

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, August 20, 2025 6:00 p.m.
15 N. Oakwood Road, Oshkosh, WI 54904**

PUBLIC HEARING FOR SANITARY DISTRICT ADDITION

To add property identified as parcel 002-0020, owned by Springhetti Real Estate LLC, and located at Leonard Point Rd, parcel 002-0027, owned by Springhetti Real Estate LLC, and located at 1665 Leonard Point Rd, and parcel 002-002701, owned by Springhetti Real Estate LLC, and located at Leonard Point Rd to the Algoma Sanitary District #1

AGENDA

The Board may discuss and act on the following:

1. Call to Order.

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

2. Town agenda was posted at the following locations: Town of Algoma Municipal Building and town website at www.townofalgoma.org on August 18, 2025.

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

- A. Monthly Town Board Meeting dated July 16, 2025.

4. Review and approve August 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. Town Chair Report

- A. Public Safety Update on recent robberies

9. Administrator Report

- A. Budget Update.
- B. Major Projects Update
 - i. Leonard Point Road Storm Detention Pond
 - ii. Leonard Point Road Reconstruction
 - iii. Leonard Point Road & STH 21 Roundabout
- C. Community Development Update
 - i. Tommy's Carwash Update
 - ii. OSMS Update
- D. CORP Update

- E. Municipal Complex Needs Analysis Update
- F. Legislative Update
- G. IT Managed Services

10. Public Works Director Report.

- A. Road Maintenance Update
- B. 2025 Asphalt Resurfacing
- C. Parks Update
- D. Stormwater Update
- E. 2025-2026 Snow Removal

11. Clerk/Treasurer Report.

- A. Wisconsin Retirement System (WRS) Training.
- B. Handbook Review.
- C. Deputy Clerk/Treasurer position.

12. Monthly Financial Statements.

13. Business.

- A. Discussion and possible action re: Petition to add property identified as parcel 002-0020, owned by Springhetti Real Estate LLC, and located at Leonard Point Rd, parcel 002-0027, owned by Springhetti Real Estate LLC, and located at 1665 Leonard Point Rd, and parcel 002-002701, owned by Springhetti Real Estate LLC, and located at Leonard Point Rd to the Algoma Sanitary District #1
- B. Discussion and possible action re: Certified Survey Map by petitioner Darryl Lehman, Martenson & Eisele, on behalf of James and Colleen Longworth to split parcel 0023753 into one lot and an outlot.
- C. For Discussion Only: Municipal Complex Needs Analysis Final Report
- D. Discussion and possible action re: Winnebago County Sheriff Joint Powers Agreement
- E. Discussion and possible action re: Pay Request #1 for the 2025 Asphalt Resurfacing Program payable to Northeast Asphalt, Inc in the amount of \$119,195.20
- F. Discussion and possible action re: Operator license for the period ending June 30, 2026 for Michelle Griese (Poplar Creek Barn), Dawn Kaufmann (Poplar Creek Barn), and Nancy Kaufman (Serv-U-Beverage).
- G. For Discussion Only: 2026-2030 Capital Improvement Plan
- H. **CLOSED SESSION:** Vote to enter into closed session for board consideration of the following items: Pursuant to WI Statutes 19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Re: Property for Jones Park west parking lot; Developer's Agreement for Springhetti Lake subdivision; and contract for Emergency Medical Services.
- I. **Vote to reconvene in open session** for discussion and take action on all matters discussed in the above listed closed session.
- J. Discussion and possible action re: Joint Fire Department Study

14. 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.

RECEIVED

JUL 21 2025

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

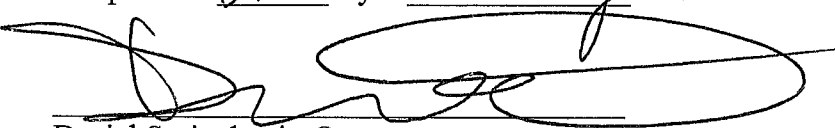
TO: The Town Board of the Town of Algoma, Winnebago County, Wisconsin

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

Parcel	Owner	Address	Description	Acreage
0020020	Springhetti Real Estate, LLC	Leonard Point Rd	The East Fifty (50) rods of the West One Hundred Nineteen (119) rods of the South One Hundred Twenty-eight (128) rods of the SOUTH EAST $\frac{1}{4}$ of Section Seven (7) Township Eighteen (18) North, of Range Sixteen (16) East	20.63
0020027	Springhetti Real Estate, LLC	1665 Leonard Point Rd	The South Twenty-eight and Sixty-eight (28.68) chains of the SOUTH EAST $\frac{1}{4}$ of Section Seven (7) Township Eighteen (18) North, of Range Sixteen (16) East, excepting therefrom the West One Hundred Nineteen (119) rods thereof, & excepting the South 120 feet of the East 200 feet thereof	39.45
002002701	Springhetti Real Estate, LLC	Leonard Point Rd	The South 120 feet of the East 200 feet of the Southeast $\frac{1}{4}$ of Section 7, Township 18, North of Range 16 East, Town of Algoma, Winnebago County, Wisconsin	0.55

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

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

Adopted this 21 day of July 2025
Daniel Springhetti - Owner
Springhetti Real Estate, LLC

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
July 16, 2025**

The public hearing for sanitary district addition and removal 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. To partially remove the properties identified as parcel 002-020403, owned by Daniel Tervonen and located at 4676 County Rd. E and parcel 002-0210, owned by Jackson Merrill & Kimberly Lackey and located at 4730 County Rd E, from 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 Petey Clark, Teresa Van Aacken, Michael Brooks, and Dan Martin.

The following were also present: Administrator Maggie Mahoney, Public Works Director Jason Loduha, and Clerk/Treasurer Katherine Reinbold.

The agenda was posted on July 11, 2025.

On a motion by Supervisors Clark/Martin passed on a voice vote, the Board approved the minutes of the Monthly Town Board Meeting dated June 18, 2025.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Board approved the July 2025 disbursements.

There was no economic development update.

The board had the fire report in their packets. Administrator Mahoney mentioned the car show is on August 16 at Skipper Buds.

The Planning Commission and Parks Committee did not meet.

Administrator Mahoney talked about kicking off the budget discussions. The Algoma Sanitary District sent a letter stating they have a \$4.4 million water tower project and that comes with rate changes. The board needs to consider moving the fire protection cost to the water bills to help offset the cost. Kevin Mraz, Algoma Sanitary District director, will be at the August board meeting. Administrator Mahoney has had contact with the property owners where the plan for the Leonard Point Road storm detention pond will be located and will follow up with them later in the month. No updates on the Leonard Point Road reconstruction or STH 21 roundabout. Tommy's Carwash is moving along. OSMS and the property owners have to work out the tree issue. If the trees are removed, then the Town will require that they are replaced. There will be a public visioning session on July 30 for the Comprehensive Outdoor Recreational Plan. The Municipal Complex Needs Analysis is on schedule. The State passed the budget. The impact is not yet known. The City of Oshkosh has terminated the emergency medical services contract. The Town will proceed with a new contract for 2026. There is potential for a joint fire department.

Public Works Director Loduha talked about receiving a proposal from Fahrner Asphalt Sealers for some seal coating and chip sealing. There are some trees on Leonard Point Road that need to be removed. The 2025 asphalt resurfacing went well, and the shouldering needs to be finished. No updates on parks. The Jones Park pond is brown due to McMahon Associates, Inc. killing what was in there and will be planting new plants. Winnebago County approved ATV/UTVs on county roads. They are not approved for Town roads and that will continue to be enforced.

Clerk/Treasurer Reinbold talked about the election worker interest meeting that took place on June 19. Two people came in for the meeting and will email a couple more that couldn't make the meeting. The meeting's purpose is to give people an idea of what it's like to be an election worker and what the expectations are. On July 24, there will be a small election worker appreciation meal. The Town Hall has switched rug companies and is now using Cintas and are able to get other products from them, this will alleviate staff from having to worry about ordering.

The monthly financial statements were presented.

On a motion by Supervisors Van Aacken/Martin, passed on a voice vote, the Town Board approved the Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2026.

Clerk/Treasurer Reinbold presented the suggested changes to rentals to help with staffing issues. Discussion was had. On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the staff-recommended solution to help create the new Town Hall rental agreement/policy.

Administrator Mahoney explained there is a little bit of grading that needs to be completed in Lakevista. The Town can still draw on the credit to complete the work if needed. No action.

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 Chairman Rasmussen/Supervisor Martin, passed on a voice vote, the Town Board approved the removal of properties identified as parcel 002-020403, owned by Daniel Tervonen and located at 4676 County Rd. E, and parcel 002-0210, owned by Jackson Merrill & Kimberly Lackey and located at 4730 County Rd. E, from the Algoma Sanitary District #1.

Administrator Mahoney presented the 2026 budget key assumptions. Discussion was had. No action.

On a motion by Supervisors Martin/Clark, passed on a voice vote, the Town Board adjourned at 6:47 p.m.

Respectfully submitted,
Katherine Reinbold

8/15/2025 12:13 PM

Reprint Check Register - Quick Report - ALL

Page: 1
ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30327	8/01/2025	Algoma Sanitary District #1 2025 Public Fire Protection	165,827.00
30328	8/01/2025	Clifton Larson Allen LLP Professional Services	551.25
30329	8/01/2025	Conway Shield Order# 0422737	62.50
30330	8/01/2025	Delta Dental 8/1/25-8/31/25 Billing period	55.69
30331	8/01/2025	DetailX Cleaning LLC Professional Cleaning at Town Hall	431.70
30332	8/01/2025	Diener-Blumer, Barbara 6/29/25 Family Reunion	200.00
30333	8/01/2025	Dorn, Dena 7/12/25 Graduation Party	200.00
30334	8/01/2025	East Central WI Regional Planning Comm Services rendered from 4/1/25-6/30/25	3,895.70
30335	8/01/2025	Installation Specialist 3286 Kelsea Way, 561662	500.00
30336	8/01/2025	Jeff Foust Excavating Inc Professional Services	2,608.80
30337	8/01/2025	Lang Enterprises of Wisconsin, Inc. Street Signs	569.21
30338	8/01/2025	McMahon Associates, Inc. Professional Services	12,579.77
30339	8/01/2025	Menard's Account# 30250273	218.71
30340	8/01/2025	Moua, Yer L 7/19/25 Family Gathering	200.00
30341	8/01/2025	Rural Mutual Insurance Company Acct# 549040220	43,747.00
30342	8/01/2025	The Ground's Guys Professional Services	7,651.35
30343	8/01/2025	Ultimate Safety Concepts Inc. Order# 00180939	80.83
30344	8/01/2025	Valley Pest Control Acct# 101435	62.00
30345	8/01/2025	Verizon Wireless Acct# 442272766-00001	80.02

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ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30346	8/01/2025	WI Public Service Utility Charges	700.39
30347	8/01/2025	Winnebago County Treasurer Customer# 00568, Yard Waste	632.30
30348	8/15/2025	Action Appraisers 2025 Maintenance Services	2,458.00
30349	8/15/2025	Amazon Capital Services Town Supplies	90.92
30350	8/15/2025	Bank First Fire Department Supplies	157.50
30351	8/15/2025	Bank First Town Office	772.11
30352	8/15/2025	BP Acct# 4987887728	312.90
30353	8/15/2025	Cedar Corporation Municipal Complex Needs	2,000.00
30354	8/15/2025	Charter Communications Service for the Fire Department	173.68
30355	8/15/2025	Charter Communications Town Hall Service	147.45
30356	8/15/2025	Cintas Corp Town Office Supplies	199.97
30357	8/15/2025	Clifton Larson Allen LLP Professional Services	535.50
30358	8/15/2025	Complete Yard Maintenance, LLC Professional Services	1,275.00
30359	8/15/2025	Culligan Water Conditioning Town Office	43.50
30360	8/15/2025	Diggers Hotline, Inc. Professional Services	56.00
30361	8/15/2025	Excel Underground, LLC Professional Services	158.00
30362	8/15/2025	Fahrner Asphalt Sealers, LLC Professional Services	8,330.00
30363	8/15/2025	Gannett Wisconsin LocaliQ Notices Posted in the Northwestern	143.54
30364	8/15/2025	Harter's Fox Valley Disposal Professional Services	47,303.00

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ACCT

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Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30365	8/15/2025	Homes of Wyldewood II 8/10/25 Annual Condo Meeting	200.00
30366	8/15/2025	Jeff Foust Excavating Inc Professional Services	8,670.55
30367	8/15/2025	Kohn Law Firm S.C. Case No. 24SC00236	466.47
30368	8/15/2025	Lang Enterprises of Wisconsin, Inc. Park Signs	181.66
30369	8/15/2025	MacQueen Equipment Acct# ALGOM006	1,027.25
30370	8/15/2025	McMahon Associates, Inc. Professional Services	20,861.22
30371	8/15/2025	Ray's Sanitation Jones Park	350.00
30372	8/15/2025	Rhyme Business Products Town Office Copier	239.90
30373	8/15/2025	Securian Financial Group, Inc. September Billing	85.90
30374	8/15/2025	Sheppard, Donna 8/3/25 Baby Shower	200.00
30375	8/15/2025	The Ground's Guys Professional Services	7,212.15
30376	8/15/2025	Transcendent Technologies Annual Maintenance	1,755.00
30377	8/15/2025	Valley Pest Control Acct# 101435	62.00
30378	8/15/2025	WI Public Service Street Lights	798.56
30379	8/15/2025	Winnebago County Treasurer County Services	3,986.88
30380	8/15/2025	Fischer, Scott Planning Commission Meeting	50.00
30381	8/15/2025	Kehoe, Kyle Planning Commission Meeting	50.00
30382	8/15/2025	Kollmann, Linda Planning Commission Meeting	50.00
30383	8/15/2025	Martin, Daniel Planning Commission Meeting	75.00

8/15/2025 12:13 PM

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ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30384	8/15/2025	Maruska, Sherri Planning Commission Meeting	50.00
30385	8/15/2025	Skoglind, Mike Planning Commission Meeting	50.00
30386	8/15/2025	Van Aacken, Bill Planning Commission Meeting	50.00
30387	8/15/2025	Anthem Blue Cross & Blue Shield September Billing	1,966.79
Grand Total			353,450.62

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ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 8/01/2025 From Account:
Thru: 8/31/2025 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	353,450.62
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Total Expenditure from all Funds	353,450.62
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Reprint Payroll Register Totals Only
All Employees

Page: 1
PAYRL

Check Date From: 8/01/2025
Thru: 8/31/2025

From Dept:
Thru Dept:

Total Checks: 47 Pay Periods: 7/01/2025 Thru: 7/31/2025
(Male: 37 Female: 10)

Earnings:

Regular Pay	37,157.31	852.50	Hours
CELLPHONE	40.00		
MILEAGE	44.80		

	37,242.11		

Withholdings:

Federal	2,541.76
Social Security	2,275.21
Medicare	532.16
Wisconsin	1,295.15
CREDITOR GARNIS	466.47
HEALTH INS	404.06
LIFE INSURANCE	56.52
WRS	2,049.94

	9,621.27

NET PAY 27,620.84

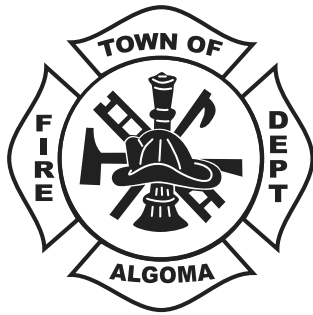
Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
SICK LEAVE	0.00	40.25
VACATION	0.00	6.75
	-----	-----
	0.00	47.00

Fringes:

HEALTH	2,963.12
LIFE	59.37

	3,022.49



Town of Algoma Fire Department

Monthly Report

July 2025

Prepared by

Kevin Sawicki – Fire Chief

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Grants

State EMS FAP Grant

- Equipment has arrived and the grant process is being reviewed/wrapped up.

Trucks and Equipment

Vehicles

- Rescue 21 - The vehicle needs refurbishment due to age and wear. An updated quote has been provided by Rennert's Fire Equipment Service LLC.
- Tender 21 – Vehicle needs replacement as soon as possible due to age and wear. Tender 21 is an important vehicle to provide a water supply during fire incidents.
- Additional quotes will be provided for both vehicles.
- FD personnel will be checking on available grants and donations to assist in the purchase/refurbishment projects.

Truck Committee

- An updated quote for Rescue 21 has been provided by Rennert's Fire Equipment Service LLC.
- Quotes and information are still being gathered for Tender 21.

Membership

New Members

- **Alex Bork** – Alex lives on the west side of Oshkosh and has started as a probationary firefighter. Alex started Firefighter 1 class at the beginning of July.
- **Henry Eberhart** – Henry lives in the area and wanted to give back to the community. Henry is in school for aviation mechanics. Henry starts Firefighter 1 class this fall.
- **Connor Wisneski** - Connor recently graduated from Oshkosh West High School and is looking at a career in fire/EMS. Connor started Firefighter 1 class at the end of July.



First Drill: July 7th, 2025

- Firefighters performed multi-skill scenarios which included hose deployment, drafting from a water tank and shuttling water.

Second Drill: July 21st, 2025

- Wisconsin Public Service provided training on natural gas and electricity. Training including general utility functions and safety points for first responders.

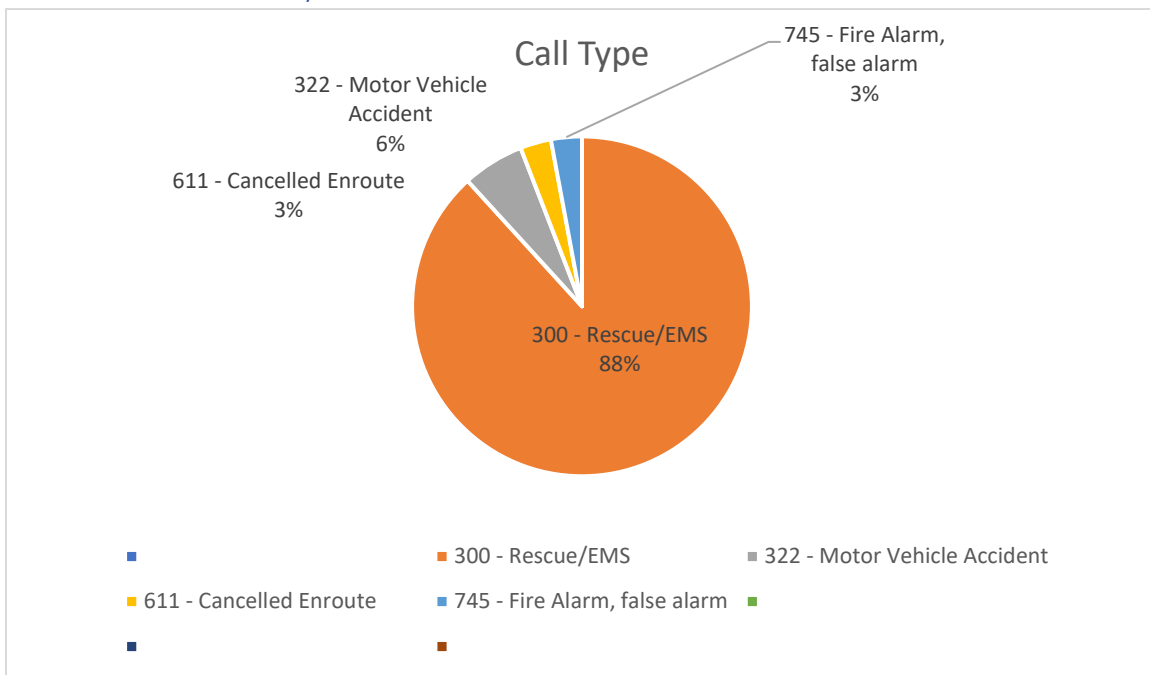
Upcoming Events

Event	Date
Training Drills	Tuesday, September 2 nd @ 6:30pm Monday, September 15 th @ 6:30pm
Monthly Department Meeting	Wednesday, September 10 th @ 7:00pm
Fire Department Open House	Saturday, May 16 th , 2026
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)	30
322 – Motor Vehicle Accident	2
611 – Cancelled Enroute	1
745 – Fire Alarm, False Alarm	1
Total Calls	34



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 20, 2025

RE: Monthly Administrator's Report

A. Budget Update

The initial discussion of the 2026-2030 Capital Improvement Plan is under new business. **The first budget meeting will be at 5:30pm on September 15.** This will be a review and discussion of the first budget draft, including departmental budgets and CIP. See *attached budget calendar*.

B. Major Projects Updates

i. Leonard Point Road Storm Detention Pond

No updates at the time of this memo.

ii. Leonard Point Road Reconstruction

No updates at the time of this memo.

iii. Leonard Point Road & STH 21 Roundabout

No updates at the time of this memo.

C. Community Development Update

i. Tommy's Carwash Update

Estimated date to open is November 2, 2025.

ii. OSMS Update

No update at the time of this memo.

D. CORP Update

A public visioning session was held at town hall on Wednesday, July 30.

The survey has been taken down and the consultant will be compiling the data and providing a draft report for staff to review in the coming weeks.

E. Municipal Complex Needs Analysis Update

The final report is under new business.

F. Legislative Update

No updates at the time of this memo.

G. IT Managed Services

The town issued a Request for Proposals for these IT managed services. The deadline for submittal was August 19. Staff will be reviewing the proposals and will update the Board or submit an item for consideration at a future meeting.

ATTACHMENTS:

1. 2026 Budget Calendar

Calendar for 2026 Budget Adoption

Presented 6/18/25



Wednesday, June 18, 2025 – Town Board Meeting

- Town Administrator distributes 2026 Budget Adoption Calendar

Wednesday, July 16, 2025 – 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 17, 2025 – 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.

Thursday August 14, 2025 – Department and Capital Improvement Plan Requests Due to Town Administrator. Internal departmental budget meetings to review/revise requests Aug 21 – Sep 4.

Wednesday, August 20, 2025 – Town Board Meeting

- Initial discussion about Capital Improvement Plan.

Monday, September 15, 2025 – Budget Meeting

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

Monday, September 29, 2025 – Budget Meeting

- Administrator's Recommended budget presented to the Board.

(IF NEEDED) Monday, October 6, 2025 – Budget Meeting

- Administrator's Revised budget presented to the Board.

Wednesday, October 15, 2025 – 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 19, 2025

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 2026 Fiscal Year Budget by motion.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Jason Loduha, Director of Public Works

Date: August 20, 2025

RE: Monthly Director's Report

A. Road Maintenance Update

Fahrner has started crack filling on cul-de-sacs that are set to be seal coated as part of this year's road maintenance work.

The following roads are scheduled for chip sealing:

- Duchess Lane
- Hayden Drive
- Milton Circle
- McIntosh Court
- Part of Rasmussen Road (from just north of Braeburn to the cul-de-sac)

Work is expected to start around the week of August 25, 2025, depending on the weather and any unexpected delays.

B. 2025 Asphalt Resurfacing

The project has been successfully completed, with the final step involving shouldering the new asphalt. Instead of using 3/4" gravel, screenings were used to help prevent loose stone from ending up in homeowners' yards—an approach aimed at improving overall satisfaction and curb appeal.

New Street Signs were also installed where needed on the newly resurfaced streets.

C. Parks Update

No update at the time of this memo.

D. Stormwater Update

The ecologist from McMahon will start doing illicit discharge checks at some major and minor outfalls. Usually about 15 per year. I will be getting trained over the next year to be able to take this over once fully trained.

E. 2025-2026 Snow Removal

In the coming weeks, I will be obtaining updated cost estimates for snow removal services from both Winnebago County and private contractors. These updates will cover the Town's needs as well as the private roads currently maintained by the Town during the winter season.



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Katie Reinbold, Clerk/Treasurer

Date: August 20, 2025

RE: Monthly Clerk/Treasurer Report

A. Wisconsin Retirement System (WRS) Training

On August 14, I completed an online training session on the WRS. The training covered all aspects of WRS, including processes for new hires, reporting requirements, and terminations. The information was highly valuable and will be beneficial in my role.

B. Handbook Review

Last month, Maggie noted that we were reviewing the handbook. This is a complete overhaul of the handbook as it has not been reviewed since 2016. We do not anticipate any budget impact, but will be presenting a new handbook for approval in the next couple of months.

C. Deputy Clerk/Treasurer Position

As you are aware, Rhonda is retiring at the end of this month. With her retirement, I have posted the position to find a replacement. We are hoping to have a mid-October start date.

ATTACHMENTS: None.

TOWN OF ALGOMA RECONCILED BANK & INVESTMENT BALANCES AS OF 07/31/2025

Bank	Type	Interest Rate	Interest Amount	Balance	Notes
Bank First	Checking (Sweep)		\$ 9.52	\$ 3,020.00	
	Money Market	4.45%	\$ 1,810.89	\$ 509,072.63	
	Special Accounts	4.45%			
	Parks Money Market		\$ 410.01	\$ 111,133.09	
	Tax Accounts (Used for collection)				
	Tax Account			\$ -	
U.S. Bank	Local Government Investment Pool (LGIP)	4.36%	\$ 5,264.28	\$1,425,782.49	
Total Cash and Investments				\$ 2,049,008.21	

LGIP Accounts	Interest (4.36%)	Total in Acct
GENERAL	\$891.87	\$241,554.39
TID 1	\$508.95	\$137,845.03
SPIRIT ROUNDABOUT	\$1,488.09	\$403,036.42
FD TRUCK REFURBISHMENT	\$646.05	\$174,976.19
FIRE EQUIPMENT	\$64.19	\$17,385.30
REVALUATION	\$37.34	\$10,113.97
DEBT LEVY PAYMENTS	\$237.67	\$64,370.37
GENERAL EXPENSES	\$153.52	\$41,580.55
RESERVES	\$1,236.60	\$334,920.27
Total	\$5,264.28	\$1,425,782.49

Fund: 100 - GENERAL FUND

Account Number		2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
100-00-41101-000-000	JONES PARK DEBT SERV LEVY	0.00	0.00	0.00	0.00	0.00
100-00-41102-000-000	GO REFUNDING BONDS LEVY	0.00	0.00	406,415.00	-406,415.00	0.00
100-00-41110-000-000	GENERAL PROPERTY TAXES	0.00	0.00	1,118,816.00	-1,118,816.00	0.00
100-00-41150-000-000	MFL TAXES	0.00	2.28	200.00	-197.72	1.14
100-00-41801-000-000	PERSONAL PROPERTY TAX INT	0.00	0.00	0.00	0.00	0.00
100-00-41802-000-000	LOTTERY CREDIT	0.00	55,138.38	69,200.00	-14,061.62	79.68
TAXES		0.00	55,140.66	1,594,631.00	-1,539,490.34	3.46
100-00-42300-000-000	SA - 2022 PAVING	0.00	0.00	0.00	0.00	0.00
SPECIAL ASSESSMENTS		0.00	0.00	0.00	0.00	0.00
100-00-43410-000-000	STATE SHARED REVENUES	37,479.99	37,479.99	249,866.58	-212,386.59	15.00
100-00-43420-000-000	2% FIRE DUES	46,051.52	46,051.52	42,100.00	3,951.52	109.39
100-00-43430-000-000	EXEMPT COMPUTER	263.97	263.97	270.00	-6.03	97.77
100-00-43440-000-000	PERSONAL PROPERTY AID	0.00	4,685.85	4,685.85	0.00	100.00
100-00-43530-000-000	TRANSPORTATION AIDS	41,355.70	124,067.10	165,422.80	-41,355.70	75.00
100-00-43540-000-000	RECYCLING GRANTS	0.00	12,432.03	12,500.00	-67.97	99.46
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	15,175.31	15,175.31	15,175.00	0.31	100.00
100-00-43650-000-000	FOREST CROPLAND/MGED FOREST	0.00	0.00	6.46	-6.46	0.00
100-00-43690-000-000	EMS FLEX GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43695-000-000	FIREHOUSE SUBS GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43750-000-000	ECONOMIC DEVELOPMENT	0.00	0.00	7,600.00	-7,600.00	0.00
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	0.00	150,000.00	43,200.00	106,800.00	347.22
INTERGOVERNMENTAL REVENUES		140,326.49	390,155.77	540,826.69	-150,670.92	72.14
100-00-44100-000-000	BUSINESS/OCCUP LICENSE	0.00	100.00	100.00	0.00	100.00
100-00-44110-000-000	LIQUOR & MALT BEVERAGE LICENSE	0.00	640.00	635.00	5.00	100.79
100-00-44115-000-000	OPERATORS LICENSES	20.00	393.00	400.00	-7.00	98.25
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	0.00	100.00	-100.00	0.00
100-00-44120-000-000	OTHER BUSINESS & OCCUP LIC	0.00	0.00	100.00	-100.00	0.00
100-00-44125-000-000	CABLE FRANCHISE INCOME	0.00	31,083.83	61,000.00	-29,916.17	50.96
100-00-44200-000-000	DOG LICENSES	20.00	2,150.00	4,000.00	-1,850.00	53.75
100-00-44201-000-000	WINNEBAGO CTY DOG LICENSES	0.00	1,048.88	1,100.00	-51.12	95.35
100-00-44300-000-000	BUILDING PERMITS NEW	8,520.00	68,010.00	102,240.00	-34,230.00	66.52
100-00-44301-000-000	BUILDING PERMITS REMODELING	4,180.00	18,555.00	37,500.00	-18,945.00	49.48
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	640.00	-640.00	0.00
100-00-44310-000-000	CULVERT PERMITS	300.00	1,400.00	1,600.00	-200.00	87.50
100-00-44311-000-000	OTHER PERMITS	0.00	0.00	100.00	-100.00	0.00
100-00-44400-000-000	ZONING PERMITS & FEE'S	0.00	0.00	700.00	-700.00	0.00
100-00-44500-000-000	RIGHT OF WAY	200.00	300.00	3,000.00	-2,700.00	10.00
LICENSES AND PERMITS		13,240.00	123,780.71	213,315.00	-89,534.29	58.03
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	170.00	1,800.00	2,800.00	-1,000.00	64.29
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	0.00	40.00	100.00	-60.00	40.00
100-00-46102-000-000	MISC CHARGES FOR SERVICES	0.00	0.00	200.00	-200.00	0.00
100-00-46310-000-000	SNOW REMOVAL	0.00	0.00	9,000.00	-9,000.00	0.00
100-00-46420-000-000	REFUSE & GARBAGE COLLECTION	0.00	-440.00	602,368.12	-602,808.12	-0.07
100-00-46435-000-000	RECYCLING - WINN CTY REBATE	496.68	3,290.28	5,000.00	-1,709.72	65.81
100-00-46720-000-000	PARKLAND FEE INCOME	0.00	5,775.00	9,900.00	-4,125.00	58.33

Fund: 100 - GENERAL FUND

Account Number	2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
100-00-46850-000-000 SITE PLANS FEES	200.00	2,950.00	6,000.00	-3,050.00	49.17
PUBLIC CHARGES FOR SERVICES	866.68	13,415.28	635,368.12	-621,952.84	2.11
100-00-48100-000-000 INTEREST GENERAL ACCOUNTS	1,820.41	20,786.07	29,710.81	-8,924.74	69.96
100-00-48101-000-000 ARPA INTEREST	0.00	0.00	0.00	0.00	0.00
100-00-48102-000-000 VERVE ACCTS	0.00	0.00	0.00	0.00	0.00
100-00-48103-000-000 LGIP	5,264.28	32,723.72	0.00	32,723.72	0.00
100-00-48200-000-000 RENT REVENUE	0.00	5,700.00	12,000.00	-6,300.00	47.50
100-00-48300-000-000 SALE OF FIRE EQUIPMENT	0.00	12,000.00	0.00	12,000.00	0.00
100-00-48301-000-000 SALE OF GARB/RECYCLING TOTES	0.00	1,115.00	2,250.00	-1,135.00	49.56
100-00-48302-000-000 SALE OF EQUIPMENT OR PROPERTY	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000 JONES PARK TREE DONATIONS	0.00	150.00	0.00	150.00	0.00
100-00-48900-000-000 OTHER MISC. REVENUES	1.35	12,568.35	0.00	12,568.35	0.00
MISCELLANEOUS REVENUES	7,086.04	85,043.14	43,960.81	41,082.33	193.45
100-00-49200-000-000 TRANSFERS FROM OTHER FUNDS	0.00	0.00	40,000.00	-40,000.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	40,000.00	-40,000.00	0.00
Total Revenues	161,519.21	667,535.56	3,068,101.62	-2,400,566.06	21.76

Fund: 100 - GENERAL FUND

Account Number		2025	2025	2025	Budget Status	% of Budget
		July	Actual 07/31/2025	Budget		
100-00-51100-000-000	TOWN BOARD	0.00	0.00	0.00	0.00	0.00
100-00-51100-110-000	TOWN BOARD WAGES	1,300.00	8,850.00	18,000.00	9,150.00	49.17
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	99.45	677.06	1,377.00	699.94	49.17
100-00-51100-209-000	ATTORNEY LEGAL FIRE DEPT	0.00	0.00	500.00	500.00	0.00
100-00-51100-321-000	TOWN BOARD DUES	0.00	1,490.00	1,435.00	-55.00	103.83
100-00-51100-390-000	TOWN BOARD MISC EXP	0.00	0.00	500.00	500.00	0.00
100-00-51300-210-000	ATTORNEY LEGAL CONTRACT	940.00	1,830.00	14,000.00	12,170.00	13.07
100-00-51300-218-000	ATTORNEY ORD CODIFICATION	0.00	1,195.00	1,200.00	5.00	99.58
100-00-51400-200-000	GEN GOVT HR/PERSONNEL	0.00	131.83	400.00	268.17	32.96
100-00-51400-310-000	GEN GOVT OFFICE SUPPLIES	111.21	396.57	3,000.00	2,603.43	13.22
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	239.90	6,739.06	6,500.00	-239.06	103.68
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	0.00	58.68	4,000.00	3,941.32	1.47
100-00-51400-330-000	GEN GOVT MILEAGE	0.00	0.00	250.00	250.00	0.00
100-00-51400-342-000	GEN GOVT COMPUTER & WEBSITE MA	1,915.14	11,490.38	20,300.00	8,809.62	56.60
100-00-51400-390-000	GEN GOVT MISC EXP	0.00	222.75	1,000.00	777.25	22.28
100-00-51410-110-000	ADMINISTRATOR WAGES	9,237.81	64,395.61	110,853.74	46,458.13	58.09
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	702.84	4,899.30	8,480.31	3,581.01	57.77
100-00-51410-131-000	ADMINISTRATOR WRS	642.03	4,475.51	7,704.33	3,228.82	58.09
100-00-51410-132-000	ADMINISTRATOR HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-51410-133-000	ADMINISTRATOR LIFE INSURANCE	30.24	105.29	167.40	62.11	62.90
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	20.00	1,404.73	2,000.00	595.27	70.24
100-00-51411-110-000	OFFICE ASST WAGES	2,806.34	20,019.88	34,611.20	14,591.32	57.84
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	214.23	1,528.25	2,647.76	1,119.51	57.72
100-00-51411-131-000	OFFICE ASST WRS	195.04	1,391.39	2,405.48	1,014.09	57.84
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE	4.70	26.70	26.16	-0.54	102.06
100-00-51411-380-000	OFFICE ASST DEPT EXP	0.00	0.00	200.00	200.00	0.00
100-00-51420-110-000	CLERK TREAS WAGES	5,957.27	41,527.38	71,487.34	29,959.96	58.09
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	437.56	3,049.64	5,468.78	2,419.14	55.76
100-00-51420-131-000	CLERK TREAS WRS	414.03	2,886.15	4,968.37	2,082.22	58.09
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	1,742.11	12,274.17	20,905.32	8,631.15	58.71
100-00-51420-133-000	CLERK TREAS LIFE INSURANCE	0.00	0.00	72.00	72.00	0.00
100-00-51420-380-000	CLERK TREAS DEPT EXPENSES	129.00	1,465.83	2,500.00	1,034.17	58.63
100-00-51420-390-000	CLERK TREAS MISC EXP	78.48	11,179.15	15,000.00	3,820.85	74.53
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	4,040.38	29,022.99	50,887.76	21,864.77	57.03
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	305.51	2,152.48	3,892.91	1,740.43	55.29
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	289.15	2,036.56	3,536.70	1,500.14	57.58
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	1,221.01	7,209.87	14,652.11	7,442.24	49.21
100-00-51421-133-000	DEPUTY CLERK TREAS LIFE INSUR	56.06	176.21	308.28	132.07	57.16
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	13.30	174.28	500.00	325.72	34.86
100-00-51440-110-000	ELECTIONS WAGES	0.00	3,949.03	5,000.00	1,050.97	78.98
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	0.00	1,164.84	5,000.00	3,835.16	23.30
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	9,578.10	18,828.60	16,000.00	-2,828.60	117.68
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	2,458.00	17,206.00	28,000.00	10,794.00	61.45
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	0.00	210.00	60.00	-150.00	350.00
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	510.02	5,143.25	8,000.00	2,856.75	64.29
100-00-51600-221-000	TOWN HALL GRASS/SNOW	400.00	1,269.76	3,000.00	1,730.24	42.33
100-00-51600-223-000	TOWN HALL PHONE	234.89	1,674.97	4,000.00	2,325.03	41.87
100-00-51600-225-000	TOWN HALL JANITORIAL	798.06	4,136.28	6,500.00	2,363.72	63.64
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	229.84	2,156.12	7,000.00	4,843.88	30.80
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	60.00	2,431.97	3,700.00	1,268.03	65.73
100-00-51600-820-000	TOWN HALL IMPROVEMENTS	0.00	0.00	3,000.00	3,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
100-00-51900-313-000	OTHER GEN GOV POSTAGE	104.85	1,136.46	2,500.00	1,363.54	45.46
100-00-51900-390-000	OTH GEN GOV MISC EXP	0.00	70.00	56.50	-13.50	123.89
100-00-51900-510-000	OTH GEN GOV PROP/LIAB INSURANC	0.00	3,032.00	11,000.00	7,968.00	27.56
100-00-51900-515-000	OTHER GEN GOV UNEMPLOY. COMP	0.00	0.00	200.00	200.00	0.00
GENERAL GOVERNMENT		47,516.55	306,891.98	538,854.45	231,962.47	56.95
100-00-52200-120-000	FD CHIEF SALARY	833.33	5,833.31	10,000.00	4,166.69	58.33
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	2,916.62	5,000.00	2,083.38	58.33
100-00-52200-122-000	FD CAPT SALARY	400.00	2,900.00	6,000.00	3,100.00	48.33
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	1,400.00	2,400.00	1,000.00	58.33
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	200.00	1,350.00	1,200.00	-150.00	112.50
100-00-52200-125-000	FD STAND BY PAY	0.00	0.00	0.00	0.00	0.00
100-00-52200-126-000	FD DRILL & FIRE ALLOWANCE	1,353.75	6,965.00	13,000.00	6,035.00	53.58
100-00-52200-130-000	FD SOC SEC/MEDICARE	414.58	2,390.47	2,900.00	509.53	82.43
100-00-52200-215-000	FD TOWN ALLOW TO FD	0.00	1,954.19	1,000.00	-954.19	195.42
100-00-52200-220-000	FD UTILITIES	498.38	4,703.82	6,695.00	1,991.18	70.26
100-00-52200-221-000	FD GRASS/SNOW	260.00	1,870.00	4,000.00	2,130.00	46.75
100-00-52200-223-000	FD PHONE	53.67	438.03	650.00	211.97	67.39
100-00-52200-224-000	FD COMPUTER & WEBSITE	3,158.86	4,689.00	5,000.00	311.00	93.78
100-00-52200-331-000	FD TRAINING	555.00	6,945.93	9,270.00	2,324.07	74.93
100-00-52200-341-000	FD SUPPLIES	114.84	5,736.24	3,500.00	-2,236.24	163.89
100-00-52200-360-000	FD VEHICLE MAINT	199.57	9,433.32	25,000.00	15,566.68	37.73
100-00-52200-361-000	FD FIRE HALL MAINT	575.00	6,763.27	10,000.00	3,236.73	67.63
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	486.02	4,084.24	7,000.00	2,915.76	58.35
100-00-52200-380-000	FD DEPT EXPENSES	0.00	31.50	1,500.00	1,468.50	2.10
100-00-52200-390-000	FD MISC EXP	0.00	438.31	1,000.00	561.69	43.83
100-00-52200-510-000	FD PROP/LIAB INSURANCE	0.00	4,491.63	23,000.00	18,508.37	19.53
100-00-52200-810-000	FD EQUIPMENT	761.40	1,741.87	4,000.00	2,258.13	43.55
100-00-52210-000-000	2% FIRE DUES SERVICE AWARD	0.00	10,000.25	10,300.00	299.75	97.09
100-00-52210-128-000	2% FIRE DUES INSPECT REL TRAIN	0.00	0.00	515.00	515.00	0.00
100-00-52210-322-000	2% FIRE DUES FIRE INSPECT & PU	1,380.00	3,120.00	5,665.00	2,545.00	55.08
100-00-52210-810-000	2% FIRE DUES DIST EQUIPMENT	0.00	9,560.00	17,510.00	7,950.00	54.60
100-00-52220-000-000	PUBLIC FIRE PROTECTION	0.00	0.00	165,827.00	165,827.00	0.00
100-00-52300-000-000	AMBULANCE	0.00	78,283.80	78,283.80	0.00	100.00
100-00-52302-000-000	FIREHOUSE SUBS GRANT FUNDS	0.00	0.00	0.00	0.00	0.00
100-00-52310-122-000	FIRST RESPONDER CAPT SALARY	208.33	1,458.31	2,625.00	1,166.69	55.55
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	1,530.00	9,360.00	15,500.00	6,140.00	60.39
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	133.00	827.83	1,200.00	372.17	68.99
100-00-52310-331-000	FIRST RESPONDER TRAINING	80.00	1,344.99	2,000.00	655.01	67.25
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	25.42	3,484.03	6,000.00	2,515.97	58.07
100-00-52400-130-000	BUILDING INSPECTOR SOC SEC/MED	0.00	0.00	0.00	0.00	0.00
100-00-52400-213-000	BUILDING INSPECTOR CONTRACT	0.00	42,902.87	115,000.00	72,097.13	37.31
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		13,837.81	237,418.83	562,740.80	325,321.97	42.19
100-00-53001-000-000	GENERAL ENGINEERING	0.00	0.00	10,000.00	10,000.00	0.00
100-00-53100-110-000	PUBLIC WORKS WAGES	6,833.34	25,706.42	67,000.00	41,293.58	38.37
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE	522.75	1,966.54	5,125.00	3,158.46	38.37
100-00-53100-131-000	PUBLIC WORKS WRS	474.92	1,786.60	4,657.00	2,870.40	38.36
100-00-53100-132-000	PUBLIC WORKS HEALTH INS	0.00	0.00	18,260.00	18,260.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
100-00-53100-380-000	PUBLIC WORKS DEPT EXPENSES	1,155.36	4,034.47	5,000.00	965.53	80.69
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	2,406.41	8,438.16	115,000.00	106,561.84	7.34
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	1,128.35	10,229.15	160,000.00	149,770.85	6.39
100-00-53103-000-000	TRAFFIC CONTROL	0.00	94.69	1,500.00	1,405.31	6.31
100-00-53104-000-000	RD INSPECTOR HRLY WAGE	0.00	957.00	0.00	-957.00	0.00
100-00-53104-130-000	RD INSPECTOR SOC SEC/MEDICARE	0.00	73.20	0.00	-73.20	0.00
100-00-53104-390-000	RD INSPECTOR MISC	0.00	142.89	0.00	-142.89	0.00
100-00-53105-000-000	DRAINAGE & CULVERTS	0.00	5,588.23	15,000.00	9,411.77	37.25
100-00-53106-000-000	SNOW REMOVAL EXPENSE	0.00	58,103.76	101,557.37	43,453.61	57.21
100-00-53107-000-000	SNOW REMOVAL PRIV ROADS	0.00	3,688.63	9,000.00	5,311.37	40.98
100-00-53420-000-000	STREET LIGHTING	790.57	4,751.09	9,000.00	4,248.91	52.79
100-00-53432-000-000	SIDEWALK MAINT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-53440-450-000	STORM WATER PLANNING	0.00	1,170.00	5,000.00	3,830.00	23.40
100-00-53440-451-000	STORM WATER MANAGEMENT	0.00	7,181.80	30,000.00	22,818.20	23.94
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	29,303.75	201,447.41	430,780.00	229,332.59	46.76
100-00-53635-000-000	RECYCLING	17,516.25	105,003.00	193,500.00	88,497.00	54.27
100-00-53635-343-000	RECYCLING TOTES GARB/RECY	0.00	0.00	0.00	0.00	0.00
100-00-53640-000-000	WEED & NUISANCE CONTROL	0.00	0.00	200.00	200.00	0.00
PUBLIC WORKS		60,131.70	440,363.04	1,181,579.37	741,216.33	37.27
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	0.00	1,500.00	1,500.00	0.00	100.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	0.00	945.25	1,200.00	254.75	78.77
HEALTH AND HUMAN SERVICES		0.00	2,445.25	2,700.00	254.75	90.56
100-00-55200-110-000	PARKS WAGES	450.63	3,720.08	8,000.00	4,279.92	46.50
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	34.47	284.58	612.00	327.42	46.50
100-00-55200-363-000	PARKS MAINTENANCE EXP	4,782.20	15,455.92	20,000.00	4,544.08	77.28
100-00-55200-390-000	PARKS MISC EXP	243.67	1,136.01	2,000.00	863.99	56.80
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	0.00	2,500.00	2,500.00	0.00
CULTURE, RECREATION AND EDU.		5,510.97	20,596.59	33,112.00	12,515.41	62.20
100-00-56200-110-000	ECONOMIC DEV COMMITTEE WAGES	0.00	0.00	0.00	0.00	0.00
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.	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56200-457-000	ECONOMIC DEV 21 SOUTH	0.00	0.00	1,800.00	1,800.00	0.00
100-00-56300-110-000	PLANNING COMMISSION WAGES	0.00	1,400.00	1,800.00	400.00	77.78
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	0.00	36.00	500.00	464.00	7.20
100-00-56400-452-000	LAND USE/ZONING SURVEYING & FYG	1,684.02	7,401.06	3,000.00	-4,401.06	246.70
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	3,568.50	7,918.19	39,000.00	31,081.81	20.30
100-00-56400-454-000	LAND USE/ZONING STM WATER POND	0.00	0.00	50,000.00	50,000.00	0.00
CONSERVATION AND DEVELOPMENT		5,252.52	16,755.25	104,700.00	87,944.75	16.00
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	10,518.89	120,432.05	50,000.00	-70,432.05	240.86
100-00-57101-000-000	LRP EST/ACQUIS/LEGAL	0.00	4,650.00	0.00	-4,650.00	0.00
100-00-57102-000-000	LPR SOUTH LEG ROUNDABOUT	0.00	5,000.00	40,000.00	35,000.00	12.50
100-00-57103-000-000	PUBLIC WORKS VEHICLE	0.00	21,446.20	25,000.00	3,553.80	85.78
100-00-57200-000-000	RESERVE FOR TOWN REVALUATION	0.00	0.00	10,000.00	10,000.00	0.00
100-00-57300-000-000	JONES POND	0.00	0.00	0.00	0.00	0.00
100-00-57301-000-000	BELLHAVEN LANE POND	440.33	15,587.07	0.00	-15,587.07	0.00
100-00-57302-000-000	LEONARD POINT DETENTION POND	0.00	3,500.00	78,000.00	74,500.00	4.49

Fund: 100 - GENERAL FUND

Account Number	2025 July	2025 Actual 07/31/2025	2025 Budget	Budget Status	% of Budget
100-00-57400-000-000 FIRE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-00-57500-000-000 JONES PARK	0.00	0.00	35,000.00	35,000.00	0.00
CAPITAL OUTLAY	10,959.22	170,615.32	238,000.00	67,384.68	71.69
100-00-58100-610-000 GO REFUNDING BOND PRINCIPAL	0.00	275,000.00	406,415.00	131,415.00	67.66
100-00-58200-620-000 OMRO ROAD INTEREST	0.00	50,445.80	0.00	-50,445.80	0.00
100-00-58201-620-000 STORM SEWER INTEREST	0.00	17,724.20	0.00	-17,724.20	0.00
DEBT SERVICE	0.00	343,170.00	406,415.00	63,245.00	84.44
100-00-59200-000-000 TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00
Total Expenses	143,208.77	1,538,256.26	3,068,101.62	1,529,845.36	50.14
Net Totals	18,310.44	-870,720.70	0.00	870,720.70	



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 20, 2025

RE: Certified Survey Map by petitioner Darryl Lehman, Martenson & Eisele, on behalf of James and Colleen Longworth to split parcel 0023753 into one lot and an outlot

GENERAL INFORMATION:

Petitioner: Darryl Lehman, Martenson & Eisele
101 W. Main
Omro, WI 54963

Owner: James and Colleen Longworth
3209 Leonard Point Lane
Oshkosh, WI 54904

Past Town Board Discussion(s): None

Action Requested: Petitioner is requesting approval of the Certified Survey Map on behalf of the property owner to split parcel 0023753 to create a buildable residential lot on Kelsea Way and an outlot for a cul de sac on Leonard Point Lane.

Property Location and Type:

The subject property is zoned R-2 Suburban Residential District in the Lakevista Estates Subdivision.

This parcel is not in an area of Town where a boundary agreement is currently in effect.

ANALYSIS:

The proposed CSM would split the existing parcel into a lot for a home and an outlot for a cul de sac in the R-2 Suburban Residential District. The lots would need to continue to meet the dimensional standards for single-family defined for that district in Chapter 23: Town/County Zoning of the Winnebago County Municipal Code, Exhibit 8-2 as follows:

Exhibit 8-2 Dimensional standards by zoning district - continued

R-1 Rural residential district (nonsubdivided)		
	Single-family	Nonresidential
Lot size, minimum [3]:	43,000 sq. ft. for an unsewered lot; 12,000 sq. ft. for a sewered lot	43,000 sq. ft.
Lot size, maximum:	no limitation	no limitation
Lot width, minimum:	200 ft. for an unsewered lot; 85 ft. for a sewered lot	200 ft.
Road frontage, minimum:	33 ft.	200 ft. for an unsewered lot; 33 ft. for a sewered lot
Separation between detached buildings, minimum:	10 ft.	10 ft.
Yard setback: [6,7]		
Street yard, minimum:	30 ft.	30 ft.
Side yard, minimum: [5]	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building
Rear yard, minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley
Building height:		
Principal building, maximum:	35 ft.	35 ft. [4]
Accessory building, maximum:	18 ft.	18 ft.
Floor area ratio, maximum:	no limitation	no limitation
Floor area:		
Principal building, minimum:	1,000 sq. ft. of living space	no limitation
Accessory area, maximum:	1,800 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]; 1 percent of lot area for buildings related to household livestock	1,500 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]
Number of detached accessory buildings, maximum:	no limitation	2 [2]

The county will review the dimensional standards but the proposed lots do appear to meet the dimensional requirements.

The creation of an outlot for a cul de sac for Leonard Point Lane is practical and this is a solution the property owner and county had discussed in the past; however, the creation of

the outlot at the rear of this property does create an access issue as it is only assessable by a private road. An agreement dated 8/6/25 (attached) was provided to the town and county that stating the intention of the Longworths to transfer ownership to the Leonards Point Lane Road Development Association, Inc on or before September 30, 2025. Staff are concerned that if that sale does not come to fruition an inaccessible “island” lot will be created and is recommending adding a condition that the outlot is sold to the HOA and that the agreement dated 8/6/25 be executed and recorded with the county register of deeds within 12 months of approval of the CSM by the county. Staff have consulted with the county on the agreement and the condition and they are in concurrence with it.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission considered this item at their August 13, 2025 meeting.

Neither the petitioner nor the property owners were in attendance. Chairman Martin recused himself from this item and abstained from voting. The commission discussed the 8/6/25 agreement meaning and what conditions were necessary to ensure the outlot does not become inaccessible.

The Planning Commission passed the motion to recommend approval for the proposed CSM to the Town Board with conditions.

RECOMMENDED ACTION:

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

“Motion to approve Certified Survey Map by petitioner Darryl Lehman, Martenson & Eisele, on behalf of James and Colleen Longworth to split parcel 0023753 into one lot and an outlot with the following conditions:

The outlot is sold to the Leonard Point Lane Homeowners Association/entity that owns Leonard Point Lane and the agreement dated August 6, 2025 is executed and recorded with the Winnebago County Register of Deeds within 12 months of approval of the Certified Survey Map by Winnebago County.”

ATTACHMENTS:

1. GIS map of current parcels
2. Town Application
3. Certified Survey Map of proposed lots
4. 8/6/25 Agreement

Aerial of parcel 0023753: front of lot in on Kelsea Way, rear of lot is on Leonard Point Lane which is a private road





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

Visit us at www.townofalgoma.org

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

Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: Martenson & Eisele - Darryl Lehman Date: 7-15-25
Petitioner's Address: 101 W. Main Street City: OMRO State: WI Zip: 54963
Telephone #: (920) 655-6240 Fax: () Other Contact # or Email: darryl@martenson-eisele.com
Status of Petitioner (Please Check): ☐ Owner ☒ Representative ☐ Tenant ☐ Prospective Buyer
Petitioner's Signature (required): [Signature] Date: 7-15-25

OWNER INFORMATION

Owner(s): James & Colleen Longworth Date: 7-15-25
Owner(s) Information: 3209 Leonard Pt Lane City: Oshkosh State: WI Zip: 54904
Telephone #: (920) 379-2124 Fax: () Other Contact # or Email: clongworth@coldwellhorne.com
Ownership Status (Please Check): ☐ Individual ☐ Trust ☒ Partnership ☐ Corporation
Property Owner Consent (required) ☐ ☒ ☐

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

Property Owner's Signature: [Signature] Date: 7/15/2025

SITE INFORMATION

Address/Location of Proposed Project: Lot 16 Lakavista Estates
Current Use of Property: Vacant property & cul-de-sac Zoning: R-2
Land Uses Surrounding Your Site: North: Residential
South: " "
East: " "
West: " "

Projected Timeline: ASAP

Project Description: Owners want to split off the land the cul-de-sac was built on for the owner of Leonard Point Lane - a private road. Lot 1 of the proposed CSM will have a residence built on it.

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



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

Site Plan Review/Plan Commission General Application Continued

SITE INFORMATION CONTINUED

Development Characteristics Gross Acreage/ Square Feet: 0.694 Ac. 30,244 Sq. Ft.
Development Area and Percentage: —
of Employees/# of Residential Units: 1
of Proposed Parking Space: —
Traffic Count Projections (attach documentation): —
Percent Impervious (attach documentation): —
Description of Required Landscaping (attach landscape plan): —

Additional Information: When Lakewista was platted, this land division was
thought about and talked about with the County.
Owner is finally proceeding with the land division.

OFFICE USE ONLY

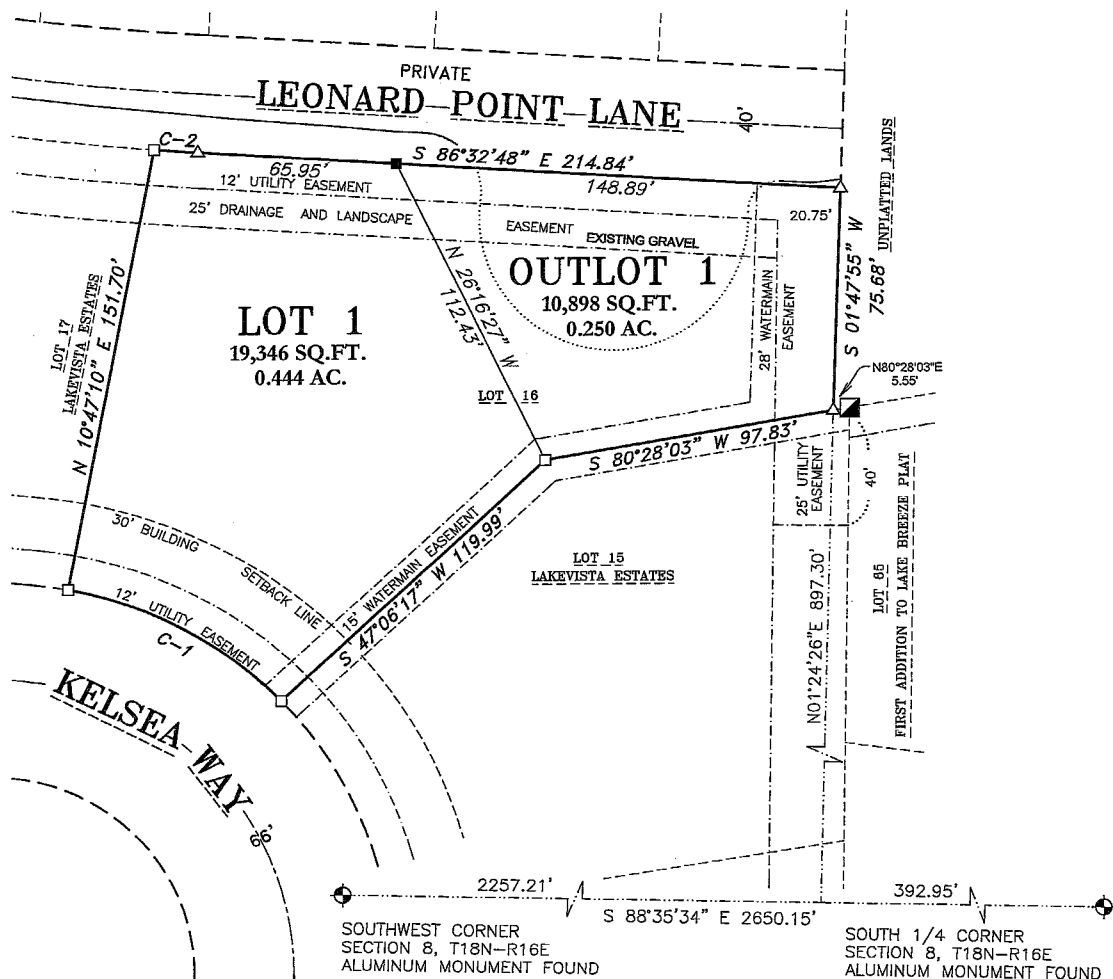
Received By: ERM Date: 7/18/25 Fee: \$200.00 Paid: Yes No

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

CERTIFIED SURVEY MAP NO. _____

LOT 16, LAKEVISTA ESTATES, BEING PART OF FRACTIONAL LOT 3, IN SECTION 8, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

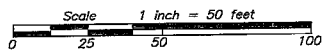
SURVEY FOR:
JIM LONGWORTH
3209 LEONARD POINT LANE
OSHKOSH, WI 54904



Curve	Radius	Delta	Length	Chord	Bearing	Chord	Tangent In	Tangent Out
1	133.00'	035°09'03"	81.60'	80.32'	N 61°25'18.5" W	80.32'	N 43°50'47" W	N 78°59'50" W
2	954.50'	000°52'10"	14.48'	14.48'	S 86°06'43.0" E	14.48'	S 85°40'38" E	S 86°32'48" E

LEGEND

- 1-1/4" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1-1/4" O.D. IRON PIPE FOUND
- △ 1-1/4" REBAR FOUND
- 2" O.D. IRON PIPE FOUND
- ⊕ GOVERNMENT CORNER FOUND



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM OF 1983(1997) IN WHICH THE SOUTH LINE OF GOVERNMENT LOT 3 AND 4 OF SECTION 8, BEARS S88°35'34"E

Martenson & Eisele, Inc.



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

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 0-0706-006

FILE 0706006CSM SHEET 1 OF 3

This instrument was drafted by: DSL

Certified Survey Map

LOT 16, LAKEVISTA ESTATES, BEING PART OF FRACTIONAL LOT 3, IN SECTION 8,
TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA,
WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

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

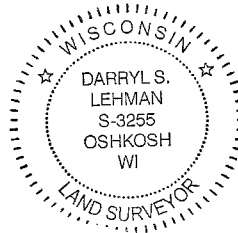
That I have surveyed, divided and mapped, at the direction of James Longworth, Lot 16, Lakevista Estates, being part of Fractional Lot 3, in Section 8, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin.

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

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

Given under my hand this 18th day of February, 2025.

Darryl S. Lehman
Darryl S. Lehman, PLS-3255



Winnebago County Planning and Zoning Committee Certificate:

Pursuant to the Land Subdivision Regulations of the County of Winnebago, Wisconsin, all the requirements for approval have been fulfilled. This Minor Subdivision was approved by the Winnebago County Planning and Zoning Committee on _____ day of _____, 2025.

Chairman, Planning and Zoning Committee

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

<u>Owner(s) of record</u>	<u>Document(s)</u>	<u>Parcel Number(s)</u>
James G. Longworth	1830939	0023753
Colleen R. Longworth		

Certified Survey Map

LOT 16, LAKEVISTA ESTATES, BEING PART OF FRACTIONAL LOT 3, IN SECTION 8,
TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA,
WINNEBAGO COUNTY, WISCONSIN.

OWNERS CERTIFICATE:

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

James G. Longworth

Date

Colleen R. Longworth

Date

State of Wisconsin)

)SS

Winnebago County)

Personally came before me on the _____ day of _____, 2025, the above owners to me known to be the persons who executed the foregoing instrument and acknowledge the same.

My Commission Expires _____

Treasurer's Certificate:

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

Town Treasurer

Date

County Treasurer

Date

Print Name

Print Name

Town Board Approval:

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

Town Chairman

Date

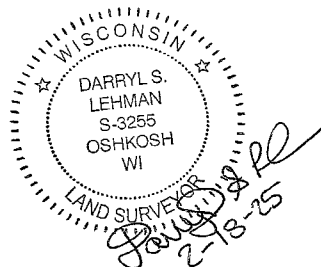
Town Clerk

Date

Print Name

Print Name

PROJECT NO. 0-0706-006 SHEET 3 of 3



AGREEMENT

THIS AGREEMENT is made and entered into this 6 day of August, 2025 by and between JAMES LONGWORTH and COLLEEN LONGWORTH (hereinafter referred to as "Longworth"), their successors and assigns and LEONARDS POINT LANE ROAD DEVELOPMENT ASSOCIATION, INC. (hereinafter referred to as "LPLRDA").

RECITALS

- A. Longworth is the owner of Tax Parcel No. 002-3753 in the Town of Algoma, Winnebago County, Wisconsin, legally described as follows:
- Lot 16 of the plat of Lakevista Estates recorded on February 21, 2020 as Document Number 1810450, all in Section 8, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin.
- (Referred to herein as "Lot 16").
- B. LPLRDA is the road association that governs Leonards Point Lane in the Town of Algoma, Winnebago County, Wisconsin, which borders Lot 16 (the "LPLRDA Parcel").
- C. Sometime in 2019, by verbal agreement of the parties, a cul de sac was constructed on a portion of Lot 16. The cul de sac allowed for vehicles, including emergency vehicles, to turn around safely on Leonards Point Lane.
- D. Now, the parties are entering into this Agreement to set forth their agreement to legally divide Lot 16 by Certified Survey Map ("CSM"), and to deed ownership of the the cul de sac to LPLRDA.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing Recitals and of the mutual covenants, conditions and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed that:

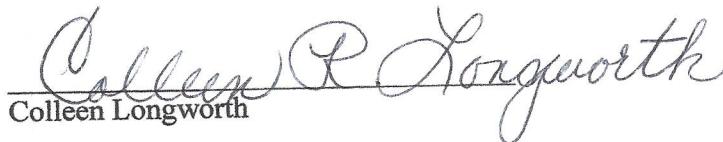
- 1.1 Recitals. The foregoing recitals are adopted by the parties, incorporated herein and made a part of this Agreement.
- 1.2 Preparation of CSM and Transfer of Outlot 1. The parties agree to cooperate with the preparation and approval of a CSM in substantially the form attached hereto as Exhibit A, including attending any municipal meetings as necessary. After the CSM is approved, Longworth shall sign a Quit Claim Deed transferring Outlot 1 to LPLRDA for consideration as set forth in this Agreement and One Dollar and NO/100 (\$1.00).

- 1.3 Approval of Variance from Covenants. The parties acknowledge that the division of Lot 16 and the construction of the cul de sac could be a violation of the Declaration of Protective Covenants, Conditions, Easements and Restrictions for Lakevista Single Family Estates (the "Declaration"). The parties were given verbal permission by the Developer, Declarant and Architectural Control Committee at the time the cul de sac was constructed. The parties agree to sign personally and to cooperate to obtain the signatures of the necessary parties to a written variance (the "Variance") in substantially the form attached hereto as Exhibit B. LPLRDA shall be responsible for recording the Variance with the Winnebago County Register of Deeds.
- 1.4 Payment of Expenses. LPLRDA agrees to pay directly all of the expenses associated with the CSM, Variance and transfer of Outlot 1, including, without limitation:
- i. Preparation and approval of the CSM by Martinson & Eisle, Inc
 - ii. All Municipal application fees
 - iii. All of LPLRDA's attorney fees for preparation of documents, including this Agreement, the Quit Claim Deed, and the Variance
 - iv. Recording fees for the Variance and the Quit Claim Deed
- 1.5 Attorney Fees. Longworth shall be responsible for its own attorney fees, if any.
- 1.6 Closing Date. The parties anticipate receiving the necessary approvals and transferring the Outlot on or before September 30, 2025, and the parties agree to use good faith efforts to achieve the transfer by that date.
- 1.7 As is, Where Is. LPLRDA shall take title to Outlot 1 "as is, where is" without any warranty or representation from Longworth or Purchaser about the condition of the Parcel.
- 1.8 Mutual Release and Waiver of Claims. The parties agree that after the transfer of Outlot 1, they are fully and finally releasing each other from any further claims or liabilities whatsoever regarding Outlot 1, including, without limitation, any claims for adverse possession or claims regarding the condition of the Parcel.
- 1.9 Legal Representation. The parties acknowledges that this Agreement has been drafted by Attorney Emily Z. Dunham as the attorney for LPLRDA. The parties acknowledges that they are aware that Attorney Emily Z. Dunham and her firm are acting solely as the attorneys for LPLRDA and not for any other parties involved in this Agreement. All parties acknowledge that they may retain legal counsel to review the Agreement and represent them in this Agreement.
- 1.10 Complete Agreement. This Agreement constitutes the complete agreement between the parties and supersedes any and all prior agreements, statements or representations, either oral or written. This Agreement shall not be amended in any form whatsoever, unless such amendment is in writing and duly signed by LPLRDA and the then current owner of Lot 1.

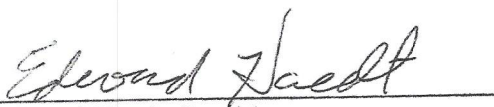
1.11 Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.


James Longworth


Colleen Longworth

LEONARDS POINT LANE ROAD DEVELOPMENT ASSOCIATION, INC.

By: 
Edward Haedt, President

This document was drafted by:
Attorney Emily Z. Dunham
1930 Algoma Blvd. Ste. A
Oshkosh, WI 54901
(920) 215-4050



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 20, 2025

RE: Municipal Complex Needs Study Final Report

SUMMARY:

Kris Dressler with Cedar Corp will present their findings and recommendations and will answer questions from the board.

This item is informational only—no decisions will be made at this meeting.

Staff plan on holding development workshop this fall to discuss and determine priorities. The decision on how to move forward with the municipal complex will be part of those, as well as other, future discussions.

RECOMMENDED ACTION: NA

ATTACHMENTS:

1. Presentation slides
2. Final report



TOWN HALL FACILITY NEED ASSESSMENT

AUGUST 20, 2025



Objective

- Facility Condition Assessment of Town Hall
 - Identify functional, structural, and safety issues
 - Provide recommendations for improvement
- Review of space needs and design trends
 - Town Hall
 - Public Works
- Process
 - Kick off meeting
 - Facility condition assessment site visit
 - Define space needs and programming for current and future needs
 - Conceptual planning and estimating
 - Review of funding opportunities
- Findings and recommendations

Facility Condition Assessment

Facility Overview

- Size: 5,400 sq. ft.
- Construction:
 - Partial CMU with brick veneer
 - Partial wood stud with brick veneer
 - Wood joist framed shingled roof
- Timeline:
 - 1966 – Original School
 - 1979 – Addition
 - 1985 – New Roof Configuration
- Overall Condition: Fair to poor



Key Observations

- Accessibility:
 - Non-compliant doors/hardware
- Security:
 - No entry control
 - Limited visibility for staff
 - Public access to multiple areas
- Interior Finishes:
 - Damaged flooring, ceiling, doors
 - Possible hazardous materials
 - Antiquated finishes



Building Envelope Issues

- Inadequate wall insulation
- Single-pane windows
- Roof leaking
- Foundation separation in southeast corner
- Brick façade moisture infiltration



Building Systems

- Heating: boiler beyond life expectancy
- Electrical: outdated but functional
- Lighting: LED in good condition
- Plumbing: antiquated fixtures



Space Needs

Space Needs Summary

- Current: 5,400
- Recommended: 7,853
- Key Needs:
 - Secured lobby, meeting room, breakroom, and storage
 - Public Works garage and restroom
 - Expanded community and boardroom space
 - Properly sized offices

Solutions

Option 1

- **Minimal Upgrades to Existing Building**
- New efficient forced air heating system
- Roof repair / replacement
- Envelope repair:
 - Tuckpointing
 - Foundation separation
- New Public Works garage
- Cost:
 - Construction: \$934,000
 - Total: \$1,280,330
- Timeline: 15 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 6 months

Option 2

- **Full renovation of Existing Building**
- New efficient forced air heating system
- Envelope repair:
 - New Roof
 - New Windows
 - Tuckpointing
 - Foundation separation
- Security updates
- Reconfigure layout
- New Public Works garage
- Cost:
 - Construction: \$1,344,000
 - Total: \$1,897,040
- Timeline: 15 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 6 months



Option 3

- **New facility at current site**
- New 7,900 square foot Town Hall with Public Works Garage
- Demo existing building
- Cost:
 - Construction: \$2,336,100
 - Total: \$3,335,304
- Timeline: 21 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 12 months



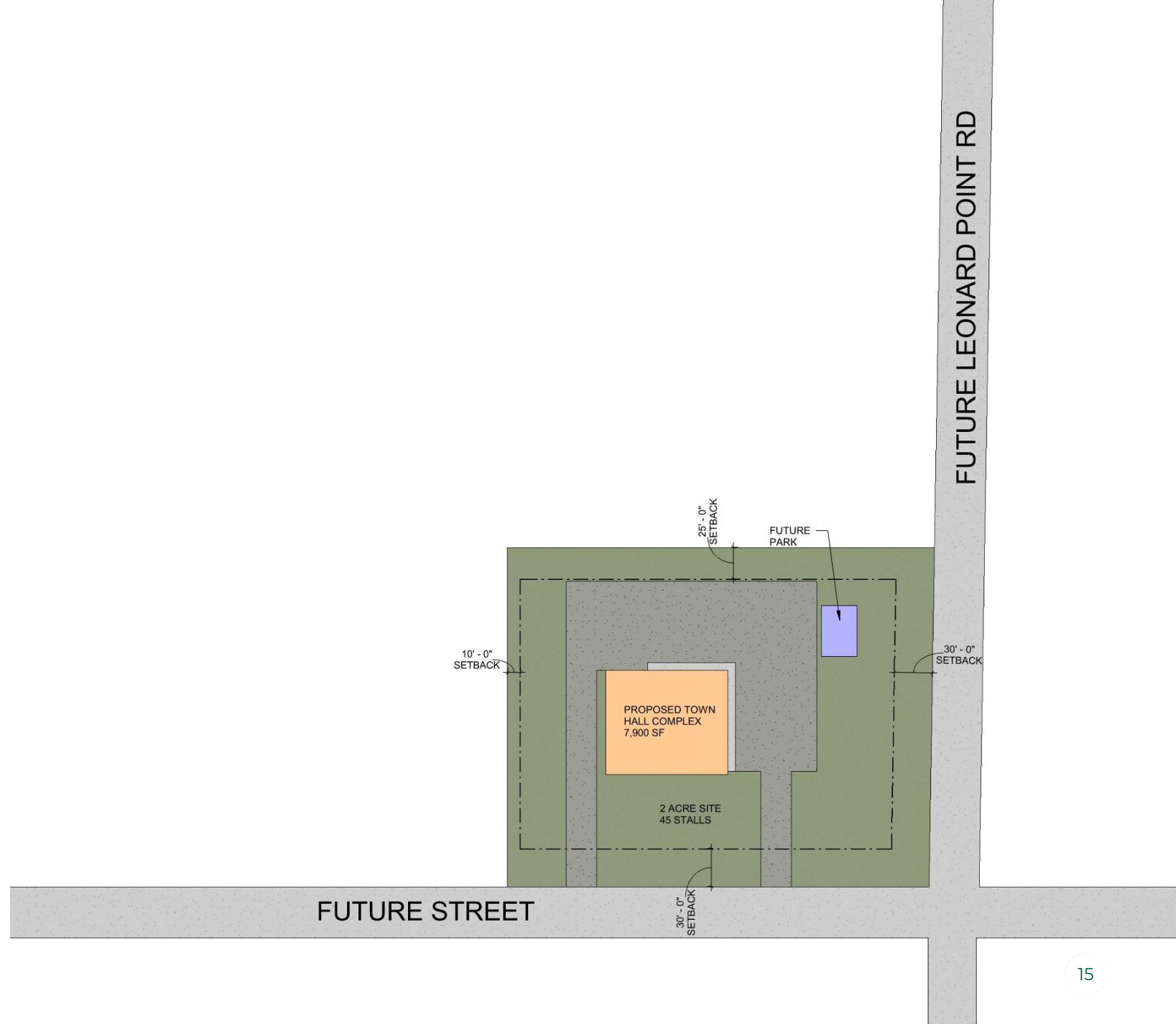
Option 3A

- New facility at current site **with Fire**
- Option 03
- Plus, new **5,400 square foot Fire Station**
- Cost:
 - Construction: \$3,429,250
 - Total: \$4,907,828
- Timeline: 25 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 16 months



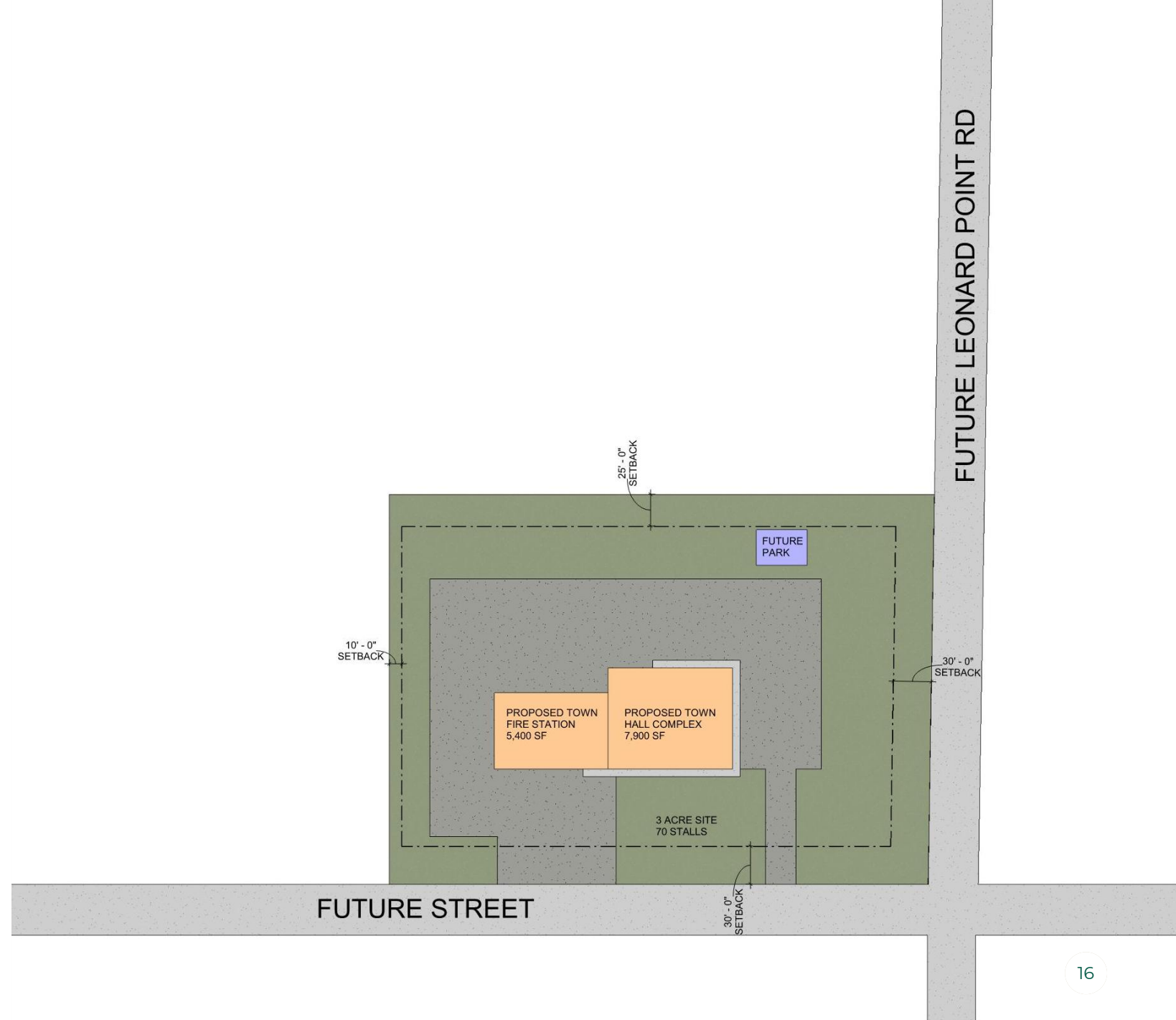
Option 4

- **New facility at new site**
- New 7,900 square foot Town Hall with Public Works Garage
- Centralized in future Town boundaries
- Sale of existing building and sale/develop of property
- Cost:
 - Construction: \$2,351,500
 - Total: \$3,377,403
- Timeline: 18 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 9 months



Option 4A

- New facility at new site **with Fire**
- Option 04
- Plus, new **5,400 square foot Fire Station**
- Sale of existing building and sale/develop of property
- Cost:
 - Construction: \$3,525,500
 - Total: \$5,045,465
- Timeline: 21 months
 - Design: 6 months
 - Bidding/Contracts: 3 months
 - Construction: 12 months



Funding Opportunities

Funding Opportunities

- Grants:
 - WI DOR Innovation Grant
- Loans:
 - USDA Community Facility Loans
 - BCPL Loans
 - USDA Direct Loan & Grant Program

Summary and Next Steps

Facility Condition Summary

- Outdated
- Inefficient
- Security issues
- Accessibility issues



Solutions

	Square Footage	Construction Cost	Total Project Cost	Timeline
Option 01	5,400	\$934,000	\$1,280,330	15 months
Option 02	5,400	\$1,344,000	\$1,897,040	15 months
Option 03	7,900	\$2,336,100	\$3,335,304	21 months
Option 03A	13,300	\$3,429,250	\$4,907,828	25 months
Option 04	7,900	\$2,351,500	\$3,377,403	18 months
Option 04A	13,300	\$3,525,500	\$5,045,465	21 months

Next Steps

- Option 1:
 - Hazardous materials review, prioritize upgrades
- Option 2-4:
 - Site Reviews, surveys, preliminary design
- Recommendation:
 - Option 4 comes at a higher cost however positions the Town well into the future.



THANK YOU



KRIS.DRESSLER@CEDARCORP.COM
JUSTIN.KEEN@CEDARCORP.COM

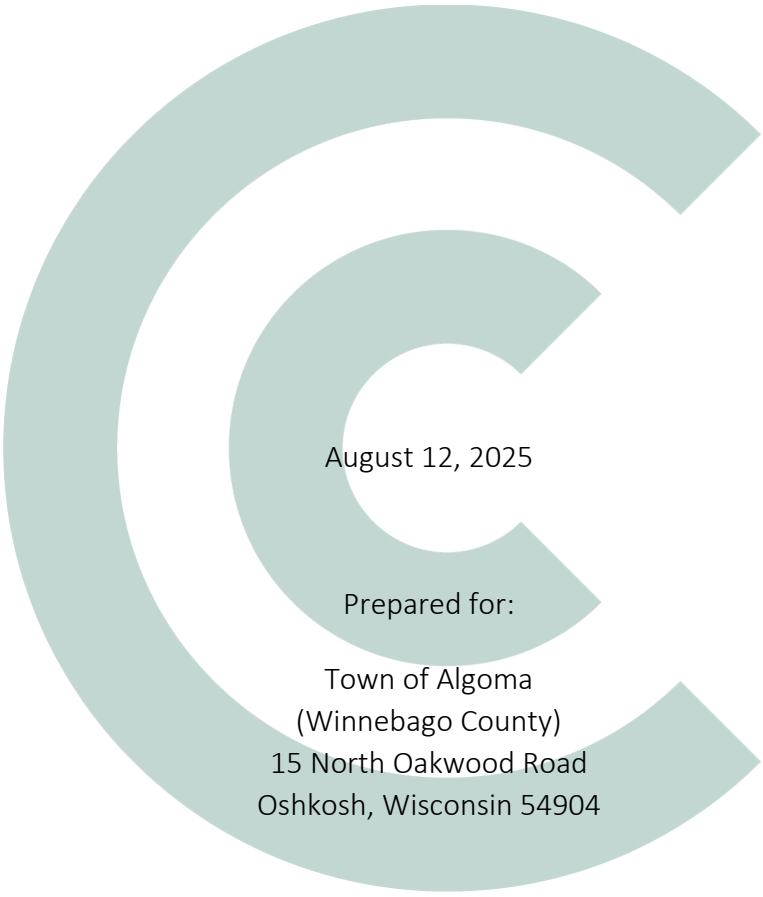


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Algoma Town Hall

Facility Needs Assessment Report



August 12, 2025

Prepared for:

Town of Algoma
(Winnebago County)
15 North Oakwood Road
Oshkosh, Wisconsin 54904

Prepared by:

Cedar Corporation
1695 Bellevue Street
Green Bay, Wisconsin 54311

Cedar Corporation Project Number: A7247-001

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1 Introduction

The Town of Algoma [Winnebago County, Wisconsin] retained Cedar Corporation (Cedar) to complete a Facility Needs Assessment for the Town Hall. The intent of the study is to understand the current facility needs, opportunities for renovation, or need for a new facility. The current facility is around 50 years old and is experiencing deficiencies such as finishes, safety, layout of space, mechanical and heating systems, and the general envelope. We have also reviewed the current and future needs of the staff and facility to determine the amount of space needed to serve the community now and in the future. Finally, we have prepared four options with varying approaches to meet the current and future needs; address identified deficiencies in the existing facility or build an entirely new building. Along with this report, we have prepared preliminary cost estimates (opinions of probable project costs) for those specific options.

2 Facility Condition Assessment

In order to gain background and insight for the Facility Needs Assessment report, our team conducted staff interviews and toured Algoma's Town Hall facilities. During staff interviews, we reviewed current spaces and uses. The staff indicated that the overall size of the facility was sufficient, but the allocation and layout of the spaces are not ideal. We also discussed the current known deficiencies throughout the facility as well as overall history of the facility.

The current facility is a 5,400 square foot partial concrete masonry unit (CMU) with brick veneer and partial wood stud with brick veneer building and a wood joist framed shingled roof. The original School portion of the building is assumed to be constructed in 1966 with an addition in 1979 and new roof configuration in 1985. The building has had ongoing maintenance and minor repairs over the years and has been remodeled to adapt to the current office/workspaces. The building is considered to be in fair to poor condition. The structure appears intact but nonetheless after 60 years of use, the facility and envelope are in need of repairs, maintenance, and upgrades.

During our analysis of the present facility, we discovered several deficiencies. These deficiencies include accessibility, security, exterior building envelope, interior finishes, building systems and problems with the overall flow and function of spaces. The specifics of these deficiencies is noted in more detail in the following paragraphs. We also noted a large opening at the southeast corner of the building in the Server/Storage area, in which it is possible to see daylight through.

The existing facility was designed as an education facility with multiple additions. The additions appear to have occurred with little to no reorganization of rooms or spaces to address flow and function. While the office space is adequate for the five full-time employees, the current layout does not provide any type of reception or lobby area which allows the public to enter and have direct access to private offices. The community room is of adequate size, but the kitchen is separate. The boardroom is of adequate size for meetings and elections but lacks an adjoining conference room for closed sessions and storage for voting equipment. Along with the undesirable layout of the spaces, there are some areas that do not meet today's modern standards and requirements. The restrooms were recently remodeled to be accessible and updated with new fixtures and finishes, but the remainder of the building has experienced little to no alterations. The current Public Works Office lacks sufficient daylight.

The doors are not compliant with the current accessibility code, making it very challenging for someone who uses a wheelchair to enter. Other noted accessibility deficiencies include floor thresholds, stairs, front door closer operation, and door hardware.

In addition to making the facility accessible, the building has security issues to address. Currently, there is no control of who is able to enter the building, nor a common reception area. As noted previously, once inside the building, the public has access to several office spaces and beyond. Staff have commented that this scenario creates an uneasy feeling. The current layout also does not provide a line of sight for staff to see someone enter the building. By utilizing passive and hardened security, the facility can be better equipped to safeguard both the staff and visitors. Although security cameras were installed recently, there are more measures that can be added to make the building more secure. Those measures include: providing additional cameras, adding door access control at appropriate locations, adding impact resistant film to front entry glass, providing secure areas for cash and valuables, and considering a “buzz-to-enter” system.

Some of the interior finishes are deteriorating which poses a health hazard for occupants. The flooring is old and peeling up in spots and missing in other areas. The flooring throughout the facility potentially contains hazardous materials, which will require further testing to determine. Transition strips are missing between flooring types. The ceiling tiles in various areas have started to bow and/or have visible water damage. Doors have rust and indications of water damage at the bottom with peeling paint at the interior side of exterior doors. The kitchen cabinets, counters, and overall finishes need updating and are showing wear.

The building envelope needs updating in order for the facility to be more energy efficient and to mitigate moisture intrusion. The exterior wall wood framing appears to be 2X4 studs which does not allow for proper insulation in the wall cavity. The single pane windows do not meet modern standard energy codes. They allow an excess amount of heating and cooling to passively escape. New energy efficient windows would be needed to help retain the temperature inside the building and reduce operational costs. The roof shingles and attic insulation should be further evaluated; there are currently leaks in the roof from time to time that have not been located. It appears there was insulation added to the roof/attic space during the 1985 roof reconfiguration; however, additional insulation would benefit the facility’s energy efficiency. Through our analysis there is also evidence of moisture infiltrating the brick façade, creating mortar joint and cracking brick issues throughout the building. Mortar joint tuckpointing and brick replacement may be necessary upon further assessment. The foundation appears to be separating from the building at the floor in the southeast corner of the building along with cracking in the mortar of the concrete masonry unit (CMU) wall at that location.

The building systems—including the hot water boiler system heating, electrical power, and plumbing—are cause for concern. They have reached their life expectancy and failures should be anticipated. The current hot water boiler heating system is beyond its usable lifespan and needs modern efficient equipment. The electrical wiring, fixtures, and service panels are antiquated and could be updated but currently in fair condition with no known issues.

There is an electrical panel located in the hallway accessible to the public. The lighting was updated to LED fixtures in 2022 and is in good condition. Certain portions of the plumbing operations have also fallen into disrepair. The sink in the Janitor's Closet is old and needs replacing, possibly with a mop sink as opposed to the current utility type sink.

The current site provides ample parking and good street access. With the boundary agreements, the location will not be central in the Town which is not ideal for a town hall. Given the location, the site would be a good candidate to return to the tax roll upon selling if a new site is chosen for the town hall.

3 Space Needs

The Town of Algoma has an adequate amount of space within their facility. A boardroom is currently being used as functional town hall spaces; however, the public steps out into the hallway for closed sessions. The boardroom is also used for election day voting and is adequate for that purpose. The community room is used occasionally by the public for family gatherings and baby or wedding showers. A few clubs and community groups use this room to host meetings. Restrooms are available for such functions.

There is a need for separate storage as several of the rooms are being used for some storage along a wall or corner. Some of these spaces include the offices, board room, community room, and town offices. While these spaces are currently being utilized by staff and the public, the shared use for storage can limit functionality of the space. A remodel or new facility would address separate storage areas as deemed adequate. These spaces would be provided with separate climate controlled and secured storage for records, server, election equipment and also storage for chairs, tables, and miscellaneous items. The Town needs a garage for storing a pickup truck and equipment currently owned by the Town. Proper sizing of a garage would also consider future equipment and staff requirements foreseen by the Town.

For the size of community, we recommend that a town hall should be 7,850 square feet. Below, you will find a list of spaces in the current facility along with the size of them compared to the spaces that are recommended for a town of this size. These are the recommended spaces and sizes based on the Town of Algoma's needs.

Space/Room	Current Square Footage	Recommended Square Footage	Comment
Men's (Public)	105	56	
Women's (Public)	107	56	
Staff Restroom	-	56	
Secured Lobby	-	100	
Open Office	726	500	Contains room for 3 employees
Future Office	-	100	

Space/Room	Current Square Footage	Recommended Square Footage	Comment
Board Room	1,863	1,050	
Community Space	532	940	Expand into board room
Meeting Room	-	500	Seats 8–10 people
Town Admin	200	225	
Town Clerk	200	225	
Director of Public Works	118	225	
Storage	532	700	Includes separate storage for election equipment, tables and chairs, record storage, and miscellaneous storage
Kitchenette	132	125	
Breakroom	-	80	
Janitor's Closet	26	50	
Basement	512	-	
Circulation	864	300	
Public Works Garage	-	1,200	
Public Works Restroom	-	56	
20% for walls, etc.		1,309	
Total:	5,405	7,853	

4 Utility Cost

The Town spends a great deal of funds to operate the energy-inefficient space of the Town Hall. The current boiler system is in disrepair and in need of new components. Upgrading the existing, inefficient boiler will reduce heating costs. Updates to the building envelope will also increase the building energy efficiency.

The facility is served by a 120/240 volt, single-phase, 200-amp electrical service.

The facility was upgraded to LED bulb and fixtures about four years ago.

The Town could reduce the cost of utilities if they choose to make some or all the recommended updates. The cost savings of the utilities can vary depending on the usage of the facility, but for purpose of this report, we have developed a scenario to understand the potential savings to the Town's operations.

If we assume the hours of operation of the Town Hall do not change, we can base the cost savings on average efficiencies gained by updating the heating system. Updating the heating system would gain approximately 20% efficiency of gas utility costs.

5 Solutions

Based on our analysis and space needs, we put together four potential options with two sub options. The options listed below are what we would anticipate the project including.

Option 01: Fix/Upgrade Current Facility

- Total Square Footage: 5,400
- New efficient forced air heating system
- Evaluate roof for repair, leaks, and possible replacement
- Envelope repair, tuckpointing and separation issue
- Update door hardware for accessibility
- New garage for vehicles and equipment

Option 02: Renovation/ Upgrade Current Facility

- Total Square Footage: 5,400
- New efficient forced air heating system
- New roof and windows
- Envelope repair, tuckpointing and separation issue
- Update door hardware for accessibility
- Security updates
- Demo existing walls and redesign for efficient use and flow of spaces
- New finishes throughout
- New MEP systems and fixtures
- New garage for vehicles and equipment

Option 03: New Facility at Current Site

- Total Square Footage: 7,900
- Demo existing building and site components as required for new work
- New building with space as required by needs assessment
- **Option 03A** to include Fire Department Office and Garage space as required

Option 04: New Facility at New Site near HWY 21 Corridor

- Total Square Footage: 7,900
- New building with space as required by needs assessment
- **Option 04A** to include Fire Department Office and Garage space as required

Option	Building Construction	Site Development	Soft Cost	Furnishings	Project Cost
1	\$780,000	\$154,000	\$346,330	\$0	\$1,280,330
2	\$1,185,500	\$159,000	\$499,280	\$53,760	\$1,897,040
3	\$2,083,000	\$253,100	\$867,357	\$151,847	\$3,335,304
3A	\$3,163,000	\$266,250	\$1,272,823	\$205,755	\$4,907,828
4	\$1,975,000	\$376,500	\$873,055	\$152,848	\$3,377,403
4A	\$3,055,000	\$470,500	\$1,308,435	\$211,530	\$5,045,465

Notes:

1. Assumes Fall 2025 construction cost. Escalation factors will range depending on market conditions.
2. Assumptions of materials, equipment, preliminary finish selections, and inflation have been made to provide a preliminary cost estimate.
3. Opinions of Probable Project Costs are supplied for general guidance only. Cedar Corporation has no control over competitive bidding or market conditions; thus, we cannot guarantee accuracy of such opinions as compared to contract bids or actual cost to Owner.
4. Opinions of Probable Project Costs do not include staff relocation, rental, or phasing costs.
5. Land Acquisition costs were based on GIS assessed land value divided by the total acres stated and multiplied by the numbers of acres recommended for new facility.

6 Summary

Based on our review and findings, the existing Algoma Town Hall Facilities no longer provide a safe and efficient building that is needed for a modern town hall facility to function properly. Throughout our analysis of the current facility, we discovered several deficiencies. These deficiencies include a general lack of flow, accessibility and security issues, deteriorating interior finishes, concerns with the building envelope, and ineffective building systems for the current facility use. We provided four options to address all deficiencies in the facility. Option 01 comes at the lowest cost and includes renovations to meet the bare minimum of what should be done. Option 02 is the next lowest cost and will include a complete renovation of the existing building. Option 03 would be to demo the existing building and build a new facility to meet the Town's needs on the current site. Option 04 comes at a higher cost per square foot of usable space, however, provides the Town with the opportunity to sell the existing facility to offset construction costs. It includes purchasing a new site located more towards the center of the Town and constructing a new facility to meet the Town's current and future needs.

Depending on which option the Town would like to proceed with, the next steps vary slightly. For Option 01 the next step would include conducting a hazardous material investigation and prioritization of deficiency solutions. The next steps for Option 02, 03, or 04 would include review of potential location on existing property or alternative locations, obtaining site topographical survey, geotechnical investigation, review of existing facility sale or uses, and begin preliminary design discussions.

There are relatively few grant funding programs available to finance and construct municipal administration buildings such as that being proposed by the Town of Algoma, however; the following programs may offer some opportunities:

- There is a new Innovation Grant Program developed by the Wisconsin Department of Revenue (DOR). The grant application will be available in mid-July 2025 and will be available through March 31, 2026, the grant submittal deadline. The Innovation Grant Programs (Innovation Planning Grant and Innovation Grant) were created under 2023 Wisconsin Act 12. The program is designed to encourage counties, municipalities, and tribes (transferor) to implement an innovation plan that transfers one or more allowable services/duties to another county, municipality, tribe, nonprofit organization, or private entity (transferee) while also achieving cost savings. This could include services such as:
 - Public safety, including law enforcement (not jails)
 - Fire protection
 - Emergency services
 - Courts
 - Jails
 - Training

- Communications
- Public works
- Information technology
- Administration, including staffing, payroll, and human resources
- Economic development and tourism
- Public health
- Housing, planning, and zoning
- Parks and recreation

In addition, several loan programs exist which may be applicable for financing a new town hall, including:

- *The Community Facility Guaranteed Loan (USDA)* provides funding for essential community facilities (town halls included) for communities under 50,000 persons. The loan is for 40 years maximum with a negotiable interest rate.
- *The Community Facilities Direct Loan & Grant Program (USDA)* provides essentially the same thing as the Community Facility Guaranteed Loan (USDA), however; the community's population must be less than 20,000 persons. Some granting of funds may be offered if the community has a significant low to moderate income population.
- *Board of Commissioners of Public Lands (BCPL)* offers loans to municipalities, schools, lake districts, metropolitan sewerage districts and town sanitary districts for a wide variety of purposes. The application deadline is continuous, and the loan terms vary.

List of Appendices

The following appendices are referenced in this report and are included in this section, as follow:

- Appendix A: Original Floor Plan and Elevations
- Appendix B: Space Calculations
- Appendix C: Design Options
- Appendix D: Opinions of Probable Project Costs

Appendix A

Original Floor Plan and Elevations

Appendix A includes the original floor plan and elevations of the current facility.

Appendix B

Space Calculations

Appendix B includes space calculations for current and recommended spaces and sizes.



Space Needs Summary

Project: Town of Algoma Space Needs Analysis
 Location: Town of Algoma, Wisconsin
 Date: July 22, 2025

Units in square feet unless specified otherwise.

** Efficiency ratio includes circulation, structure and walls, and unassigned storage.

Town Hall Building Space	Current Size				Qty	Current Total SF	Level	Recommended Size				Qty	Recommended Total SF	Comment
	Length	x	Width	= SF				Length	x	Width	= SF			
Office Area														
Men's (Public)	8	x	13	105	1	105 sf	1	7	x	8	56	1	56	
Women's (Public)	8	x	14	107	1	107 sf	1	7	x	8	56	1	56	
Staff Restroom	0	x	0	0	0	0	1	7	x	8	56	1	56	
Secured Lobby	0	x	0	0	0	0 sf	1	10	x	10	100	1	100	
Open Office	23	x	32	726	1	726 sf	1	25	x	20	500	1	500	Contains room for three employees
Future Office	0	x	0	0	0	0 sf	1	10	x	10	100	1	100	
Board Room	37	x	51	1,863	1	1863 sf	1	30	x	35	1,050	1	1050	
Community Space	23	x	24	532	1	532 sf	1	30	x	31	930	1	940	option to expand into board room but not Dias and AV equip
Meeting Room	0	x	0	0	0	0 sf	1	25	x	20	500	1	500	Seats 8-10 people
Town Admin	14	x	14	200	1	200 sf	1	15	x	15	225	1	225	
Town Clerk	14	x	14	200	1	200 sf	1	15	x	15	225	1	225	
Director of Public Works	13	x	9	118	1	118 sf	1	15	x	15	225	1	225	
Storage	25	x	21	532	1	532 sf						0		
Tables and Chairs Storage	0		0	0	0			10		15	150	1	150	
Record Storage	0		0	0	0			10		15	150	1	150	
Election Storage	0	x	0	0	0	0 sf	1	20	x	20	400	1	400	
Kitchenette	15	x	9	132	1	132 sf	1	12	x	10	120	1	125	
Breakroom	0	x	0	0	0	0 sf	1	10	x	8	80	1	80	
Janitor Closet	8	x	3	26	1	26 sf	1	10	x	5	50	1	50	
Basement	24	x	21	512	1	512 sf	0	0	x	0	0	0	0	
Circulation	80	x	11	864	1	864 sf	1	10	x	30	300	1	300	
Public Works Garage	0	x	0	0	0	0 sf	1	40	x	30	1,200	1	1200	2 Garage Bays (Pick-ups)
Public Works Restroom	0	x	0	0	0	0 sf	1	7	x	8	56	1	56	
	Subtotal:					5,917 sf		Subtotal:					6,544	
	0%					sf		20%					1,309	
	Total:					5,917 sf		Total:					7,853	

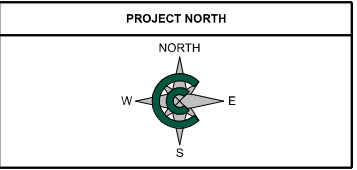
Appendix C

Design Options

Appendix C includes design options for Options 02, 03, 03A, 04, and 04A.

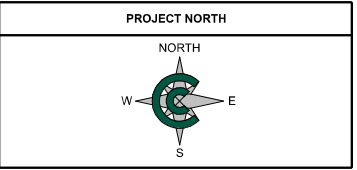


MATERIAL LEGEND			
	BUILDING		ASPHALT
	GRASS		CONCRETE
	LANDSCAPING		PARK / PLAY STRUCTURES



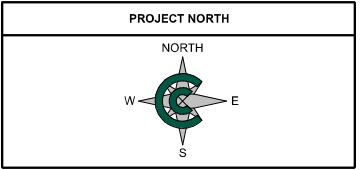


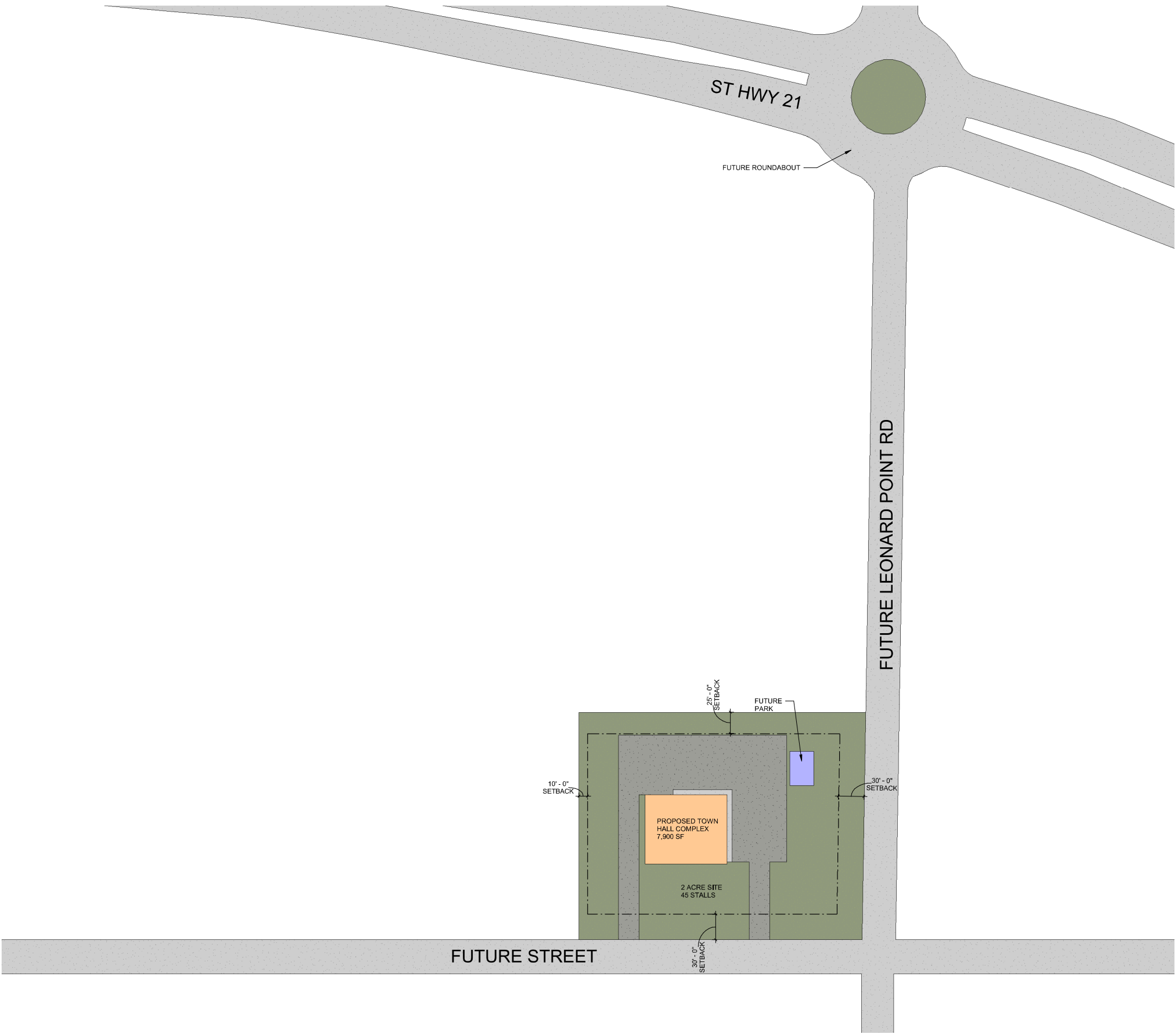
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	GRASS		CONCRETE
	LANDSCAPING		PARK / PLAY STRUCTURES



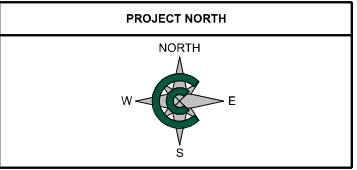


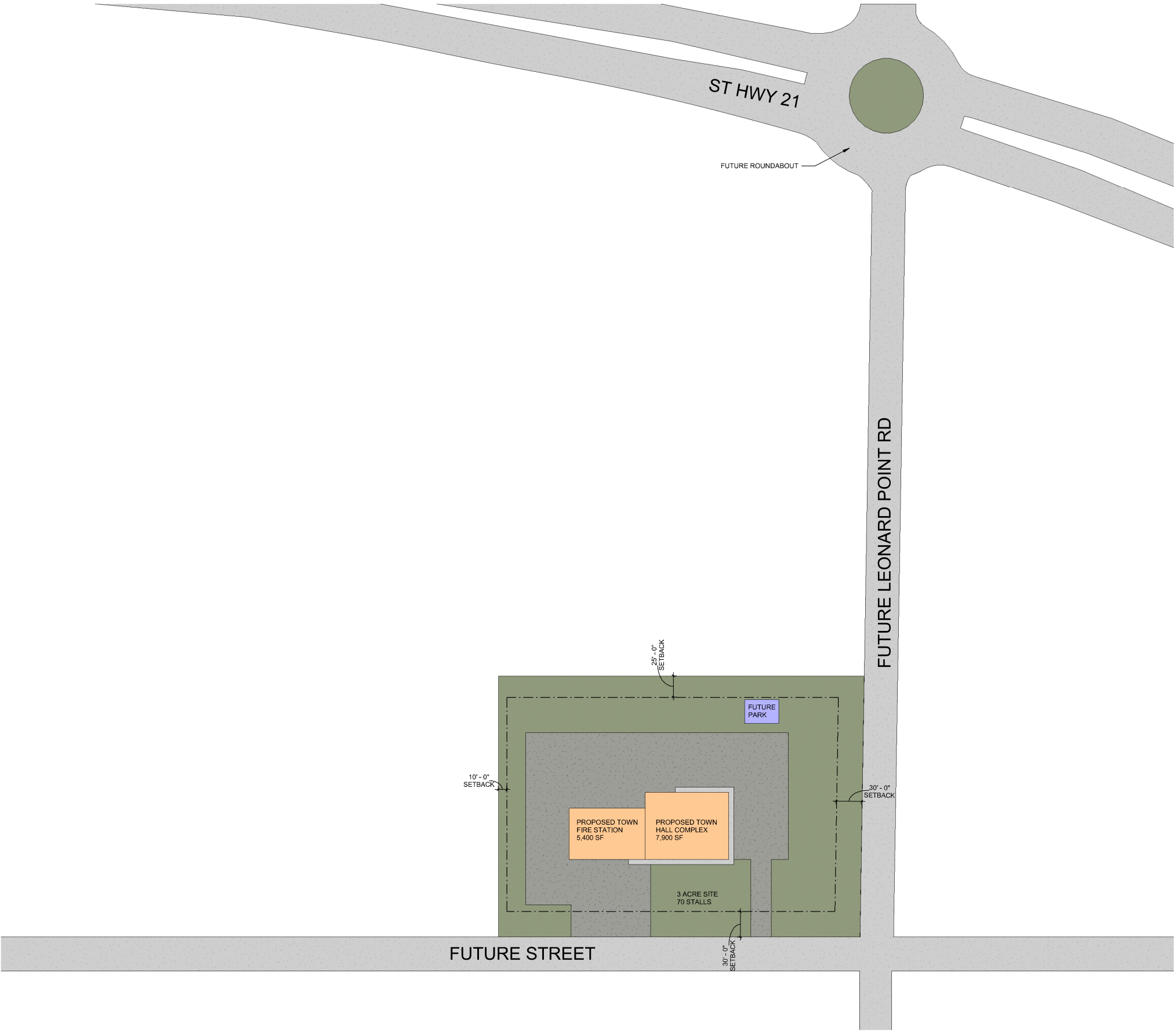
MATERIAL LEGEND			
	BUILDING		ASPHALT
	GRASS		CONCRETE
	LANDSCAPING		PARK / PLAY STRUCTURES



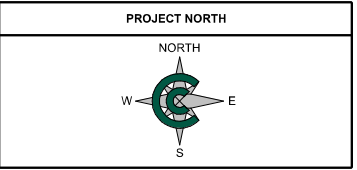


MATERIAL LEGEND			
	BUILDING		ASPHALT
	GRASS		CONCRETE
	LANDSCAPING		PARK / PLAY STRUCTURES





MATERIAL LEGEND			
	BUILDING		ASPHALT
	GRASS		CONCRETE
	LANDSCAPING		PARK / PLAY STRUCTURES



Appendix D

Opinions of Probable Project Costs

Appendix D includes Opinions of Probable Project Costs for Options 01, 02, 03, 03A, 04, and 04A.



OPINION OF PROBABLE PROJECT COST

Community Infrastructure • Architecture • Environmental Services

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 01: New efficient forced air heating and cooling system, roof and envelope repair and new 1,200 square foot Public Works Garage

Item	Unit	Qty	Unit Price	Cost
Building				
Town Hall Renovation	SF	5400	\$100.00	\$540,000.00
Proposed Public Works Garage	SF	1200	\$200.00	\$240,000.00
Site Development				
Public Works Garage Site Grading and Restoration	AL			\$25,000.00
Asphalt Parking Lot Reconstruction	AL			\$129,000.00
Subtotal Construction				\$934,000.00
Contingency	%	\$934,000.00	15.0%	\$140,100.00
Design Fee	%	\$934,000.00	7.5%	\$70,050.00
Contract Administration	%	\$934,000.00	7.5%	\$70,050.00
Construction Observation	AL			\$65,380.00
Permits and Regulatory Review	AL			\$750.00
Subtotal				\$346,330.00
Facility Furnishings Allowance				
Phone & Data system (server, and or equipment)	%	\$934,000.00	0.0%	\$0.00
Security System	%	\$934,000.00	0.0%	\$0.00
FFE	%	\$934,000.00	0.0%	\$0.00
Subtotal				\$0.00
TOTAL PROJECT COST				\$1,280,330.00

NOTES:

1. Does not include soft costs such as attorney fees
2. Assumes the site contains no hazardous waste.
3. Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
4. Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
5. Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.
6. Opinions of probable costs do not include staff relocation, rental, or phasing costs.



OPINION OF PROBABLE PROJECT COST

Community Infrastructure • Architecture • Environmental Services

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 02: New efficient forced air heating and cooling system, new roof, new windows, envelope repair, security updates, reconfigure spaces, new finishes, and new 1,200 square foot Public Works Garage

Item	Unit	Qty	Unit Price	Cost
Building				
Town Hall Renovation	SF	5400	\$175.00	\$945,000.00
Proposed Public Works Garage	SF	1200	\$200.00	\$240,000.00
Site Development				
Public Works Garage Site Grading and Restoration	AL			\$25,000.00
Asphalt Parking Lot Reconstruction	AL			\$129,000.00
Park Relocation	AL			\$5,000.00
Subtotal Construction				\$1,344,000.00
Contingency	%	\$1,344,000.00	15.0%	\$201,600.00
Design Fee	%	\$1,344,000.00	7.5%	\$100,800.00
Contract Administration	%	\$1,344,000.00	7.5%	\$100,800.00
Construction Observation	AL			\$94,080.00
Permits and Regulatory Review	AL			\$2,000.00
Subtotal				\$499,280.00
Facility Furnishings Allowance				
Phone & Data system (server, and or equipment)	%	\$1,344,000.00	0.0%	\$0.00
Security System	%	\$1,344,000.00	1.0%	\$13,440.00
FFE	%	\$1,344,000.00	3.0%	\$40,320.00
Subtotal				\$53,760.00
TOTAL PROJECT COST				\$1,897,040.00

NOTES:

- Does not include soft costs such as attorney fees
- Assumes the site contains no hazardous waste.
- Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
- Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
- Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.
- Opinions of probable costs do not include staff relocation, rental, or phasing costs.

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 03: New 7,850 square foot Town Hall Complex with Public Works Garage on existing site and demolition of existing Town Hall building.

Item	Unit	Qty	Unit Price	Cost
Building				
Proposed Town Hall Complex	SF	7900	\$250.00	\$1,975,000.00
Building Demolition	SF	5400	\$20.00	\$108,000.00
Site Development				
Public Works Garage Site Grading and Restoration	AL			\$105,600.00
Utilities	AL			\$13,500.00
Asphalt Parking Lot Reconstruction	AL			\$129,000.00
Park Relocation	AL			\$5,000.00
Subtotal Construction				\$2,336,100.00
Contingency	%	\$2,336,100.00	15.0%	\$350,415.00
Design Fee	%	\$2,336,100.00	7.5%	\$175,207.50
Contract Administration	%	\$2,336,100.00	7.5%	\$175,207.50
Construction Observation	AL			\$163,527.00
Permits and Regulatory Review	AL			\$3,000.00
Subtotal				\$867,357.00
Facility Furnishings Allowance				
Phone & Data system (server, and or equipment)	%	\$2,336,100.00	1.0%	\$23,361.00
Security System	%	\$2,336,100.00	1.5%	\$35,041.50
FFE	%	\$2,336,100.00	4.0%	\$93,444.00
Subtotal				\$151,846.50
TOTAL PROJECT COST				\$3,355,303.50

NOTES:

- Does not include soft costs such as attorney fees
- Assumes the site contains no hazardous waste.
- Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
- Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
- Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 03A: New 7,850 square foot Town Hall Complex with Public Works Garage and 5,400 square foot Fire Station on existing site and demolition of existing Town Hall building.

Item	Unit	Qty	Unit Price	Cost
<u>Building</u>				
Proposed Town Hall Complex	SF	7900	\$250.00	\$1,975,000.00
Building Demolition	SF	5400	\$20.00	\$108,000.00
Proposed Town Fire Station	SF	5400	\$200.00	\$1,080,000.00
<u>Site Development</u>				
Public Works Garage Site Grading and Restoration	AL			\$138,000.00
Utilities	AL			\$15,750.00
Asphalt Parking Lot Reconstruction	AL			\$107,500.00
Park Relocation	AL			\$5,000.00
Subtotal Construction				\$3,429,250.00
Contingency	%	\$3,429,250.00	15.0%	\$514,387.50
Design Fee	%	\$3,429,250.00	7.5%	\$257,193.75
Contract Administration	%	\$3,429,250.00	7.5%	\$257,193.75
Construction Observation	AL			\$240,047.50
Permits and Regulatory Review	AL			\$4,000.00
Subtotal				\$1,272,822.50
<u>Facility Furnishings Allowance</u>				
Phone & Data system (server, and or equipment)	%	\$3,429,250.00	1.0%	\$34,292.50
Security System	%	\$3,429,250.00	1.0%	\$34,292.50
FFE	%	\$3,429,250.00	4.0%	\$137,170.00
Subtotal				\$205,755.00
TOTAL PROJECT COST				\$4,907,827.50

NOTES:

- Does not include soft costs such as attorney fees
- Assumes the site contains no hazardous waste.
- Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
- Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
- Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 04: New 7,850 square foot Town Hall Complex with Public Works Garage on approximately 2-acre green site.

Item	Unit	Qty	Unit Price	Cost
Building				
Proposed Town Hall Complex	SF	7900	\$250.00	\$1,975,000.00
Site Development				
Site Work	AL			\$151,500.00
Asphalt Parking Lot	AL			\$225,000.00
Subtotal Construction				\$2,351,500.00
Contingency	%	\$2,351,500.00	15.0%	\$352,725.00
Design Fee	%	\$2,351,500.00	7.5%	\$176,362.50
Contract Administration	%	\$2,351,500.00	7.5%	\$176,362.50
Construction Observation	AL			\$164,605.00
Permits and Regulatory Review	AL			\$3,000.00
Land Acquisition	AL			\$7,502.54
Subtotal				\$873,055.00
Facility Furnishings Allowance				
Phone & Data system (server, and or equipment)	%	\$2,351,500.00	1.0%	\$23,515.00
Security System	%	\$2,351,500.00	1.5%	\$35,272.50
FFE	%	\$2,351,500.00	4.0%	\$94,060.00
Subtotal				\$152,847.50
TOTAL PROJECT COST				\$3,377,402.50

NOTES:

- Does not include soft costs such as attorney fees
- Assumes the site contains no hazardous waste.
- Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
- Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
- Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.
- Land Acquisition costs were based on GIS assessed land value divided by the total acres stated and multiplied by the numbers of acres recommended for new facility.

Client	Town of Algoma
Project	Municipal Complex Needs Analysis
Prepared By	K. Dressler

Project No.	A7242-001
Date	08.12.2025
Revised Date	

Option 04A: New 7,850 square foot Town Hall Complex with Public Works Garage and 5,400 square foot Fire Station on approximately 3-acre green site.

Item	Unit	Qty	Unit Price	Cost
Building				
Proposed Town Hall Complex	SF	7900	\$250.00	\$1,975,000.00
Proposed Town Fire Station	SF	5400	\$200.00	\$1,080,000.00
Site Development				
Site Work	AL			\$213,000.00
Asphalt Parking Lot	AL			\$257,500.00
Subtotal Construction				
				\$3,525,500.00
Contingency	%	\$3,525,500.00	15.0%	\$528,825.00
Design Fee	%	\$3,525,500.00	7.5%	\$264,412.50
Contract Administration	%	\$3,525,500.00	7.5%	\$264,412.50
Construction Observation	AL			\$246,785.00
Permits and Regulatory Review	AL			\$4,000.00
Land Acquisition	AL			\$11,253.81
Subtotal				
				\$1,308,435.00
Facility Furnishings Allowance				
Phone & Data system (server, and or equipment)	%	\$3,525,500.00	1.0%	\$35,255.00
Security System	%	\$3,525,500.00	1.0%	\$35,255.00
FFE	%	\$3,525,500.00	4.0%	\$141,020.00
Subtotal				
				\$211,530.00
TOTAL PROJECT COST				
				\$5,045,465.00

NOTES:

- Does not include soft costs such as attorney fees
- Assumes the site contains no hazardous waste.
- Assumes 2025 construction cost. Escalation factors will range depending on market conditions.
- Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
- Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.
- Land Acquisition costs were based on GIS assessed land value divided by the total acres stated and multiplied by the numbers of acres recommended for new facility.



BUILDING TRUST

YOUR PROJECT • OUR PASSION

W61N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360

2820 Walton Commons West
Suite 142
Madison, WI 53718
608-249-5046



1695 Bellevue Street
Green Bay, WI 54311
920-491-9081

604 Wilson Avenue
Menomonie, WI 54751
715-235-9081

www.cedarcorp.com

Sheriff

John F. Matz

Chief Deputy

Todd A. Christopherson



RECEIVED

AUG 04 2025

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN

Winnebago County Sheriff

www.co.winnebago.wi.us



4311 JACKSON ST
OSHKOSH, WISCONSIN 54901
(920) 236-7300 (920) 727-2888
JAIL (920) 236-7380
ADMINISTRATION FAX (920) 236-7333
RECORDS FAX (920) 236-7302

July 31, 2025

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

Please do the following:

1. Sign, date, and return the **Original** to me no later than **November 7th, 2025** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.
Please Do Not fax the document as we need to have the **original** copy.
Please Do Not staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Matz".

Sheriff John F. Matz

JFM/kkd

enc.

JOINT POWERS AGREEMENT WINNEBAGO COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the Town of Algoma, municipality", as follows:

1. That effective December 1, 2025, this Agreement shall, thereafter, be applicable on a daily basis from said date through November 30, 2026.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures in an advisory capacity for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research

regional communication network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

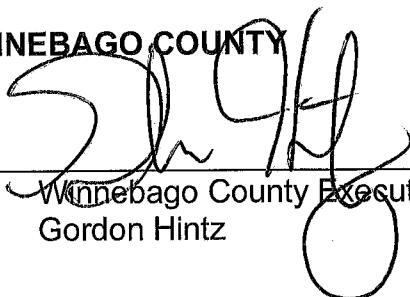
4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: 
Winnebago County Executive
Gordon Hintz

Date: 7.25.2025

By: 
County Clerk
Julie Barthels

Date: 7.23.2025

TOWN OF ALGOMA

By: _____
Town Chairman

Date: _____

By: _____
Town Clerk

Date: _____



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Jason Loduha, Director of Public Works

Date: August 20, 2025

RE: Pay Request #1 for the 2025 Asphalt Resurfacing Program Payable to Northeast Asphalt, Inc in the amount of \$119,195.20

SUMMARY:

This is Pay request #1 for the 2025 Asphalt Resurfacing Program Payable to Northeast Asphalt, Inc.

The attached request includes:

- Contractor's Application for Payment
- Itemized Cost Breakdown
- Schedule of Values
- Schedule of Unit Prices

Please note, a 5% retainage is being held for the ditch repair on Oneida Avenue to ensure the work is properly completed. A final pay request may be submitted upon satisfactory completion of this repair.

RECOMMENDED ACTION: Staff recommends approval of Pay Request #1.

Should the Town Board agree the following motion may be made:

"Motion to approve Pay Request #1 for the 2025 Asphalt Resurfacing Program Payable to Northeast Asphalt, Inc in the amount of \$119,195.20."

ATTACHMENTS:

1. Pay Request #1



August 13, 2025

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

Re: Town of Algoma
2025 Asphalt Resurfacing Program
Certificate for Payment #1
McM. No. A0018-09-25-00260

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Northeast Asphalt, Inc. in the amount of \$119,195.20 for partial payment for work performed through August 12, 2025.

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

Respectfully,

McMahon Associates, Inc.

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

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

PTK:car

cc: Northeast Asphalt, Inc.

Enclosure: Certificate for Payment #1

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE PO BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

CERTIFICATE FOR PAYMENT

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

Contract No. 2025-01
Project File No. A0018-09-25-00260
Certificate No. One (1)
Issue Date: August 13, 2025
Project: Town of Algoma
2025 Asphalt Resurfacing Program

This Is To Certify That, In Accordance With The Contract Documents Dated: April 16, 2025

NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

Is Entitled To Partial Payment For Work Performed Through: August 12, 2025

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

Original Contract	\$132,144.70	Completed To Date	\$125,468.63
Net Change Orders	\$0.00	Retainage 5%	\$6,273.43
Current Contract Amount	\$132,144.70	Subtotal	\$119,195.20
		Previously Certified	\$0.00

Amount Due This Payment: \$119,195.20

Please process and forward payment to Northeast Asphalt, Inc.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



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

CERTIFICATE FOR PAYMENT #1

OWNER: TOWN OF ALGOMA
Project Name: 2025 Asphalt Resurfacing Program
Contract No. A0018-09-25-00260
Project Manager: Phil Kleman

Contractor: NORTHEAST ASPHALT, INC.
W6380 Design Drive
Greenville, WI 54942

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

BASE BID A | SHEBOYGAN STREET

Item	Qty	Unit	Description
A-1	1	L.S.	Mobilization
A-2	2,585	S.Y.	Asphaltic Surface Milling (Nominal 2 Inch Depth)
A-3	326	TON	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)
A-4	24	TON	3/4 Inch Base Aggregate Dense (Shoulders)

SUB-TOTAL A (Items A-1 through A-4, Inclusive)

BASE BID B | CONRAD STREET

Item	Qty	Unit	Description
B-1	1	L.S.	Mobilization
B-2	2,626	S.Y.	Asphaltic Surface Milling (Nominal 2 Inch Depth)
B-3	331	TON	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)
B-4	25	TON	3/4 Inch Base Aggregate Dense (Shoulders)

SUB-TOTAL B (Items B-1 through B-4, Inclusive)

BASE BID C | KEWAUNEE STREET

Item	Qty	Unit	Description
C-1	1	L.S.	Mobilization
C-2	2,629	S.Y.	Asphaltic Surface Milling (Nominal 2 Inch Depth)
C-3	331	TON	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)
C-4	25	TON	3/4 Inch Base Aggregate Dense (Shoulders)

SUB-TOTAL C (Items C-1 through C-4, Inclusive)

BASE BID D | ONEIDA AVENUE

Item	Qty	Unit	Description
D-1	1	L.S.	Mobilization
D-2	2,249	S.Y.	Asphaltic Surface Milling (Nominal 2 Inch Depth)
D-3	283	TON	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)
D-4	25	TON	3/4 Inch Base Aggregate Dense (Shoulders)

SUB-TOTAL D (Items D-1 through D-4, Inclusive)

TOTAL (Items A through D, Inclusive)

SUPPLEMENTAL BID 1 | SHERRIN STREET

Item	Qty	Unit	Description
1-1	1	L.S.	Mobilization
1-2	2,620	S.Y.	Asphaltic Surface Milling (Nominal 2 Inch Depth)
1-3	330	TON	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)
1-4	25	TON	3/4 Inch Base Aggregate Dense (Shoulders)

SUB-TOTAL (Items 1-1 through 1-4, Inclusive)

TOTAL BASE BID + SUPPLEMENTAL BID

Bid Prices		
Unit Price	Qty	Total
\$1,780.00	0	\$0.00
\$1.30	0	\$0.00
\$63.20	0	\$0.00
\$48.95	0	\$0.00

\$26,918.50

Previous Requests		
Unit Price	Qty	Total
\$1,780.00	0	\$0.00
\$1.30	0	\$0.00
\$63.20	0	\$0.00
\$48.95	0	\$0.00

\$0.00

This Request		
Unit Price	Qty	Total
\$1,780.00	1.00	\$1,780.00
\$1.30	2585.00	\$3,360.50
\$63.20	327.00	\$20,666.40
\$48.95	12.82	\$627.54

\$26,434.44

Unit Price	Total
\$1,780.00	0
\$1.30	0
\$63.20	0
\$48.95	0

\$27,336.75

Unit Price	Total
\$1,780.00	1.00
\$1.30	2626.00
\$63.20	318.00
\$48.95	12.82

\$25,918.94

Unit Price	Total
\$1,780.00	1.00
\$1.30	2626.00
\$63.20	318.00
\$48.95	12.82

\$25,918.94

Unit Price	Total
\$1,780.00	0
\$1.30	0
\$63.20	0
\$48.95	0

\$27,340.65

Unit Price	Total
\$1,780.00	1.00
\$1.30	2629.00
\$63.20	315.00
\$48.95	12.82

\$25,733.24

Unit Price	Total
\$1,780.00	1.00
\$1.30	2629.00
\$63.20	315.00
\$48.95	12.82

\$25,733.24

Unit Price	Total
\$1,780.00	0
\$1.30	0
\$63.20	0
\$48.95	0

\$23,813.05

Unit Price	Total
\$1,780.00	1.00
\$1.30	2249.00
\$63.20	262.76
\$48.95	12.82

\$21,937.67

Unit Price	Total
\$1,780.00	1.00
\$1.30	2249.00
\$63.20	262.76
\$48.95	12.82

\$21,937.67

\$105,408.95

\$100,024.29

\$100,024.29

Unit Price	Total
\$1,250.00	0
\$1.30	0
\$63.20	0
\$48.95	0

\$26,735.75

Unit Price	Total
\$1,250.00	1.00
\$1.30	2620.00
\$63.20	319.00
\$48.95	12.82

\$25,444.34

Unit Price	Total
\$1,250.00	1.00
\$1.30	2620.00
\$63.20	319.00
\$48.95	12.82

\$25,444.34

\$132,144.70

\$125,468.63

\$125,468.63

Completed to Date:
Retainage (5%):
Subtotal:
Previous Application:
Amount Due This Application:

McMAHONMcMahon Associates, Inc.
ENGINEERS ARCHITECTS
SCIENTISTS LAND SURVEYORS1445 McMahon Drive
Neenah, WI 54956
Telephone: (920)751-4200
FAX: (920)751-4284P.O. Box 1025
Neenah, WI 54957-1025**APPLICATION**

(OWNER)

Town of Algoma
15 North Oakwood Road
Oshkosh, WI 54904

PROJECT:	2025 Asphalt Resurfacing Program
CONTRACTOR	Northeast Asphalt, Inc.
Contract No.	A0018-09-25-00260
Project No.	A0018-09-25-00260
Application No.	1
Application Date	August 12, 2025
Period From	06/02/25 To 08/12/25

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

The following documents are attached:

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

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

Original Contract	\$ 132,144.70	Completed to date	\$ 125,468.63
Net Change Orders		Retainage	\$ 6,273.43
Current Contract Amount	\$ 132,144.70	Sub-total	\$ 119,195.20
		Previous Payments	

Amount Due This Application: \$ 119,195.20

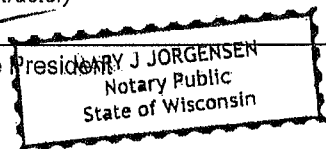
The undersigned Contractor hereby swears, under penalty of perjury, that 1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred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

Dated August 12, 2025Northeast Asphalt, Inc.

BY

(contractor)
Brian Enders, Executive Vice PresidentCOUNTY OF Outagamie
STATE OF Wisconsin

} ss



Before me on this 12th day of August, personally appeared Brian Enders
known to me, who being duly sworn, did depose and say that he/she is the Exec. Vice President
of the Contractor above mentioned; that he/she executed the above Application For Payment and statement on
behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 03/03/27Mary J Jorgensen
(Notary Public)

Northeast Asphalt Job #710352

T/O Algoma 2025 Asphalt Resurfacing

Schedule of costs based upon actual bid results.

Bid Item	Description of Work	Scheduled Qty	UM	Unit Price	Scheduled Amount	Work Completed Previous Request		Current Pay App		Total Completed & Stored to Date	
						Quantity	Amount	Quantity	Amount	Quantity	Amount
A1	Mobilization	1.00	LS	\$ 1,780.00	\$ 1,780.00		\$ -	1	\$ 1,780.00	1	\$ 1,780.00
A2	Asphaltic Surface Milling (Nominal 2 Inch Depth)	2,585.00	SY	\$ 1.30	\$ 3,360.50		\$ -	2585	\$ 3,360.50	2585	\$ 3,360.50
A3	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)	326.00	TN	\$ 63.20	\$ 20,603.20		\$ -	327	\$ 20,666.40	327	\$ 20,666.40
A4	3/4 Inch Base Aggregate Dense (Shoulders)	24.00	TN	\$ 48.95	\$ 1,174.80		\$ -	12.82	\$ 627.54	12.82	\$ 627.54
BASE BID A SHEBOYGAN STREET							\$ -		\$ 26,434.44		\$ 26,434.44
B1	Mobilization	1.00	LS	\$ 1,780.00	\$ 1,780.00		\$ -	1	\$ 1,780.00	1	\$ 1,780.00
B2	Asphaltic Surface Milling (Nominal 2 Inch Depth)	2,626.00	SY	\$ 1.30	\$ 3,413.80		\$ -	2626	\$ 3,413.80	2626	\$ 3,413.80
B3	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)	331.00	TN	\$ 63.20	\$ 20,919.20		\$ -	318	\$ 20,097.60	318	\$ 20,097.60
B4	3/4 Inch Base Aggregate Dense (Shoulders)	25.00	TN	\$ 48.95	\$ 1,223.75		\$ -	12.82	\$ 627.54	12.82	\$ 627.54
BASE BID B CONRAD STREET							\$ -		\$ 25,918.94		\$ 25,918.94
C1	Mobilization	1.00	LS	\$ 1,780.00	\$ 1,780.00		\$ -	1	\$ 1,780.00	1	\$ 1,780.00
C2	Asphaltic Surface Milling (Nominal 2 Inch Depth)	2,629.00	SY	\$ 1.30	\$ 3,417.70		\$ -	2629	\$ 3,417.70	2629	\$ 3,417.70
C3	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)	331.00	TN	\$ 63.20	\$ 20,919.20		\$ -	315	\$ 19,908.00	315	\$ 19,908.00
C4	3/4 Inch Base Aggregate Dense (Shoulders)	25.00	TN	\$ 48.95	\$ 1,223.75		\$ -	12.82	\$ 627.54	12.82	\$ 627.54
BASE BID C KEWAUNEE STREET							\$ -		\$ 25,733.24		\$ 25,733.24
D1	Mobilization	1.00	LS	\$ 1,780.00	\$ 1,780.00		\$ -	1	\$ 1,780.00	1	\$ 1,780.00
D2	Asphaltic Surface Milling (Nominal 2 Inch Depth)	2,249.00	SY	\$ 1.30	\$ 2,923.70		\$ -	2249	\$ 2,923.70	2249	\$ 2,923.70
D3	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)	283.00	TN	\$ 63.20	\$ 17,835.60		\$ -	262.76	\$ 16,606.43	262.76	\$ 16,606.43
D4	3/4 Inch Base Aggregate Dense (Shoulders)	25.00	TN	\$ 48.95	\$ 1,223.75		\$ -	12.82	\$ 627.54	12.82	\$ 627.54
BASE BID D ONEIDA AVENUE							\$ -		\$ 21,937.67		\$ 21,937.67
E1	Mobilization	1.00	LS	\$ 1,250.00	\$ 1,250.00		\$ -	1	\$ 1,250.00	1	\$ 1,250.00
E2	Base Aggregate Dense, 1 1/2 Inch for Fine Grading	2,620.00	SY	\$ 1.30	\$ 3,406.00		\$ -	2620	\$ 3,406.00	2620	\$ 3,406.00
E3	2 Inch HMA Pavement, 4 LT 58-28 S (Surface Layer)	330.00	TN	\$ 63.20	\$ 20,856.00		\$ -	319	\$ 20,160.80	319	\$ 20,160.80
E4	3/4 Inch Base Aggregate Dense (Shoulders)	25.00	TN	\$ 48.95	\$ 1,223.75		\$ -	12.82	\$ 627.54	12.82	\$ 627.54
SUPPLEMENTAL BID 1 SHERRIN STREET							\$ -		\$ 25,444.34		\$ 25,444.34
TOTAL							\$ -		\$ 125,468.63		\$ 125,468.63



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 20, 2025

RE: 2026-2030 Capital Improvement Plan

SUMMARY:

Initial discussion of the 2026-2030 Capital Improvement Plan (CIP). The CIP was last updated and adopted in the previous year as part of the 2025 budget process.

Known changes to project costs and schedules are reflected and will be discussed with the Board.

Edits and additional projects, maintenance, and equipment purchases will be added as

RECOMMENDED ACTION: NA

ATTACHMENTS:

1. Projects by Funding Source and Department
2. Project Detail

2026 through 2030
Capital Improvement Plan
 Algoma, Wisconsin
Projects & Funding Sources By Department

Department	Project #	Priority	2026	2027	2028	2029	2030	Total
Administration								
Annual Computer Replacements	AD-AN-01	1	4,000	4,000	4,000	4,000	0	16,000
General Fund			4,000	4,000	4,000	4,000		16,000
Server Replacement	AD-26-01	1	10,000	0	0	0	0	10,000
General Fund			10,000					10,000
Administration Total			14,000	4,000	4,000	4,000	0	26,000
Culture and Recreation								
Jones Park Playground Surface Upgrades	CR-27-01	1	0	150,000	0	0	0	150,000
General Fund				150,000				150,000
Jones Park West Parking Lot	CR-25-01	1	110,000	0	0	0	0	110,000
Park Improvement Fund			110,000					110,000
Lake Butte des Morts Public Landing	CR-26-02	1	5,000	0	0	0	0	5,000
General Fund			5,000					5,000
Update Comprehensive Outdoor Recreation Plan	CR-25-03	1	0	0	0	0	25,000	25,000
General Fund							25,000	25,000
Culture and Recreation Total			115,000	150,000	0	0	25,000	290,000
Fire Department								
Refurbish #8 Rescue/Engine 21	FD-25-01	1	256,000	0	0	0	0	256,000
General Fund			226,000					226,000
Refurbish #8 Rescue/Engine 21			30,000					30,000
Replace #6 Tender 21	FD-26-01	1	375,000	0	0	0	0	375,000
General Obligation Debt			375,000					375,000
Fire Department Total			631,000	0	0	0	0	631,000
Public Works								
Clairville Road Extension South from STH 21	PW-26-04	1	20,000	200,000	4,517,000	0	0	4,737,000
General Fund			20,000					20,000
General Obligation Debt				200,000	4,517,000			4,717,000
Leonard Point Road - East to West	PW-28-01	1	0	0	50,000	0	0	50,000
General Fund					50,000			50,000
Leonard Point Road - STH 21 to Highland Shore Ln	PW-26-02	1	310,000	1,900,000	0	0	0	2,210,000
General Fund			310,000					310,000
General Obligation Debt				1,900,000				1,900,000
Municipal Complex	BD-26-01	1	300,000	3,800,000	0	0	0	4,100,000
General Obligation Debt			300,000	3,800,000				4,100,000
Road Resurfacing (Mill and Pave)	PW-AN-04	1	160,000	129,000	132,000	136,000	140,000	697,000
General Fund			160,000	129,000	132,000	136,000	140,000	697,000
STH 21 & Leonard Point Road Roundabout South Leg	PW-26-01	1	735,000	0	0	0	0	735,000
County Aid			347,500					347,500
General Obligation Debt			387,500					387,500

Department	Project #	Priority	2026	2027	2028	2029	2030	Total
Public Works Total			1,525,000	6,029,000	4,699,000	136,000	140,000	12,529,000
Storm Water								
Leonard Point Road Wet Detention Pond	SW-26-01	1	1,157,000	0	0	0	0	1,157,000
General Obligation Debt			1,157,000					1,157,000
Storm Water Total			1,157,000	0	0	0	0	1,157,000
GRAND TOTAL			3,442,000	6,183,000	4,703,000	140,000	165,000	14,633,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

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

Total Project Cost	\$24,000	Contact	Administrator
Department	Administration	Type	Equipment
Category	Equipment: Computers	Priority	2 - Very Important
Status	Active	Useful Life	5 years

Description

Replace 1-2 town computers and IT hardware/equipment annually.

Justification

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

Prior	Expenditures	2026	2027	2028	2029	2030	Total
4,000	Equip / Vehicles / Furnishings	4,000	4,000	4,000	4,000	4,000	20,000
	Total	4,000	4,000	4,000	4,000	4,000	20,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
4,000	General Fund	4,000	4,000	4,000	4,000	0	16,000
	Unassigned	0	0	0	0	4,000	4,000
	Total	4,000	4,000	4,000	4,000	4,000	20,000

Capital Improvement Plan
Algoma, Wisconsin

Project #	PW-26-04
Project Name	Clairville Road Extension South from STH 21

Total Project Cost	\$4,737,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Construction	Priority	2 - Very Important
Status	Active	Useful Life	30 years

Description

Construct new road to extend the road south of the STH 21 roundabout that is being installed in 2026, eventually extending south to Clairville Road. Schedule and cost will depend on development in that area which is TBD.

Update per August 2025: Project shown constructed in one year in 2028 as an estimate. Will work with surrounding jurisdictions and possibly seek grant funding. Can change typical section type and/or phase the project too.

- The length of this road segment, from the south end of the south RAB approach being constructed by WisDOT is ~4800 lane feet. Assuming same typical section as the Leonard Point Road Project the cost per mile for the LPR project is \$4,320,000/mile:
- Construction (.91 miles @\$4,320,000)=\$3,931,200
- Engineering (assume 20% for design, bidding and construction)=\$786,240
- ROW acquisition (66 ft width) = 7.3 acres. Cost not included as may be dedicated by developer.

Justification

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

Expenditures	2026	2027	2028	2029	2030	Total
Construction / Maintenance	0	0	4,517,000	0	0	4,517,000
Planning / Design	20,000	200,000	0	0	0	220,000
Total	20,000	200,000	4,517,000	0	0	4,737,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Obligation Debt	0	200,000	4,517,000	0	0	4,717,000
General Fund	20,000	0	0	0	0	20,000
Total	20,000	200,000	4,517,000	0	0	4,737,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

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

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

Description

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

Justification

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

Expenditures	2026	2027	2028	2029	2030	Total
Construction / Maintenance	0	150,000	0	0	0	150,000
Total	0	150,000	0	0	0	150,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Fund	0	150,000	0	0	0	150,000
Total	0	150,000	0	0	0	150,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

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

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

Description

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

Land acquisition in 2025, construction in 2026.

Prior	Expenditures	2026	2027	2028	2029	2030	Total
35,000	Construction / Maintenance	110,000	0	0	0	0	110,000
	Total	110,000	0	0	0	0	110,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
35,000	Park Improvement Fund	110,000	0	0	0	0	110,000
	Total	110,000	0	0	0	0	110,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

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

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

Description

Repairs and improvements to the Lake Butte des Morts public landing

Justification

Repairs are needed to address wear and improve safety, access and overall usability for the public.

Expenditures	2026	2027	2028	2029	2030	Total
Other	5,000	0	0	0	0	5,000
Total	5,000	0	0	0	0	5,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Fund	5,000	0	0	0	0	5,000
Total	5,000	0	0	0	0	5,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-28-01

Project Name Leonard Point Road - East to West

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

Description

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

Expenditures	2026	2027	2028	2029	2030	Total
Planning / Design	0	0	50,000	0	0	50,000
Total	0	0	50,000	0	0	50,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Fund	0	0	50,000	0	0	50,000
Total	0	0	50,000	0	0	50,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project #	PW-26-02		
Project Name	Leonard Point Road - STH 21 to Highland Shore Ln		
Total Project Cost	\$2,260,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Reconstruction	Priority	2 - Very Important
Status	Active	Useful Life	25 years

Description

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

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

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

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

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

The updated cost estimate as of August 2025 is:

- Construction \$5,400,000 + Construction Engineering \$648,000=\$6,048,000
- The federal/state funding is capped at \$4,152,708.
- Town paying for the remaining \$1,895,292 balance plus land acquisition costs estimated at \$210,000 (increased based on updated estimate of land for \$140,000 plus \$70,000 costs for acquisition and appraisal services)
- A storm water detention pond will be required as well for this project and is not included in these costs--see separate project.

Justification

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

Prior	Expenditures	2026	2027	2028	2029	2030	Total
50,000	Construction / Maintenance	0	1,900,000	0	0	0	1,900,000
	Land Acquisition	210,000	0	0	0	0	210,000
	Planning / Design	100,000	0	0	0	0	100,000
	Total	310,000	1,900,000	0	0	0	2,210,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
50,000	General Obligation Debt	0	1,900,000	0	0	0	1,900,000
	General Fund	310,000	0	0	0	0	310,000
	Total	310,000	1,900,000	0	0	0	2,210,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

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

Total Project Cost	\$1,235,000	Contact	Administrator
Department	Storm Water	Type	Improvement
Category	Storm Sewer/Drainage	Priority	1 - Critical
Status	Active	Useful Life	30 years

Description

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

The updated August 2025 project cost estimate is \$971,000 (\$928,000 construction, \$43,000 engineering/construction administration) plus \$186,000 for land acquisition, which increased based on appraisal of this property.

The original project cost estimate as of July 2024 is \$1,073,000 included an estimated \$78,000 for land acquisition.

Justification

Regional storm water pond to meet our MS4 requirements.

Prior	Expenditures	2026	2027	2028	2029	2030	Total
78,000	Construction / Maintenance	928,000	0	0	0	0	928,000
	Unassigned	186,000	0	0	0	0	186,000
	Planning / Design	43,000	0	0	0	0	43,000
	Total	1,157,000	0	0	0	0	1,157,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
78,000	General Obligation Debt	1,157,000	0	0	0	0	1,157,000
	Total	1,157,000	0	0	0	0	1,157,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # BD-26-01
Project Name Municipal Complex

Total Project Cost	\$4,100,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Buildings	Priority	1 - Critical
Status	Active	Useful Life	50 years

Description

The town conducted a Municipal Complex Needs Analysis in 2025 for an analysis of present and future needs, and fiscal realities of maintaining, renovating, expanding, and/or building new facilities to house the town operations and meeting spaces. A new location within the town should be considered. This analysis includes the option of adding the fire department to the municipal complex.

Costs and timeline entered are placeholder based on general amount from the study of \$4,000,000 plus \$100,000 for land acquisition until the Board decides their course of action. Costs for owner purchased and/or owner installed items still TBD such as specialized equipment, IT, security, etc...

Justification

The town hall is well beyond its useful life and is in need of extensive repairs and renovation.

Expenditures	2026	2027	2028	2029	2030	Total
Construction / Maintenance	0	3,800,000	0	0	0	3,800,000
Planning / Design	200,000	0	0	0	0	200,000
Land Acquisition	100,000	0	0	0	0	100,000
Total	300,000	3,800,000	0	0	0	4,100,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Obligation Debt	300,000	3,800,000	0	0	0	4,100,000
Total	300,000	3,800,000	0	0	0	4,100,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # FD-25-01
Project Name Refurbish #8 Rescue/Engine 21

Total Project Cost	\$256,000	Contact	Fire Chief
Department	Fire Department	Type	Equipment
Category	Unassigned Vehicles	Priority	1 - Critical
Status	Active	Useful Life	10 years

Description

In depth overhaul of #8 Rescue/Engine 21 to fix several mechanical and electrical issues to extend useful life another 10 years.

Funding would include carrying forward/using the ~\$30,000 of unexpended funds from the 2024 truck refurbish project (general fund fund balance) and a significant portion of shared revenue.

Justification

NFPA 1911 states fire apparatus should be placed in back up status at 20 years and OOS at 25 years. Replace this refurbished apparatus in 10 years in 2035.

Expenditures	2026	2027	2028	2029	2030	Total
Equip / Vehicles / Furnishings	256,000	0	0	0	0	256,000
Total	256,000	0	0	0	0	256,000

Funding Sources	2026	2027	2028	2029	2030	Total
General Fund	226,000	0	0	0	0	226,000
Refurbish #8 Rescue/Engine 21	30,000	0	0	0	0	30,000
Total	256,000	0	0	0	0	256,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # FD-26-01
Project Name Replace #6 Tender 21

Total Project Cost	\$375,000	Contact	Fire Chief
Department	Fire Department	Type	Equipment
Category	Unassigned Vehicles	Priority	1 - Critical
Status	Active	Useful Life	25 years

Description

Replace #6 Tender 21.

Funding could include shared revenue, which is the General Fund.

Justification

The current tender is 30+ years old in in need of an in depth overhaul of to fix significant mechanical and electrical issues. Cost to refurbish exceeds 50% cost of a new vehicle. Vehicle has exceeded its useful life.

If refurbishment is done instead of replacement it is estimated that the useful life would be extended 10-15 years and would need to be replaced by ~2040.

Expenditures		2026	2027	2028	2029	2030	Total
Equip / Vehicles / Furnishings		375,000	0	0	0	0	375,000
Total		375,000	0	0	0	0	375,000

Funding Sources		2026	2027	2028	2029	2030	Total
General Obligation Debt		375,000	0	0	0	0	375,000
Total		375,000	0	0	0	0	375,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # PW-AN-04
Project Name Road Resurfacing (Mill and Pave)

Total Project Cost	\$867,000	Contact	Public Works Director
Department	Public Works	Type	Improvement
Category	Street Paving	Priority	1 - Critical
Status	Active	Useful Life	20 years

Description

Annual Town road resurfacing (mill and pave). Roads will be determined annually considering PASER ratings, reconstruction schedule and development planning.

2025: Melrose Park (5 streets)

2026: TBD

Justification

Maintenance extends the useful life of the road.

Prior	Expenditures	2026	2027	2028	2029	2030	Total
170,000	Construction / Maintenance	160,000	129,000	132,000	136,000	0	557,000
	Unassigned	0	0	0	0	140,000	140,000
	Total	160,000	129,000	132,000	136,000	140,000	697,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
170,000	General Fund	160,000	129,000	132,000	136,000	140,000	697,000
	Total	160,000	129,000	132,000	136,000	140,000	697,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project #	AD-26-01		
Project Name	Server Replacement		
Total Project Cost	\$10,000	Contact	Administrator
Department	Administration	Type	Equipment
Category	Equipment: Computers	Priority	2 - Very Important
Status	Active	Useful Life	10 years

Description

Replace and upgrade Town server operating system 2026. Cost estimate includes 30-40 hour labor.

Justification

Server will be at the end of its useful life and must be upgraded to function properly.

Expenditures	2026	2027	2028	2029	2030	Total
Equip / Vehicles / Furnishings	10,000	0	0	0	0	10,000
Total	10,000	0	0	0	0	10,000
Funding Sources	2026	2027	2028	2029	2030	Total
General Fund	10,000	0	0	0	0	10,000
Total	10,000	0	0	0	0	10,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project #	PW-26-01
Project Name	STH 21 & Leonard Point Road Roundabout South Leg

Total Project Cost	\$775,000	Contact	Administrator
Department	Public Works	Type	Improvement
Category	Street Construction	Priority	2 - Very Important
Status	Active	Useful Life	25 years

Description

This is a state project (6180-31-00/71) on STH 21 (Leonard Point Road to Washburn Street) for pavement repair/overlay of STH 21, offset left turn lanes at the Oakwood Road and Westhaven Drive intersections, and a multi-lane roundabout at the Leonard Point Road intersection.

The Town plans to develop along the south side of STH 21 including a new roadway on the south leg of the roundabout intersection.

The original cost was \$6.3M and scheduled for construction in 2027 (per 2022 agreement):

- State paying 100% design and 75% roundabout cost
- Town paying \$775,000 for 25% of roundabout (for the south leg only). The Town is responsible for additional costs associated with this south leg. The Town received a Spirit Fund grant of \$387,500 to cover half of its costs.

In 2024 the project costs were updated to \$7,686,400 and construction was moved up to 2026:

- State paying \$7,407,906 for 100% design and additional construction costs (HSIP funds added)
- Town pays remaining balance of \$278,494 plus any additional costs including design, utilities, real estate and signage. The Town will use 50/50 split of town funds and Spirit funds, up to \$387,500 each.

Justification

STH 21 pavement has deteriorated and several intersections have some safety issues. The existing STH 21 and Leonard Point Road intersection has experienced a high number of crashes including significant amount involving personal injuries. The Town is pursuing development on the south leg of this intersection which has the potential to create additional safety and operational issues.

Prior	Expenditures	2026	2027	2028	2029	2030	Total
40,000	Construction / Maintenance	735,000	0	0	0	0	735,000
	Total	735,000	0	0	0	0	735,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
40,000	General Obligation Debt	387,500	0	0	0	0	387,500
	County Aid	347,500	0	0	0	0	347,500
	Total	735,000	0	0	0	0	735,000

2026 thru 2030

Capital Improvement Plan

Algoma, Wisconsin

Project # CR-25-03
Project Name Update Comprehensive Outdoor Recreation Plan

Total Project Cost	\$41,000	Contact	Administrator
Department	Culture and Recreation	Type	Unassigned
Category	Park Improvements	Priority	2 - Very Important
Status	Active	Useful Life	5 years

Description

Update to the Town's Comprehensive Outdoor Recreation Plan, which will also inform the parkland impact fees.

Justification

The last update was in 2025 (for 2026-2030 plan). These should be updated every 5 years.

Prior	Expenditures	2026	2027	2028	2029	2030	Total
16,000	Planning / Design	25,000	0	0	0	0	25,000
	Total	25,000	0	0	0	0	25,000

Prior	Funding Sources	2026	2027	2028	2029	2030	Total
16,000	General Fund	0	0	0	0	25,000	25,000
	Total	0	0	0	0	25,000	25,000



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: August 20, 2025

RE: Joint Fire Department Study

SUMMARY: As discussed at the previous town board meeting, the town and City of Oshkosh will be working toward creating a joint Fire/EMS district to leverage funding, grant, and levy exemption options to provide adequate service to town residents at the lowest possible cost.

Attached is a proposal for a joint fire department study from McMahon Associates, Inc for an estimated \$35,000. The City of Oshkosh has agreed to pay \$25,000 and the town portion would be \$10,000.

It is estimated that the study will take 4-5 months to complete. The work is billed monthly. It is anticipated that the majority, if not the entire study would be completed in 2025.

This study was not specifically budgeted, but staff is proposing using funds already approved in the Conservation and Development budget from the following planning lines:

\$1,000 100-00-56200-457-000 Economic Dev 21 South

\$2,500 100-00-56400-453-000 Land Use/Zoning Engineering

Remaining balance available from savings for the Municipal Complex Needs Study and the boiler replacement.

\$6,500 100-00-56400-454-000 Land Use/Zoning Stm Water Pond

Utilizing the unallocated portion of this budget (this is the line for the storm water planning grant for \$43,200 which has an offsetting revenue of the same amount).

RECOMMENDED ACTION: Staff recommend proceeding with the joint study using the identified funding. Should the Town Board agree the following motion may be made:

“Motion to approve the Joint Fire Department Study with the City of Oshkosh to be conducted by McMahon Associates, Inc. for an estimate cost to the town of \$10,000.”

ATTACHMENTS:

1. Joint Fire Department Study Proposal

PROPOSAL

JULY 16, 2025

PUBLIC SAFETY & MUNICIPAL MANAGEMENT
PROFESSIONAL CONSULTING SERVICES

JOINT FIRE DEPARTMENT STUDY



TOWN OF ALGOMA AND CITY OF OSHKOSH

WINNEBAGO COUNTY, WI

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McMAHON. YOUR FULL-SERVICE DESIGN & CONSULTING FIRM

- Architecture
- Environment & Infrastructure
- Water & Wastewater
- Structures & Building Systems
- Public Safety & Municipal Management
- Industry

Wisconsin | Illinois | Indiana 920.751.4200 MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

July 16, 2025

Town of Algoma and City of Oshkosh
Attn: Maggie, Mahoney, Town Administrator
Rebecca Grill, City Manager

Re: Town of Algoma and City of Oshkosh
Joint Fire Department Study

Dear Ms. Mahoney and Ms. Grill:

We are pleased to submit a proposal for a Joint Fire Department Study for the Town of Algoma and City of Oshkosh. Our team's passion for Public Safety and working with fire departments provides the basis for our interest in submitting this proposal. Municipal Fire Consulting projects have become a major focus for McMahon Associates, Inc. (McMahon). Similar work in the past has included departments such as the Cities of Lake Elmo and Wayzata, Minnesota, Sheboygan County, Wisconsin, the Villages of Mukwonago and Germantown, Wisconsin, and the Cities of De Pere, Green Bay, Wauwatosa, and West Allis, Wisconsin.

McMahon's Public Safety & Municipal Management Group's focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the respective municipal administrations.

Our extensive operational and strategic experience in the public safety area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 574-274-4626 or by email at tschabbel@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.



Timm Schabbel
SENIOR PUBLIC SAFETY SPECIALIST



Jeff Roemer
PUBLIC SAFETY MANAGER

JOINT FIRE DEPARTMENT REVIEW PROPOSAL



QUALIFICATIONS

McMahon provides public management consulting that provides professional, high quality public management consulting, project management, and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- Professional Ambulance Association of Wisconsin
- Wisconsin City/County Management Association
- International City/County Management Association
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which include administration, consolidations, communications, organization, labor relations, human resources, economics, and industry national standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

METHODOLOGY

Our approach to this project requires a clear understanding of the current fire and emergency medical services operations, staffing, and administration in the Town of Algoma and City of Oshkosh. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the specific goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

CLIENT INPUT

To develop a comprehensive Joint Fire Department Study and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the respective fire departments. Accordingly, our approach includes regular meetings with the fire departments, along with other city/town departments and neighboring agencies that would have valuable information regarding the current status of fire and EMS services in the Town of Algoma and City of Oshkosh.

PRACTICAL RECOMMENDATIONS

Our goal is to provide you with realistic recommendations for the evaluation of fire and emergency service shared delivery structures, cost savings, providing analysis on alternative organizational structures to improve efficiency, and identify opportunities for collaboration that can result in improved sustainability of services. These recommendations need to be based on sound practical standards, economics, and operational effectiveness.

PROJECT MANAGEMENT

A successful assessment and the provision of effective recommendations require a special effort to ensure that all levels of the project receive adequate attention, and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with town/city and fire department administrations.

SCOPE OF WORK

PROJECT KICKOFF

- Develop a project team of appropriate users and stakeholders to oversee and participate in the project. The project team will coordinate project schedules, evaluate findings and recommendations, and review and present the final documents.
- Prepare for and conduct Project Planning Meeting with McMahon Project Manager, the Project Team, and key project personnel. The purpose of the meeting will be to define scope and mission, discuss the work plans, establish liaison responsibilities, coordinate project schedules, and confirm other general arrangements.

INITIAL ASSESSMENT AND OBSERVATIONS

- Obtain and review documentation pertaining to this project, such as existing fire department documentation, policies, and procedures, detailed call volume statistics, community development plans, service contracts, surveys, capital improvement plans, and previous studies. Data analysis will include review of call types, locations, date/times of calls, agencies responding to those specific calls, number of personnel responding to calls for service, and response times. This information will also be evaluated through our Geographical Information System mapping systems.

CONTINUED ASSESSMENT AND DOCUMENTATION

- Assess the current Fire-EMS operations and shared services in order to begin to assess future needs. Methods include conducting interviews and on-site observations with representatives of the fire departments, city/town administrations, and neighboring agencies. The interviews and observations will be held in both group and individual settings.

Interviews and observations will primarily focus on the following issues:

- ❖ Current fire-EMS operations, staffing, and levels of service.
 - ❖ Fire and EMS service workload call volume and activity.
 - ❖ Fire and EMS operations and service expectations.
 - ❖ Current and anticipated budget issues.
 - ❖ Major equipment needs.
 - ❖ Economic development plans.
 - ❖ Facilities.
 - ❖ Shared services.
 - ❖ GIS Station and response analysis
 - ❖ Long term sustainability
- Prepare for and facilitate a project status meeting to discuss the results of the interviews and on-site observations and to review the next steps of the project.

ANALYSIS, PERFORMANCE REVIEW AND RECOMMENDATIONS

- Determine any changes, future trends, or public safety industry standards related to operational requirements. During the development of all recommendations, McMahon will consider many factors and standards as a basis for recommendations, including:
 - ❖ State of Wisconsin Statutes and Administrative Code

SCOPE OF WORK

- ❖ National Highway Safety Traffic Administration (NHSTA)
 - ❖ Federal Emergency Management Agency (FEMA)
 - ❖ Local Related Ordinances
 - ❖ Commission on Fire Accreditation International (CFAI)
 - ❖ National Fire Protection Association (NFPA)
 - ❖ Commission on Accreditation of Ambulance Services (CAAS)
- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.
 - Develop a comprehensive, detailed Joint Fire Department Study (Analysis), utilizing the information provided by the documentation and data received, the interviews, and on-site observations. The projected growth and level of service needs will be considered during the development of these recommendations to include:
 - ❖ Operational assessment of the fire departments, including recruitment, employee selection, staffing, training, National Incident Management System compliance, and management structure and practices.
 - ❖ Service demand level and ability to meet the demand.
 - ❖ Effectiveness and efficiency improvements.
 - ❖ Evaluation of coordinated fire and EMS operations.
 - ❖ Evaluation of shared services.
 - ❖ Long term sustainability.
 - ❖ Budgetary constraints.
 - ❖ Other issues identified during the analysis.

DOCUMENT PREPARATION AND REVIEW

- List and describe the findings and recommendations with regards to administration, fire, and EMS operations. Equipment, staffing, and training will be included in the recommendations.
- Prepare budget impact estimates by implementation recommendations, identifying initial and recurring costs in a separate category for each resource.
- Assemble the Analysis document by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMahon's standards.
- Prepare, produce, and deliver the draft Analysis to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps.
- Facilitate an Analysis Review Meeting with the Project Team approximately one (1) week after initial delivery to answer questions regarding the content of the Analysis. Make any changes to the Analysis based on the discussions at the Analysis Review Meeting. Produce and deliver final document copies to the Project Team.
- Facilitate an Analysis Review Presentation to both the Town Board and Common Council.

FEE SCHEDULE

PROJECT FEE

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Joint Fire Department Analysis as follows:

Time and Expense estimated at: \$35,000

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

PROJECT SCHEDULE

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience on similar projects, it is estimated that this analysis will take approximately four to five (4-5) months to complete, although we will endeavor to complete it sooner to meet the needs of the Town and City. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

McMAHON TEAM

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the project team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

TIMM SCHABEL – PUBLIC SAFETY SPECIALIST

Timm will serve as the project manager and has nearly 40 years of service in the emergency services, including over 25 years as the executive chief of an internationally accredited fire department. As Fire Chief, he initiated and led two (2) successful fire department mergers and transitioned from a traditional Township Fire Department to a Fire Territory that currently serves five (5) separate governmental entities. Timm holds a master's degree in organizational leadership and a bachelor's in fire service management. He also earned an Executive Certificate in Public Policy from Harvard's Kennedy School, completed the Executive Leaders Program at the U.S. Naval Postgraduate School, and attended Harvard's National Preparedness Leadership Initiative. In 2007, Schabel was recognized as Indiana's first "Fire Chief of the Year" by the Indiana Fire Chiefs Association. Upon his retirement in the spring of 2024, Indiana Governor Eric Holcomb awarded Timm the Sagamore of the Wabash, the state's highest honor for distinguished Hoosiers.

JEFFREY R. ROEMER – PUBLIC SAFETY MANAGER

Jeff has over 40 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Division for McMahon. Jeff is a certified public manager and has been providing full-time public safety management consulting for the last 25 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

ROBERT C. WHITAKER – SENIOR PUBLIC SAFETY SPECIALIST

Robert has over 30 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire and emergency services department in Wisconsin. Before his position as Chief, he worked as a Deputy Chief of Administration, Battalion Chief and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

KEVIN I. BIERCE – SENIOR PUBLIC SAFETY SPECIALIST

Kevin will assist the Project Team with review of project specific information and processes as well as advise on findings and recommendations. Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions including Assistant Chief, Division Chief of Prevention, Captain, and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

McMAHON TEAM

GERALD W. KUDEK – PUBLIC SAFETY SPECIALIST II

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief. His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

LORI GOSZ – SENIOR PUBLIC MANAGEMENT SPECIALIST

Lori is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

REFERENCES

CITIES OF WEST ALLIS AND WAUWATOSA

Shared Fire/EMS Service Review
James Archambo, City Administrator
7725 W. North Avenue
Wauwatosa, WI 53213
414-479-8915

SHEBOYGAN COUNTY

County Wide Fire-EMS Analysis
Steve Steinhart, Dir. Of Emerg. Management
508 New York Avenue
Sheboygan, WI 53081
920-459-3360

VILLAGES OF MOUNT PLEASANT, STURTEVANT, AND CALEDONIA

Shared Fire/EMS Service Models
8811 Campus Drive
Mount Pleasant, WI 53406
(262) 664-7818

VILLAGE OF MUKWONAGO

Fire Organizational Analysis
440 River Crest Ct
Mukwonago, WI 53149
(262) 363-6420

CITY OF GREEN BAY

Interim Fire Chief Services
501 S. Washington St. Street
Green Bay, WI 54301
(920) 448-3279

CITY OF DEPERE

Fire Department Organizational &
Consolidation Feasibility Analysis and Interim
Fire Chief Services
335 S. Broadway
De Pere, WI 54115
(920) 339-4044

CITY OF LAKE ELMO

Fire Organizational Analysis
Kristina Handt, City Administrator
khandt@lakeelmo.org
3880 Laverne Avenue, Suite 100
Lake, Elmo, MN 55042
(651) 747-3905

CITY OF WAYZATA

Fire Organizational Analysis
Kevin Klapprich, Fire Chief
600 Rice Street East
Wayzata, MN 55391
(952) 404-5338

VILLAGE OF GERMANTOWN

Fire Management Counsel Services
Steven Kreklow, Village Administrator
skreklow@germantownwi.gov
N112W1701 Mequon Road
Germantown, WI 53022
(262) 250-4775

DOOR COUNTY

Interim Emergency Services Director
Ken Pabich, County Administrator
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2552

MILWAUKEE REGIONAL MEDICAL CENTER

Public Safety Consultant
Robert Simi, Executive Director
rsimi@mrmcfl.org
8700 W. Watertown Plank Road #5
Milwaukee, WI 53226-3595
(414) 778-4570