025.

Joel Rasmussen, Chairman
Town of Algoma Board

ATTEST:

Katherine Reinbold, Clerk/Treasurer
Town of Algoma