

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
TOWN BOARD MEETING
Wednesday, June 18, 2025 6:00 p.m.
15 N. Oakwood Road, Oshkosh, WI 54904

AGENDA

The Board may discuss and act on the following:

- 1. Call to Order.**
 - A. Pledge of Allegiance.**
 - B. Roll Call.**
- 2. Town agenda was posted at the following locations:** Town of Algoma Municipal Building and town website at www.townofalgoma.org on June 16, 2025.
- 3. Review and approve the minutes of the following meeting:**
 - A. Monthly Town Board Meeting dated May 21, 2025.**
- 4. Review and approve June 2025 disbursements.**
- 5. Audit Presentation by Elizabeth McMasters of CliftonLarsonAllen LLP.**
- 6. Public Forum (All speakers must sign up before the meeting and the Town's policy is available on the back table).**
- 7. Economic Development Update.**
- 8. Committee Reports.**
 - A. Fire Department.**
 - B. Planning Commission.**
 - C. Parks Committee.**
- 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. EMS Services Update**

10. Clerk/Treasurer Report.

- A. Open Book and Board of Review.
- B. Recycling Grant-WDNR.
- C. Local Government Investment Pool (LGIP) Breakout.

11. Public Works Director Report.

- A. Road Maintenance Update
- B. 2025 Asphalt Resurfacing
- C. Parks Update
- D. Training
- E. Stormwater Update
- F. New Equipment Purchase

12. Monthly Financial Statements and Financial Report.

13. Business.

- A. Discussion and possible action: Certified Survey Map by petitioner Bob Reider, Carow Land Surveying and Environmental, on behalf of Susan Molski to combine parcels 002-012415 and 002-012504 into one parcel.
- B. Discussion and possible action: Administrative Processing Fee for Snow Removal on Private Roads.
- C. Discussion and possible action: Town Road Setback Waiver Authorization for Tommy's Carwash.
- D. Discussion and possible action: Town Hall boiler replacement.
- E. Discussion and possible action: Petition of Winnebago County for the proposed code text amendment changes affecting the Winnebago County Shoreland Zoning Code, Chapter 27, of the Winnebago County General Code.
- F. Discussion and possible action re: Class "A" and "Class A" Intoxicating Liquor License for the period of July 1, 2025, through June 30, 2026, for Service Oil Co., Inc d/b/a Serv U Beverage Mart.
- G. Discussion and possible action re: Cigarette and Tobacco Products Retail License for the period of July 1, 2025, through June 30, 2026, for Service Oil Co., Inc d/b/a Serv U Beverage Mart.
- H. Discussion and possible action re: Class "B" and "Class B" Intoxicating Liquor License for the period of July 1, 2025, through June 30, 2026, for Dande Acres LLC d/b/a Poplar Creek.
- I. Discussion and possible action re: Operator License for the period of July 1, 2025 through June 30, 2026 for Andy Reichenberger (Poplar Creek), Rachel Kmecheck (Poplar Creek), Grant Stephenson (Serv-U-Beverage), Brittney Robbins (Serv-U-Beverage), Debra Pease (Serv-U-Beverage), Lily Miller (Serv-U-Beverage), Meghan Coburn (Serv-U-Beverage), Kahler Juday (Serv-U-Beverage), Lorie Knaus (Serv-U-Beverage), Melissa Nowicki (Serv-U-Beverage), Rebecca Seward (Serv-U-Beverage), Marian Hemminghaus (Serv-U-Beverage), Nicholas Adams-Richardson (Serv-U-Beverage), Daniel Korn-Pierson (Poplar Creek), Kerry Wolfe (Poplar Creek), Hannah Dobish (Serv-U-Beverage), Shaune Hummler (Poplar Creek), Jennifer Wunrow (Serv-U-Beverage), and Christine Shaffer (Serv-U-Beverage).
- J. **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 Leonard Point Road stormwater pond.

- K. Vote to reconvene in open session** for discussion and take action on all matters discussed in the above listed closed session.

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.

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
May 21, 2025**

The public hearing for discontinuance of a public way started at 6:00 pm. The purpose of the hearing is to discontinue a parcel of land being part of the SE ¼ of the NE ¼ of Section 16, T18N, R16E, Abraham Lane.

There was no discussion, so the hearing ended. Chairman Rasmussen called the regular town board meeting to order at 6:01 pm.

The following were present: Supervisors Petey Clark and Teresa Van Aacken.

Supervisors Michael Brooks and Dan Martin are absent, excused.

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

The agenda was posted on May 16, 2025.

On a motion by Supervisors Clark/Van Aacken passed on a voice vote, the Board approved the minutes of the Monthly Town Board Meeting dated April 16, 2025.

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

Jeff Somers at 1556 Milton Cir, looking for clarification on whether the berm is being cut down or not in the quarry development.

Mark Thompson at 3375 Sheppard Dr, is here about the quarry development. He does not agree with the 12 driveways onto Leonard Point Road. He hasn't heard anything about drainage. There was supposed to be a trail going through there and he hadn't heard any discussion about that. It shouldn't be a private road. He is also concerned with fire protection for the lots furthest in the development and wants to know what the fill is on lot 27.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC) reported that unemployment for Winnebago County went up slightly to 3.1%. Wisconsin is at 3.2% and the country is at 4.2% for unemployment. The State budget is going up for debate next month. GOEDC is hoping the housing initiatives go through. The new UW Oshkosh chancellor is starting soon.

Fire Chief Kevin Sawicki reported on the equipment they have ordered with the money from the EMS FAP grant. Rescue 21 and tender 21 need refurbishment and are getting quotes for those. Down on calls for the month which gave them a breather. Even though the weather wasn't the greatest, they had a decent turnout for the open house on May 17.

The Planning Commission met on May 14 to discuss a CSM and a preliminary plat. Both are under new business.

The Parks Committee did not meet.

Chairman Rasmussen spoke briefly about electric scooters flying around Jones Park. Has been hearing about accidents with these and other smaller electric vehicles. Winnebago County Sheriff is also concerned with these, but there is no legislation right now. May come up in a future meeting.

Administrator Mahoney didn't have an update for the budget other than there will be a budget calendar presented at the June meeting. There are no updates for the Leonard Point Road Storm Detention Pond or the Leonard Point Road & STH 21 Roundabout. There will be another public information meeting for the Leonard Point Road reconstruction project on June 18 at 4:00pm. A letter will be sent to residents in the project area. The Oshkosh Area School District is moving forward with expanding Oakwood Elementary School. With this, they will conduct a traffic impact analysis. We know that the intersection of Oakwood Rd and Omro Rd is a concern and that will be included in the study. Tommy's Carwash has stopped work due to an issue with county permits and zoning, and they are working with the county for a resolution. There was a kickoff meeting on April 15 for the Comprehensive Outdoor Recreation Plan (CORP). There is a survey up for residents to participate in. It is on our website and there are QR codes at Jones Park. There was a kickoff meeting on May 1 for the municipal complex needs analysis. Cedar Corp representatives and Town Hall staff toured the town hall and the fire department. Administrator Mahoney, Director of Public Works Loduha, and Clerk/Treasurer Reinbold were able to tour Village of Greenville for ideas as they just recently remodeled their town hall. There were public hearings in Madison on April 23 for the EMS legislation, and it was generally well received but there will be some changes, but it will likely be included in the proposed budget. Recently met with the City of Oshkosh about contract renewal for EMS services with the new city manager.

Clerk/Treasurer Reinbold reported that open book will be May 22, 2025, from 9am-11am over the phone with Action Appraisers. The Board of Review will be on June 5, 2025, 5:30pm-7:30pm. Letters have gone out to license holders to renew. Those will be presented at the June meeting. Clerk week was May 4-10. Governor Tony Evers signed a proclamation and there is a letter of support from some non-partisan and non-profit organizations. Recently completed some professional development. Passed an accounting class through UW-Green Bay and attended a district meeting with the Wisconsin Municipal Clerks Association.

Director of Public Works Loduha reported that he is in the process of getting quotes for some road maintenance. The bid came in for mill and pave for some roads and is under new business. The wind screen is up for the pickle ball courts. Irvine, Jones, Jones Park, and Nelson ponds all had muskrats removed from them. He recently attended the Northeast Wisconsin Stormwater Consortium's Erosion Control Workshop and saw real life examples of areas that are taken care of and not. Also attended the Wisconsin Asphalt Pavement Association Asphalt Pavement Seminar. The Town Hall boiler was shut down due to a leak, is no longer functional. Working on getting quotes for a replacement. On May 15, attended the preconstruction meeting for WIS 91 in Winnebago County. About 14.6 miles of WIS 91 will be closed from May 27, 2025, to October 2025. The public works truck now has the logo on it, a locking toll box, and some tools.

The monthly financial statements were presented.

Administrator Mahoney noted that the board reviewed a draft resolution in February, and we had the public hearing before this meeting. One change made from that draft resolution is the removal of the line stating the Town never maintained that road because it had maintained the road in the past. On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board approved Resolution 2025-02 to Discontinue a Portion of Abraham Lane in the Town of Algoma.

The certified survey map (CSM) is increasing the size of one lot by reducing the size of another so there is more room for someone to build on. The same person owns both lots. The size of the lot is like other lots in the area and meets dimensional standards. It is recommended for approval. On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the certified survey map by petitioner Darryl Lehman, Martenson & Eisele, on behalf of Thomas Marquardt to revise the size of two parcels, 0021019 and 0021020.

Dan Springhetti, Don Springhetti, and Davel Engineering were present to answer questions on the preliminary plat. Dan Springhetti gave an overview of the project. The project has 3 phases. Phase 1 will be 12 lots of luxury homes along Leonard Point Rd, phase 2 will be 14 lots of luxury homes, and phase 3 will be the townhouses. The town houses will range from \$750,000 to \$1 million. The timeline is about 3-5 years to complete construction. Supervisor Van Aacken brought up the concern of 12 driveways being added to Leonard Point Rd and the drainage/stormwater concern. Dan Springhetti they are working with the town on the drainage/stormwater and will have it go into the quarry. Supervisor Van Aacken asked about the trails that were supposed to go through there. Chairman Rasmussen commented that there are designated trail paths all over town, but the trails were never built, and things change. The fire protection concern was brought up and Dan Springhetti commented that he is working with the Town of Algoma Fire Chief and that the Fire Chief is okay with getting into the development and being able to turn around with the fire trucks. Supervisor Clark noted that she was concerned about the 12 driveways on Leonard Point Rd, but after reading all the information and what they are doing, she no longer has that concern. Dan Springhetti mentioned they should not have to do any blasting. Chairman Rasmussen was also concerned at first with the 12 driveways but is feeling better about it now. Dan Springhetti said the berm along the south is staying put as there was a concern of it being cut down. Davel Engineering explained that there is a part of that berm being cut down due to it being in the roadway but most of it will be retained. Administrator Mahoney stated that the recommendation is to approve with conditions that she then read through. Supervisor Van Aacken asked if the board was even in a position to approve with all the conditions that need to be met. Administrator Mahoney explained that some conditions have already been taken care of and some are standard conditions that are included with all preliminary plats. She is comfortable with this list of conditions and there will be a final plat to approve later where those conditions are met. On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board approved the proposed preliminary plat for Springhetti Lake to the Town Board subject to the following conditions being met:

1. Correct lot number 90 to 20.
2. Add cul-de-sac radius measurement.
3. Add note to the preliminary plat to identify who will own and maintain outlot 1 (OL 1) and the private road (Prosperity Way) right of way.
4. Identify construction Phases on the preliminary plat including showing the future plan for Lot 27. The future plan for Lot 27 must meet all design and safety requirements.
5. Show regulated wetlands on the preliminary plat and plan set per the Wetland

Delineation Report.

6. Show the location and detail of the water access point for emergency personnel. If located deep within the private development the town may require ingress/egress.
7. A drainage easement shall be established along the existing stream channel along the west property line from the relocated stream channel north to where the existing stream waterfalls into the quarry/lake that maintains the drainage pattern from the town right of way and Scarlet Oak plat from the west.
8. To ensure the navigable stream channel is maintained in perpetuity, a 150' wide drainage easement from the west property line to the lake is required and a 70' wide drainage easement from the lake to Leonard Point Road is required. Owners of Lots 1-27 shall be responsible for future maintenance of lands within permanent drainage easements. If not maintained, Town and/or County shall have authority to maintain and assess costs back to owners of Lots 1-27.
9. Provide 100-year dry land access at the stream realignment portion in order to protect and maintain access to the north end of the cul-de-sac. That culvert shall be rated to support large trucks (fire, garbage, construction etc).
10. Confirmation that utilities can service these parcels, to include approval of annexation of parcels 002-0020, 002-0027, and 002-002701 into Algoma Sanitary District #1.
11. Execution of a developer's agreement between the Developer and the Town.
12. Review and approval of an erosion control/grading/stormwater management plan for the proposed subdivision by Winnebago County.
13. Review and approval by Winnebago County Planning and Zoning.
14. Review and approval by the Wisconsin Department of Natural Resources.
15. Review and approval by the State of Wisconsin Department of Administration, or its successor department.
16. Review and approval by the Army Corp of Engineers.
17. If required by Winnebago County & Zoning, approval of a Planned Development District.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the bid for 2025 Asphalt Resurfacing Project to Northeast Asphalt, Inc in the amount of \$132,144.70.

Administrator Mahoney explained there was an increase because some buckthorns needed to be removed and a dead tree. On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board approved the change order 02 for an increase in the amount of \$1,750.00.

Administrator Mahoney explained that there is still retainage for the project. Some punch list items have been completed, but there are some items that need to be completed and may not be done until late this year. On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved pay request 3 payable to Northeast Asphalt in the amount of \$14,544.63.

On a motion by Supervisors Clark/Van Aacken, the Town Board adjourned at 7:16 p.m.

Respectfully submitted,
Katherine Reinbold

6/16/2025

9:24 AM

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BANK FIRST CHECKING

Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
WRS JUNE 2025	6/05/2025	WI Retirement System	
		Manual Check	
100-00-21520-000-000		RETIREMENT PAYABLE	4,055.36
	JUNE 2025		
		Total	4,055.36
30191	6/01/2025	Bill Van Aacken	
		Planning Commission Meeting 5/14/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 5/14/25	
		Total	50.00
30192	6/01/2025	Confidential Records	
		Customer# BPTOA001	
100-00-51400-390-000		GEN GOVT MISC EXP	222.75
		Customer# BPTOA001 0008983	
		Total	222.75
30193	6/01/2025	Conway Shield	
		Customer No. 000338714	
100-00-52200-810-000		FD EQUIPMENT	114.50
		Order No. 0421214 0537155	
		Total	114.50
30194	6/01/2025	Dane Construction	
		3905 Braeburn St, 002-0023484	
100-00-23101-000-000		OCCUPANCY FEE DEPOSITS	500.00
		3905 Braeburn St 002-0023484	
		Total	500.00
30195	6/01/2025	Daniel Martin	
		Planning Commission Meeting 5/14/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	75.00
		Planning Commission Meeting 5/14/25	
		Total	75.00
30196	6/01/2025	Delta Dental	
		Master# 44105	
100-00-21522-000-000		HEALTH INS PAYABLE	55.69
		Master# 44105 2351704	

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			55.69
30197	6/01/2025	DetailX Cleaning LLC	
Town Hall			
100-00-51600-225-000		TOWN HALL JANITORIAL	575.63
Town Hall			
INV-86			
Total			575.63
30198	6/01/2025	Diggers Hotline, Inc.	
Locating Utilities			
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	11.24
Locating Utilities			
250 4 44651			
Total			11.24
30199	6/01/2025	Fox Valley Technical College	
Sponsor ID: SP4391			
100-00-52200-331-000		FD TRAINING	80.00
Sponsor ID: SP4391			
CI015358			
Total			80.00
30200	6/01/2025	Gannett Wisconsin LocaliQ	
Order# 11241188			
100-00-53102-000-000		HWY & ST. CONST LOCAL RDS	132.68
Notice for Bid			
0007051051			
Total			132.68
30201	6/01/2025	Kyle Kehoe	
Planning Commission Meeting 5/14/25			
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
Planning Commission Meeting			
5/14/25			
Total			50.00
30202	6/01/2025	MacQueen Emergency	
Acct# ALGOMO06			
100-00-52310-701-000		EMS FAP	223.36
Account# ALGOMO 06			
P48162			
Total			223.36
30203	6/01/2025	McMahon Associates, Inc.	
Professional Services 3/2/25 - 3/29/25			

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Accounting Checks

Posted From: 6/01/2025 From Account:
Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-52400-213-000		BUILDING INSPECTOR CONTRACT	6,882.21
		Inspection Services 00400938	
		Total	6,882.21
30204	6/01/2025	McMahon Associates, Inc.	
		Professionsl Services	
100-00-53440-450-000		STORM WATER PLANNING	170.00
		MS4 Annual Report 00938994	
100-00-53102-000-000		HWY & ST. CONST LOCAL RDS	6,312.95
		2025 Asphalt Resurfacing Program 00938993	
100-00-57301-000-000		BELLHAVEN LANE POND	602.11
		Bellhaven Pond, Construction Admin 00938989	
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	884.00
		2024 Site Plan Reviews, Springhetti 00938990	
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	51.00
		2025 Site Plan Reviews, OSMS 00938991	
100-00-56400-452-000		LAND USE/ZONING SURVEYING &FYG	1,127.69
		2025 Staking & Grad Checks 00938992	
100-00-56400-452-000		LAND USE/ZONING SURVEYING &FYG	425.00
		Lakevista Estates, Lot Grade Checks 00938988	
		Total	9,572.75
30205	6/01/2025	Menard's	
		Jones Park	
100-00-55200-363-000		PARKS MAINTENANCE EXP	61.93
		Acct# 30250273 92401	
		Total	61.93
30206	6/01/2025	Mike Skoglund	
		Planning Commission Meeting 5/14/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 5/14/25	
		Total	50.00
30207	6/01/2025	Northeast Asphalt, Inc.	
		Certificate for Payment #3	
100-00-57301-000-000		BELLHAVEN LANE POND	14,544.63
		Bellhaven Ln Iron Enhanced Sand Filter McM# A0018-09-22-00615	
		Total	14,544.63

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30208	6/01/2025	Oshkosh Fire & Police Equipment, Inc	
		Fire Extinguisher Inspections	
100-00-52200-362-000		FD SERVICE/REPAIR EQUIP	267.00
		Fire Extinguisher Inspections 197149	
		Total	267.00
30209	6/01/2025	Ray's Sanitation	
		4/19/25 - 5/16/25	
100-00-55200-363-000		PARKS MAINTENANCE EXP	350.00
		4/19/25 - 5/16/25 28965	
		Total	350.00
30210	6/01/2025	Rural Mutual Insurance Company	
		BOPG049705	
100-00-51600-510-000		TOWN HALL PROP/LIAB INSURANCE	46.00
		Businessown 549040220	
		Total	46.00
30211	6/01/2025	Scott Fischer	
		Planning Commission Meeting 5/14/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 5/14/25	
		Total	50.00
30212	6/01/2025	Sherri Maruska	
		Planning Commission Meeting 5/14/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 5/14/25	
		Total	50.00
30213	6/01/2025	Stonecrest Custom Homes	
		Refund for 3488 Miller Dr	
100-00-23100-000-000		FINAL YARD GRADE DEPOSITS	2,000.00
		Refund for 3488 Miller Dr 002-0212-08	
100-00-56400-452-000		LAND USE/ZONING SURVEYING &FYG	1,581.00
		Refund for 3488 Miller Dr 002-0212-08	
		Total	3,581.00
30214	6/01/2025	Suburban Wildlife Solutions LLC	
		Work Done on Ponds	

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53440-451-000		STORM WATER MANAGEMENT	3,424.00
		Work Done on Ponds 7309	
		Total	3,424.00

30215	6/01/2025	The Ground's Guys	
		Professional Services	
100-00-55200-363-000		PARKS MAINTENANCE EXP	163.50
		Irvine Pond 5/8/25 301076	
100-00-55200-363-000		PARKS MAINTENANCE EXP	124.50
		Irvine Pond 5/15/25 301237	
100-00-55200-363-000		PARKS MAINTENANCE EXP	541.50
		Jones Park 5/14/25 301202	
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	5,085.75
		Yard Waste Pick Up 5/5/25 301293	
100-00-55200-363-000		PARKS MAINTENANCE EXP	111.00
		Irvine Pond Lawn 301314	
100-00-55200-363-000		PARKS MAINTENANCE EXP	496.13
		Jones Park Lawn 301352	
100-00-55200-363-000		PARKS MAINTENANCE EXP	67.50
		Ran Lie Empty Lot 301424	
100-00-55200-363-000		PARKS MAINTENANCE EXP	67.50
		Ran Lie Lawn 301419	
100-00-55200-363-000		PARKS MAINTENANCE EXP	67.50
		Nelson Pond Mowing 301416	
100-00-55200-363-000		PARKS MAINTENANCE EXP	157.50
		Irvine Pond Lawn 301407	
100-00-55200-363-000		PARKS MAINTENANCE EXP	541.50
		Jones Park Lawn 301406	
		Total	7,423.88

30216	6/01/2025	Valley Pest Control	
		Acct# 101435	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	62.00
		Acct# 101435 1416054	
		Total	62.00

30217 6/01/2025 Verizon Wireless
 Acct# 442272766-00001

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Posted From: 6/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
100-00-52200-362-000		FD SERVICE/REPAIR EQUIP	80.02
Acct# 442272766-00001		6112808667	
		Total	80.02
30218	6/01/2025	WI DNR	
Algoma Town MS4			
100-00-53440-450-000		STORM WATER PLANNING	1,000.00
Algoma Town MS4		471174660-2025-1	
		Total	1,000.00
30219	6/01/2025	WI Public Service	
Acct# 0402706920-00006			
100-00-52200-220-000		FD UTILITIES	233.55
Lights		5487482720	
100-00-51600-220-000		TOWN HALL UTILITIES	274.49
Lights		5487482720	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	29.84
Lights		5487482720	
		Total	537.88
30220	6/01/2025	WI Public Service	
Acct# 0402706920-00021			
100-00-55200-363-000		PARKS MAINTENANCE EXP	51.98
Acct# 0402706920-00021		5482111668	
		Total	51.98
30221	6/01/2025	Williams Technology Group LLC	
Consulting			
100-00-51400-342-000		GEN GOVT COMPUTER & WEBSITE MA	1,281.25
Consulting		5009	
100-00-52200-224-000		FD COMPUTER & WEBSITE	62.50
Consulting		5009	
		Total	1,343.75
30222	6/16/2025	Action Appraisers	
2025 Maintenance Assessment Services			
100-00-51530-212-000		ASSMT OF PROP ASSESSOR CONTRAC	2,458.00
2025 Maintenance Assessment Services		3632	
		Total	2,458.00

6/16/2025

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ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30223	6/16/2025	Algoma Storage	
Unit N7			
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	110.00
Storage Unite for Totes		N7	
		Total	110.00
30224	6/16/2025	Amazon Capital Services	
Acct# A1X2BPJMB9F8ZO			
100-00-51600-225-000		TOWN HALL JANITORIAL	139.67
Town Hall		1YYK-7Y3Q-M7PR	
100-00-51410-380-000		ADMINISTRATOR DEPT EXPENSES	221.32
Town Hall		1YYK-7Y3Q-M7PR	
100-00-55200-363-000		PARKS MAINTENANCE EXP	147.94
Public Works		1RJH-TVKW-R3RH	
		Total	508.93
30225	6/16/2025	Anthem Blue Cross & Blue Shield	
July 2025 Billing Period			
100-00-21522-000-000		HEALTH INS PAYABLE	3,311.49
July 2025 Billing Period		0202506304178	
		Total	3,311.49
30226	6/16/2025	Bank First	
Account# 5720			
100-00-51400-342-000		GEN GOVT COMPUTER & WEBSITE MA	133.89
Town Hall		5720	
100-00-53100-380-000		PUBLIC WORKS DEPT EXPENSES	73.50
Public Works		5720	
100-00-51410-380-000		ADMINISTRATOR DEPT EXPENSES	43.41
Town Hall		5720	
100-00-52200-223-000		FD PHONE	53.82
Fire Department		5720	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	167.70
Town Hall		5720	
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	52.43
Town Hall		5720	
100-00-51600-223-000		TOWN HALL PHONE	234.74
Town Hall		5720	
		Total	759.49

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Accounting Checks

Posted From: 6/01/2025 From Account:
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Check Nbr	Check Date	Payee	Amount
30227	6/16/2025	Bank First	
Fire Department			
100-00-52200-223-000		FD PHONE	5.10
		Active 911	9806
100-00-52200-341-000		FD SUPPLIES	121.14
		Fire Department	0557
100-00-52200-224-000		FD COMPUTER & WEBSITE	73.49
		Fire Department	0557
Total			199.73
30228	6/16/2025	Brandl, Deana	
6/1/25 Graduation Party			
100-00-23103-000-000		HALL RENTAL DEPOSITS	100.00
		Graduation Party	6/1/25
Total			100.00
30229	6/16/2025	Cedar Corporation	
Professional Services			
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	1,500.00
		Municipal Complex Needs Analysis	124262
Total			1,500.00
30230	6/16/2025	Charter Communications	
Acct# 171715701			
100-00-51600-220-000		TOWN HALL UTILITIES	147.45
		Town Hall	171715701060125
Total			147.45
30231	6/16/2025	City of Oshkosh	
2025 Absentee Voting Publication			
100-00-51440-380-000		ELECTIONS DEPT EXPENSES	24.02
		2025 Absentee Voting Publication	69998
Total			24.02
30232	6/16/2025	Clark, Patricia	
Board of Review			
100-00-51530-380-000		BOARD OF REVIEW DEPT EXPENSES	50.00
		Board of Review	6/5/25
Total			50.00

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30233	6/16/2025	Complete Yard Maintenance, LLC Town Hall, Kewaunnee Park, Fire Dept.	
100-00-51600-221-000		TOWN HALL GRASS/SNOW	560.00
		Town Hall	27857
100-00-55200-363-000		PARKS MAINTENANCE EXP	520.00
		Kewaunnee Park	27857
100-00-52200-221-000		FD GRASS/SNOW	340.00
		Fire Department	27857
Total			1,420.00
30234	6/16/2025	Culligan Water Conditioning Acct# 812578	
100-00-51600-380-000		TOWN HALL DEPT EXPENSES	16.50
		Town Hall Water	212717
Total			16.50
30235	6/16/2025	Dahlke, Renee 6/7/25 Graduation Party	
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		Graduation Party	6/7/25
Total			200.00
30236	6/16/2025	Diggers Hotline, Inc. Locating Utilities	
100-00-56400-453-000		LAND USE/ZONING ENGINEERING	73.50
		Locating Utilities	250 5 44651
Total			73.50
30237	6/16/2025	Fischer, Scott Planning Commission Meeting 6/11/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting	6/11/25
Total			50.00
30238	6/16/2025	Fox Valley Technical College SP4391	
100-00-52200-331-000		FD TRAINING	160.00
		Fire Department	SP4391
Total			160.00

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30239	6/16/2025	Gannett Wisconsin LocaliQ	
Acct# 1012782			
100-00-51400-320-000		GEN GOVT PUBLISHING & PRINTING	58.68
		Oshkosh Northwestern Add 0007104056	
		Total	58.68
30240	6/16/2025	Gonzalez, Aubrey	
5/18/25 Birthday Party			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		Birthday Party 5/18/25	
		Total	200.00
30241	6/16/2025	Gunderson Uniform and Linen	
Floor Mats			
100-00-51600-225-000		TOWN HALL JANITORIAL	102.54
		Floor Mats 1609806	
		Total	102.54
30242	6/16/2025	Harter's Fox Valley Disposal	
Customer# 01-612282			
100-00-23104-000-000		HARTER'S GARB/RECYCLE CARTS	805.00
		Replacement Carts 1268900	
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	29,171.25
		Trash Service 1268900	
100-00-53635-000-000		RECYCLING	17,502.75
		Recycle Service 1268900	
		Total	47,479.00
30243	6/16/2025	Heiman, Mindy	
6/8/25 Graduation Party			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		Graduation Party 6-8-25	
		Total	200.00
30244	6/16/2025	Ideus, Jason	
Fertilize Jones Park			
100-00-55200-363-000		PARKS MAINTENANCE EXP	394.00
		Jones Park 2025-Spring	
		Total	394.00

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30245	6/16/2025	JK Sharpening	
Fire Department			
100-00-52200-362-000		FD SERVICE/REPAIR EQUIP	21.00
		Fire Department 1824	
Total			21.00
30246	6/16/2025	Kitz & Pfeil	
Customer# 812250			
100-00-55200-390-000		PARKS MISC EXP	520.98
		Public Works 174947/6	
Total			520.98
30247	6/16/2025	Knapp, Aaron	
Board of Review			
100-00-51530-380-000		BOARD OF REVIEW DEPT EXPENSES	50.00
		Board of Review 6/5/25	
Total			50.00
30248	6/16/2025	Kohn Law Firm S.C.	
24SC00236			
100-00-21524-000-000		GARNISHMENT PAYABLE	444.25
		June 2025	
Total			444.25
30249	6/16/2025	Kollmann, Linda	
Planning Commission Meeting 6/11/25			
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 6/11/25	
Total			50.00
30250	6/16/2025	Martin, Daniel	
Planning Commission Meeting 6/11/25			
100-00-56300-110-000		PLANNING COMMISSION WAGES	75.00
		Planning Commission Meeting 6/11/25	
Total			75.00
30251	6/16/2025	Maruska, Sherri	
Planning Commission Meeting 6/11/25			
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 6/11/25	

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ACCT

BANK FIRST CHECKING

Accounting Checks

Posted From: 6/01/2025 From Account:
Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			50.00
30252	6/16/2025	McMahon Associates, Inc.	
Professionals Services			
100-00-53440-451-000		STORM WATER MANAGEMENT	332.85
		2025 O&M Services 4 Stormwater Ponds	00939245
100-00-53440-451-000		STORM WATER MANAGEMENT	800.00
		Jones Park Pond	00939244
100-00-57100-000-000		LRP ENGINEERING & CONSTRUCT	30,833.50
		Leonard Pt Rd Reconstruction Design Serv	00801860
Total			31,966.35
30253	6/16/2025	McMahon Associates, Inc.	
Professional Services			
100-00-52400-213-000		BUILDING INSPECTOR CONTRACT	4,344.22
		3/31 - 5/3 Inspection Services	00400960
Total			4,344.22
30254	6/16/2025	Menard's	
Acct# 30250273			
100-00-53100-380-000		PUBLIC WORKS DEPT EXPENSES	45.96
		Public Works	92898
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	45.96
		Public Works	92898
100-00-55200-363-000		PARKS MAINTENANCE EXP	87.84
		Flowers for Jones Park	93086
100-00-55200-363-000		PARKS MAINTENANCE EXP	26.93
		Jones Park	92861
100-00-52200-341-000		FD SUPPLIES	75.84
		Fire Department Supplies	92969
100-00-52200-341-000		FD SUPPLIES	121.54
		Fire Department	92686
100-00-52200-341-000		FD SUPPLIES	11.78
		Fire Department	92712
Total			415.85
30255	6/16/2025	Miller Clock Services, Inc.	
3 Name Plates			
100-00-52200-380-000		FD DEPT EXPENSES	31.50
		Fire Department	11594

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Accounting Checks

Posted From: 6/01/2025

From Account:

Thru: 6/30/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
Total			31.50
30256	6/16/2025	Oshkosh Fire & Police Equipment, Inc	
Town of Algoma Fire Dept			
100-00-52310-810-000		FIRST RESPONDER EQUIPMENT	30.00
		Fire Department Supplies 197160	
100-00-52200-810-000		FD EQUIPMENT	90.00
		Fire Dept Equipment 197196	
Total			120.00
30257	6/16/2025	Pflanzer, Steven	
5/31/25 Birthday Party			
100-00-23103-000-000		HALL RENTAL DEPOSITS	200.00
		Birthday Party 5/31/25	
Total			200.00
30258	6/16/2025	Plan It Software LLC	
7/1/25 - 6/30/26 Subscription			
100-00-51410-380-000		ADMINISTRATOR DEPT EXPENSES	1,000.00
		7/1/25 - 6/30/26 Subscription PLAN-2115	
Total			1,000.00
30259	6/16/2025	Reschenberg, Gary	
Board of Review			
100-00-51530-380-000		BOARD OF REVIEW DEPT EXPENSES	50.00
		Board of Review 6/5/25	
Total			50.00
30260	6/16/2025	Rhyme Business Products	
Town Hall Copy Machine			
100-00-51400-315-000		GEN GOVT OFFICE EQUIPMENT	485.58
		Town Hall Copy Machine 39375677	
Total			485.58
30261	6/16/2025	Securian Financial Group, Inc.	
Policy# 002832L			
100-00-21523-000-000		LIFE INSURANCE PAYABLE	115.88
		July Billing Unit# 539385	
Total			115.88

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Accounting Checks

Posted From: 6/01/2025 From Account:
 Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
30262	6/16/2025	Skoglund, Mike	
		Planning Commission Meeting 6/11/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 6/11/25	
		Total	50.00
30263	6/16/2025	Steiro Appraisal Services Inc.	
		Land Appraisal	
100-00-57302-000-000		LEONARD POINT DETENTION POND	3,500.00
		3695 Leonard Point Rd-Donner Property 3308	
		Total	3,500.00
30264	6/16/2025	The Ground's Guys	
		Yard Waste Pick Up	
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	4,727.22
		Yard Waste Pick Up INV-301620	
100-00-55200-363-000		PARKS MAINTENANCE EXP	90.00
		Ran Lie Lot INV-301754	
100-00-55200-363-000		PARKS MAINTENANCE EXP	181.50
		Irvine Pond Lawn INV-301732	
100-00-55200-363-000		PARKS MAINTENANCE EXP	529.50
		Jones Park INV-301802	
100-00-55200-363-000		PARKS MAINTENANCE EXP	574.50
		Jones Park INV-301655	
		Total	6,102.72
30265	6/16/2025	Town Counsel Law & Litigation, LLC	
		Professionals Services	
100-00-51300-210-000		ATTORNEY LEGAL CONTRACT	260.00
		Professional Services 2595	
		Total	260.00
30266	6/16/2025	Van Aacken, Bill	
		Planning Commission Meeting 6/11/25	
100-00-56300-110-000		PLANNING COMMISSION WAGES	50.00
		Planning Commission Meeting 6/11/25	
		Total	50.00
30267	6/16/2025	WI Public Service	
		Town Street Lights	

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Accounting Checks

Posted From: 6/01/2025

From Account:

Thru: 6/30/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-53420-000-000		STREET LIGHTING	790.57
		Town Street Lights	5491950849
		Total	790.57
30268	6/16/2025	Winnebago County Treasurer	
		April 1, 2025 Election Ballots	
100-00-51440-380-000		ELECTIONS DEPT EXPENSES	393.90
		April 1, 2025 Election Ballots	31016
		Total	393.90
30269	6/16/2025	Winnebago County Treasurer	
		Highway Maintenance	
100-00-53101-000-000		GENERAL MAINT LOCAL RDS	75.83
		Dead Deer Removal	31052
		Total	75.83
30270	6/16/2025	Winnebago County Treasurer	
		Yard Waste	
100-00-53630-000-000		REFUSE & GARBAGE COLLECTION	1,382.05
		Yard Waste	134700
		Total	1,382.05
30271	6/16/2025	Wisconsin EMS Association	
		Town of Algoma First Responders	
100-00-52310-810-000		FIRST RESPONDER EQUIPMENT	600.00
		First Responders	NV00004748
		Total	600.00
EFTPS	6/03/2025	EFTPS	
		JUNE 2 PAYROLL	Manual Check
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	3,709.40
		SS	
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	867.54
		MC	
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	2,429.74
		Total	7,006.68
EFTPS	6/17/2025	EFTPS	
		JUNE 16 PAYROLL	Manual Check

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BANK FIRST CHECKING

Accounting Checks

Posted From: 6/01/2025 From Account:
Thru: 6/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	802.74
SS			
100-00-21511-000-000		SS/MEDICARE TAXES PAYABLE	187.78
MC			
100-00-21512-000-000		FEDERAL W/H TAXES PAYABLE	53.00
		Total	1,043.52
STATE	6/17/2025	WI Dept of Revenue	
JUNE			
		Manual Check	
100-00-21513-000-000		STATE TAX W/H TAX PAYABLE	1,274.29
		Total	1,274.29
		Grand Total	177,518.74

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BANK FIRST CHECKING

Accounting Checks

Posted From: 6/01/2025

From Account:

Thru: 6/30/2025

Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND

177,518.74

Total Expenditure from all Funds

177,518.74

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Reprint Payroll Register Totals Only
All Employees

Page: 1
PAYRL

Check Date From: 6/01/2025
Thru: 6/30/2025

From Dept:
Thru Dept:

Total Checks: 48 Pay Periods: 5/01/2025 Thru: 5/31/2025
(Male: 38 Female: 10)

Earnings:

Regular Pay	36,768.69	858.25	Hours
CELLPHONE	40.00		
MILEAGE	65.10		
RENTAL INSPECT	80.00		

	36,953.79		

Withholdings:

Federal	2,482.74
Social Security	2,256.07
Medicare	527.66
Wisconsin	1,274.29
CREDITOR GARNIS	444.25
HEALTH INS	404.06
LIFE INSURANCE	56.52
WRS	2,027.68

	9,473.27

NET PAY 27,480.52

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
SICK LEAVE	0.00	20.75
VACATION	0.00	87.25
	-----	-----
	0.00	108.00

Fringes:

HEALTH	2,963.12
LIFE	43.44

	3,006.56



Town of Algoma Fire Department

Monthly Report

May 2025

Prepared by

Kevin Sawicki – Fire Chief

Contents

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Second Drill: May 19 th , 2025	2
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Grants

State EMS FAP Grant

- FD was awarded a \$10,000 State of Wisconsin EMS Grant to update AED's and EMS equipment/gear.
- Equipment is on order.

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

- No new members.

First Drill: May 5th, 2025

- Firefighters drove fire apparatus through EVOC cone course and pumped water during a timed drill. This focused on driving skills and ability to pump water.

Second Drill: May 19th, 2025

- Emergency medical responders continued refresher training.
- Firefighters conducted monthly apparatus checks and trained with equipment.



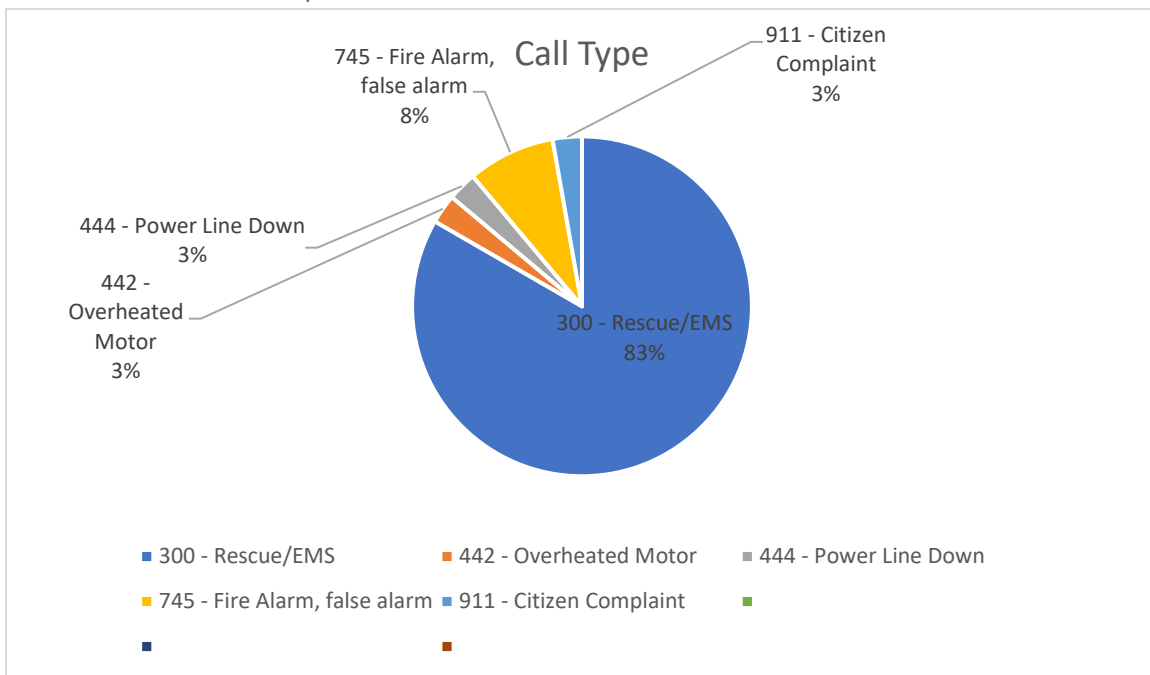
Upcoming Events

Event	Date
Training Drills	Monday, July 7 th @ 6:30pm Monday, July 21 st @ 6:30pm
Monthly Department Meeting	Wednesday, July 9 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
442 – Overheated Electrical Motor	1
444 – Power Line Down	1
745 – Fire Alarm, False Alarm	3
911 – Citizen Complaint	1
Total Calls	36



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Monthly Administrator's Report

A. Budget Update

The 2026 Budget Adoption calendar is attached.

B. Major Projects Updates

ii. Leonard Point Road Storm Detention Pond

The town has an appraisal for the property and will discuss this matter the town board in closed session.

iii. Leonard Point Road Reconstruction

The second project informational meeting was held at 4:00pm on June 18 at Town Hall (earlier today). Topics included design, laterals and right of way acquisition.

iv. Leonard Point Road & STH 21 Roundabout

No updates at the time of this memo.

C. Community Development Update

i. Tommy's Carwash Update

Construction was halted in early May by the county due to permitting and zoning issues. There is an item under new business regarding this matter.

ii. OSMS Update

The construction general contractor contacted the town on May 29 with some questions about permitting so we were able to get him in touch with Jason moving forward.

On June 4 there was a ground breaking ceremony at the site. The town was not invited or notified so we did not have a representative. I spoke with Sandy Fragale, CEO, shortly thereafter and she apologized profusely for the oversight.

D. CORP Update

The survey is available on the town website and will be up through the end of the month. A public open house visioning session will be schedule for late July/early August - TBD.

E. Municipal Complex Needs Analysis Update

Staff meet with the consultant on May 29 to discuss the initial facility analysis.

Replacement of the boiler at the existing building was discussed (under new business).

The final report is planned to be presented at the August Town Board meeting, which coincides with the initial Capital Improvement Plan discussion.

F. Legislative Update

The budget will be discussed and possibly passed this month. Attached is a calendar for the current session. I have also attached a summary of three bills that impact EMS from the League of Municipalities, which includes links to the separate bills and status of each for the senate and assembly.

G. EMS Services Update

No updates at the time of this memo.

ATTACHMENTS:

1. 2026 Budget Calendar
2. State Legislature 2025-2026 Session Schedule
3. 2025-2026 session EMS Bills summaries and links

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.

2025-2026 Session Schedule at a Glance

January 6, 2025	2025 Inauguration
January 7 to 9, 2025	Floorperiod
January 13 to 15, 2025	Floorperiod
January 21 to 23, 2025	Floorperiod
February 18 to 20, 2025	Floorperiod
March 11 to 20, 2025	Floorperiod
April 15 to 25, 2025	Floorperiod
May 8, 2025	Bills sent to Governor
May 13 to 15, 2025	Floorperiod
June 3 to 30, 2025, OR budget passage	Floorperiod
August 7, 2025	Nonbudget bills sent to Governor
August 7, 2025 (or later)	Budget bill sent to Governor
September 2 to 11, 2025	Floorperiod
October 7 to 16, 2025	Floorperiod
November 11 to 20, 2025	Floorperiod
December 4, 2025	Bills sent to Governor
January 13 to 15, 2026	Floorperiod
January 20 to 22, 2026	Floorperiod
February 10 to 19, 2026	Floorperiod
March 17 to 19, 2026	Last general-business Floorperiod
April 2, 2026	Bills sent to Governor
April 14 to 16, 2026	Limited-business Floorperiod
April 23, 2026	Bills sent to Governor
May 12 and 13, 2026	Budget Review Floorperiod
May 27, 2026	Bills sent to Governor
March 20, 2026 to January 4, 2027	Interim, committee work
January 4, 2027	2027 Inauguration



316 W. Washington Ave., Suite 600
Madison, WI 53703
Phone: 608-267-2380
Fax: 608-267-0645
Email: league@lwm-info.org
Website: lwm-info.org

2025-2026 Legislative Session

Summary of New EMS Bills

- **[Senate Bill \(SB\) 181](#) / [Assembly Bill \(AB\) 197](#): **Levy Limit Exemption for Regional (County-Sized) EMS Districts** - Sens. Marklein (R-Spring Green) and James (R-Thorp) and Reps. Kurtz (R-Wonewoc) and Gustafson (R-Fox Crossing) - In an effort to help improve EMS access and the availability of EMTs throughout the state, the authors have prepared three bills with a number of elements aimed at supporting local governments, their first responders, and Wisconsin residents. The first of three bills in this package includes the following provisions:
 - Creates a levy limit exemption for costs associated with providing regional EMS through participation in a joint emergency services district or through intergovernmental agreements (IGA) to provide EMS if the area served is at least 232 square miles or includes at least eight municipalities (including cities, villages, and towns).
 - The area served and minimum number of municipalities is based on the smallest county in Wisconsin by land size and the smallest county by number of municipalities. Recognizing that county borders may not always be the most efficient or expedient service territories, the authors drafted this provision to mimic the levy limit exemption for county-wide EMS districts while allowing municipalities to form their own county-sized EMS territory.
 - If an emergency medical service meets the minimum requirements above on shared services (district or IGA) and area served (square miles or number of municipalities) and only one entity is responsible for the coordination of EMS across the service territory, the participating municipalities are eligible to have the costs for EMS exempt from the levy limits. The annual growth in the levy limit exemption under this bill is equal to the increase of the Consumer Price Index plus 5%.
 - This compares to the existing joint fire and EMS district levy limit exemption ([§ 66.0602 \(3\) \(h\), Wis. Stats.](#)) which allows an annual increase of CPI plus 2% and requires each municipal governing body in the district to pass a resolution.
 - Additionally, the growth in the proposed levy limit exemption would be exempt from the calculation for eligibility to the Expenditure Restraint Program.**
- **[SB 182](#) / [AB 198](#): **EMS Education Access, Certification Cost Reimbursement, and Creating a PSAP Pilot** - Sens. Marklein (R-Spring Green) and James (R-Thorp) and Reps. Kurtz (R-Wonewoc), Novak (R-Dodgeville), and Summerfield (R-Bloomer) - The second of three bills in this package includes the following provisions:
 - Requires the Technical College System Board to provide grants to technical colleges that train and prepare individuals for initial certification or licensure as an emergency medical responder (EMR) or emergency medical technician (EMT). If this legislation is passed, the authors intend on funding this provision in the 2025-2027 State Budget.**

- Requires the Higher Educational Aids Board to reimburse individuals or employers for the cost of tuition and materials necessary to qualify for initial certification or licensure as an EMR or EMT. The authors intend on funding this provision in the budget.
- Creates a Live 911 Pilot Program where the Department of Military Affairs would provide grants to enable real-time video and multimedia communications between public safety answering points (PSAP) and individuals who call for emergency services. The pilot would likely be limited to a few locations around the state, with the results of the pilot program reported back to the legislature for consideration of expanding the program in future sessions. The authors intend on funding this provision in the budget.
- **[SB 183](#) / [AB 199](#): Non-Transport MA Reimbursement, EMT Scope of Practice Report, and ERP Exemption** - Sens. Marklein (R-Spring Green) and James (R-Thorp) and Reps. Kurtz (R-Wonewoc), Zimmerman (R-River Falls), and Summerfield (R-Bloomer) - The third of three bills in this package includes the following provisions:
 - Increases medical assistance (MA) (i.e., Medicaid) reimbursement for non-transport EMS calls from the maximum allowable rate under the billing code for “ambulance response and treatment, no transport” to the maximum allowable rate for the billing code “ambulance service, basic life support, emergency transport” beginning January 1, 2027.
 - Requires the Emergency Medical Services Board, in consultation with the Department of Health Services and Technical College System Board, to annually submit a report to the legislature on the scope of practice of EMR and EMT practitioners and how any scope of practice changes may affect training for these individuals.
 - Exempts the growth of costs for the current levy limit exemption for certain fire and EMS districts (cited above) from eligibility for the Expenditure Restraint Program.

*The League has registered **in-favor** of all three pieces of legislation.*



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Katie Reinbold, Clerk/Treasurer

Date: June 18, 2025

RE: Monthly Clerk/Treasurer Report

A. Open Book & Board of Review

- Open book and board of review are completed. The board of review met on June 5, 2025. There were no appointments and no residents came in.
- Action Appraisers were able to take care of any concerns during open book.

B. Recycling Grant -Wisconsin Department of Natural Resources

- There is a yearly grant we apply for. Based on our information, this year we received \$12,432.03.
- This goes with our yearly Recycling Report to make sure we've spent the grant money we received.

C. Local Government Investment Pool (LGIP) Breakout

- You'll notice there is an additional sheet with the financials. That is the breakout of the accounts in the LGIP.
- The interest column is what interest was earned in May.

ATTACHMENTS: Letter from Wisconsin Department of Natural Resources-Recycling Grant

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor
Karen Hyun, Ph.D., Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



May 14, 2025

Katherine Reinbold
Clerk
Town of Algoma
Oshkosh, WI 54904-7826

70002

SUBJECT: Announcement of 2025 Recycling Grants to Responsible Units

Dear Responsible Unit Contact:

On behalf of the Governor, the Department of Natural Resources (DNR) is pleased to offer an award of \$12432.03 to your responsible unit to offset your recycling program costs during the current calendar year. This grant amount is composed of your Basic Recycling Grant + the Recycling Consolidation grant if you applied and are eligible. Remember that the total grant amount may not exceed projected net eligible costs as stated in your grant application.

Basic Recycling Grant Award	\$10760.57
Recycling Consolidation Grant Award	\$1671.46

Calculating Your Basic Recycling Grant

Your Basic Recycling grant amount was determined as prescribed by Wisconsin Statutes:

- 1- We identify your RU percentage of total available funds from 1999, then
- 2- We apply that percentage to the total available grant appropriation (\$19,000,000).

Calculating Your Recycling Consolidation Grant

Per Wisconsin Statutes, the consolidation grant awards are calculated on a per capita basis. A total of **212** Responsible Units applied for this grant by the deadline and are eligible to receive this grant. The total population of all those eligible applicants is **4,108,396**. The Legislature provided \$1M for this program. So, the per capita rate is **\$0.243** per person in each Responsible Unit ($\$1,000,000 \div \text{population} = \$0.243$ per person in eligible RUs).

Timing of Grant Check

The grant award payments will be issued as one check per responsible unit on or before June 1, 2025.

Accepting Grant Conditions

By endorsing the grant check, you are accepting this award and agree to comply with the grant conditions, the program's financial guidelines, and the assurances you signed in your grant application. Grant conditions can be found at the Basic Recycling Grant website under the "RESOURCES" tab:

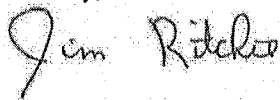
<https://dnr.wisconsin.gov/aid/Recycling.html>

Important Reminders

- If you spent less than the awarded amount within the current grant year, you will be required to repay the difference between your awarded amount and the actual amount you spent. A separate notification about this will be sent to affected RUs.
- Your Recycling Grant Award is to be used for eligible expenditures directly related to the cost estimates submitted with your grant application—*Estimated Budget Spreadsheet*.
- You will report actual 2025 recycling costs in the *2025 Annual Report of Recycling Program Accomplishments*. This Annual Report is necessary for maintaining continuity of data collection and to determine whether or not your total net eligible recycling costs matched or exceeded your grant award.

We appreciate your efforts to recycle in Wisconsin. Should you have any questions about this or any aspect of the recycling grant program, please contact Wendy Soleska, Grant Manager by e-mail at Wendy.Soleska@wisconsin.gov or by telephone number (608) 852-1358.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jim Ritchie". The signature is written in a cursive, slightly slanted style.

Jim Ritchie,
Director Community Financial Assistance

C. Wendy Soleska – Grant Manager (via e-mail)



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Jason Loduha, Director of Public Works

Date: June 18, 2025

RE: Monthly Director's Report

A. Road Maintenance Update

For the 2025 Road Maintenance, we received a quote from Fahrner Asphalt Sealers for our Road Maintenance.

B. 2025 Asphalt Resurfacing

We're planning to hold a preconstruction meeting soon to go over details and get some dates lined up for the start of the project. More info will be shared once the schedule is confirmed.

C. Parks Update

The old rope fence at Jones Park has been replaced with a blue plastic chain. Perennials have been planted in the flower boxes at Jones Park and flowers were also planted by the sign in front of the Town Hall. The water at Jones Park has also been turned on for the season.

D. Training

As part of my ongoing role development, I have completed on-site training in staking out yard grades and performing final grade inspections. These responsibilities are currently managed by McMahon Engineering but will gradually be transitioned to me moving forward.

E. Stormwater Update

The ecologist from McMahon is currently overseeing management of our town-owned ponds, with a particular focus on preventing the spread of noxious weeds. As part of this effort, it is important that the weeds around Jones Park Pond and neighboring properties are cut and maintained.

This action is especially important in preparation for the upcoming new seeding, as unchecked weed growth could interfere with the success of the seeding process. Letters have been sent out to the property owners in the affected area requesting their cooperation in controlling weed growth.

F. New Equipment Purchase

A new Toro push mower was purchased from Kitz & Pfeil for \$499.99. It'll be used by the Man Bridge and for general upkeep around the parks, ponds, and office as needed.

TOWN OF ALGOMA
RECONCILED BANK & INVESTMENT BALANCES
AS OF 05/30/2025

Bank	Type	Interest Rate	Balance	Notes
Bank First	Checking (Sweep)		\$ 16,779.03	
	Money Market	4.48%	\$ 691,308.53	
	Special Accounts	4.48%		
	Parks Money Market		\$ 110,313.77	
	Tax Accounts (Used for collection)			
	Tax Account		\$ -	
U.S. Bank	Local Government Investment Pool (LGIP)	4.36%	\$ 1,415,447.05	
Total Cash and Investments			\$ 2,233,848.38	

LGIP Accounts	Interest (4.36%)	Total in Acct
GENERAL	\$884.80	\$239,803.37
TID 1	\$504.92	\$136,340.88
SPIRIT ROUNDABOUT	\$1,476.30	\$398,638.53
FD TRUCK REFURBISHMENT	\$640.93	\$173,066.86
FIRE EQUIPMENT	\$63.68	\$17,195.59
REVALUATION	\$37.05	\$10,003.61
DEBT LEVY PAYMENTS	\$235.79	\$63,667.96
GENERAL EXPENSES	\$152.31	\$41,126.83
RESERVES	\$1,226.80	\$331,265.64
Total	\$5,222.58	\$1,411,109.27

Fund: 100 - GENERAL FUND

Account Number		2025 May	2025 Actual 05/31/2025	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	0.00	200.00	-200.00	0.00
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	55,138.38	1,594,631.00	-1,539,492.62	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	0.00	0.00	249,866.58	-249,866.58	0.00
100-00-43420-000-000	2% FIRE DUES	0.00	0.00	42,100.00	-42,100.00	0.00
100-00-43430-000-000	EXEMPT COMPUTER	0.00	0.00	270.00	-270.00	0.00
100-00-43440-000-000	PERSONAL PROPERTY AID	4,685.85	4,685.85	4,685.85	0.00	100.00
100-00-43530-000-000	TRANSPORTATION AIDS	0.00	82,711.40	165,422.80	-82,711.40	50.00
100-00-43540-000-000	RECYCLING GRANTS	12,432.03	12,432.03	12,500.00	-67.97	99.46
100-00-43550-000-000	VIDEO SERV PROVIDER FEE	0.00	0.00	15,175.00	-15,175.00	0.00
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	200.00	200.00	7,600.00	-7,400.00	2.63
100-00-43790-000-000	DNR STORMWATER MGMT GRANT	0.00	150,000.00	43,200.00	106,800.00	347.22
INTERGOVERNMENTAL REVENUES						
		17,317.88	250,029.28	540,826.69	-290,797.41	46.23
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	340.00	340.00	635.00	-295.00	53.54
100-00-44115-000-000	OPERATORS LICENSES	80.00	73.00	400.00	-327.00	18.25
100-00-44116-000-000	CIGARETTE LICENSE	0.00	0.00	100.00	-100.00	0.00
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	14,350.13	31,083.83	61,000.00	-29,916.17	50.96
100-00-44200-000-000	DOG LICENSES	125.00	2,095.00	4,000.00	-1,905.00	52.38
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	59,490.00	102,240.00	-42,750.00	58.19
100-00-44301-000-000	BUILDING PERMITS REMODELING	3,850.00	11,555.00	37,500.00	-25,945.00	30.81
100-00-44302-000-000	EXTRA INSPECTIONS	0.00	0.00	640.00	-640.00	0.00
100-00-44310-000-000	CULVERT PERMITS	0.00	200.00	1,600.00	-1,400.00	12.50
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	0.00	0.00	3,000.00	-3,000.00	0.00
LICENSES AND PERMITS						
		27,265.13	105,985.71	213,315.00	-107,329.29	49.69
100-00-46100-000-000	ASSESSMENT CERTIFICATION'	200.00	1,370.00	2,800.00	-1,430.00	48.93
100-00-46101-000-000	LIQUOR LIC PUBLICATION FEE	0.00	0.00	100.00	-100.00	0.00
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	443.85	2,185.95	5,000.00	-2,814.05	43.72
100-00-46720-000-000	PARKLAND FEE INCOME	825.00	5,775.00	9,900.00	-4,125.00	58.33

Fund: 100 - GENERAL FUND

Account Number	2025 May	2025 Actual 05/31/2025	2025 Budget	Budget Status	% of Budget
100-00-46850-000-000 SITE PLANS FEES	0.00	2,550.00	6,000.00	-3,450.00	42.50
=====					
PUBLIC CHARGES FOR SERVICES	1,468.85	11,440.95	635,368.12	-623,927.17	1.80
=====					
100-00-48100-000-000 INTEREST GENERAL ACCOUNTS	2,717.03	16,737.78	29,710.81	-12,973.03	56.34
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	5,222.58	22,388.28	0.00	22,388.28	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	150.00	150.00	0.00	150.00	0.00
100-00-48900-000-000 OTHER MISC. REVENUES	0.00	12,521.00	0.00	12,521.00	0.00
=====					
MISCELLANEOUS REVENUES	8,089.61	70,612.06	43,960.81	26,651.25	160.63
=====					
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	54,141.47	493,206.38	3,068,101.62	-2,574,895.24	16.08
=====					

Fund: 100 - GENERAL FUND

Account Number		2025	2025	2025	Budget	% of
		May	Actual 05/31/2025	Budget	Status	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	6,350.00	18,000.00	11,650.00	35.28
100-00-51100-130-000	TOWN BOARD SOC SEC/MEDICARE	99.45	485.80	1,377.00	891.20	35.28
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	1,490.00	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	160.00	630.00	14,000.00	13,370.00	4.50
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	107.20	285.36	3,000.00	2,714.64	9.51
100-00-51400-315-000	GEN GOVT OFFICE EQUIPMENT	239.90	6,013.58	6,500.00	486.42	92.52
100-00-51400-320-000	GEN GOVT PUBLISHING & PRINTING	0.00	0.00	4,000.00	4,000.00	0.00
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	1,339.88	8,160.10	20,300.00	12,139.90	40.20
100-00-51400-390-000	GEN GOVT MISC EXP	0.00	0.00	1,000.00	1,000.00	0.00
100-00-51410-110-000	ADMINISTRATOR WAGES	9,237.81	45,919.99	110,853.74	64,933.75	41.42
100-00-51410-130-000	ADMINISTRATOR SOC SEC/MEDICARE	702.84	3,493.62	8,480.31	4,986.69	41.20
100-00-51410-131-000	ADMINISTRATOR WRS	642.03	3,191.45	7,704.33	4,512.88	41.42
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	15.01	60.04	167.40	107.36	35.87
100-00-51410-380-000	ADMINISTRATOR DEPT EXPENSES	20.00	100.00	2,000.00	1,900.00	5.00
100-00-51411-110-000	OFFICE ASST WAGES	2,951.94	14,322.34	34,611.20	20,288.86	41.38
100-00-51411-130-000	OFFICE ASST SOC SEC/MEDICARE	225.35	1,093.32	2,647.76	1,554.44	41.29
100-00-51411-131-000	OFFICE ASST WRS	205.16	995.41	2,405.48	1,410.07	41.38
100-00-51411-133-000	OFFICE ASST LIFE INSURANCE	4.45	17.61	26.16	8.55	67.32
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	29,612.84	71,487.34	41,874.50	41.42
100-00-51420-130-000	CLERK TREAS SOC SEC/MEDICARE	437.56	2,174.52	5,468.78	3,294.26	39.76
100-00-51420-131-000	CLERK TREAS WRS	414.03	2,058.09	4,968.37	2,910.28	41.42
100-00-51420-132-000	CLERK TREAS HEALTH INSURANCE	1,742.11	8,789.95	20,905.32	12,115.37	42.05
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	0.00	1,336.83	2,500.00	1,163.17	53.47
100-00-51420-390-000	CLERK TREAS MISC EXP	148.80	11,068.07	15,000.00	3,931.93	73.79
100-00-51421-110-000	DEPUTY CLERK TREAS WAGES	4,333.27	20,807.05	50,887.76	30,080.71	40.89
100-00-51421-130-000	DEP CLERK TR SOC SEC/MEDICARE	318.76	1,534.16	3,892.91	2,358.75	39.41
100-00-51421-131-000	DEPUTY CLERK TREAS WRS	301.16	1,451.65	3,536.70	2,085.05	41.05
100-00-51421-132-000	DEPUTY CLERK TREAS HEALTH	1,221.01	6,025.65	14,652.11	8,626.46	41.12
100-00-51421-133-000	DEPUTY CLERK TREAS LIFE INSUR	23.98	96.11	308.28	212.17	31.18
100-00-51421-390-000	DEPUTY CLERK TREAS MISC EXP	7.70	160.98	500.00	339.02	32.20
100-00-51440-110-000	ELECTIONS WAGES	2,608.50	3,949.03	5,000.00	1,050.97	78.98
100-00-51440-380-000	ELECTIONS DEPT EXPENSES	36.88	746.92	5,000.00	4,253.08	14.94
100-00-51510-211-000	AUDITOR AUDIT CONTRACT	787.50	9,250.50	16,000.00	6,749.50	57.82
100-00-51530-212-000	ASSMT OF PROP ASSESSOR CONTRAC	2,458.00	12,290.00	28,000.00	15,710.00	43.89
100-00-51530-380-000	BOARD OF REVIEW DEPT EXPENSES	0.00	60.00	60.00	0.00	100.00
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	685.01	4,211.29	8,000.00	3,788.71	52.64
100-00-51600-221-000	TOWN HALL GRASS/SNOW	250.00	300.00	3,000.00	2,700.00	10.00
100-00-51600-223-000	TOWN HALL PHONE	234.74	1,215.10	4,000.00	2,784.90	30.38
100-00-51600-225-000	TOWN HALL JANITORIAL	678.17	2,520.38	6,500.00	3,979.62	38.78
100-00-51600-380-000	TOWN HALL DEPT EXPENSES	946.43	1,570.24	7,000.00	5,429.76	22.43
100-00-51600-510-000	TOWN HALL PROP/LIAB INSURANCE	-4,325.03	2,325.97	3,700.00	1,374.03	62.86
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 May	2025 Actual 05/31/2025	2025 Budget	Budget Status	% of Budget
100-00-51900-313-000	OTHER GEN GOV POSTAGE	21.98	626.83	2,500.00	1,873.17	25.07
100-00-51900-390-000	OTH GEN GOV MISC EXP	70.00	70.00	56.50	-13.50	123.89
100-00-51900-510-000	OTH GEN GOV PROP/LIAB INSURANC	3,032.00	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		41,130.85	221,219.61	538,854.45	317,634.84	41.05
100-00-52200-120-000	FD CHIEF SALARY	833.33	4,166.65	10,000.00	5,833.35	41.67
100-00-52200-121-000	FD ASST. CHIEF SALARY	416.66	2,083.30	5,000.00	2,916.70	41.67
100-00-52200-122-000	FD CAPT SALARY	400.00	2,100.00	6,000.00	3,900.00	35.00
100-00-52200-123-000	FD TREAS & SEC SALARY	200.00	1,000.00	2,400.00	1,400.00	41.67
100-00-52200-124-000	FD SAFETY/TRNG OFFICER SALARY	200.00	950.00	1,200.00	250.00	79.17
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	1,196.25	4,835.00	13,000.00	8,165.00	37.19
100-00-52200-130-000	FD SOC SEC/MEDICARE	323.36	1,667.47	2,900.00	1,232.53	57.50
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	1,473.95	3,971.89	6,695.00	2,723.11	59.33
100-00-52200-221-000	FD GRASS/SNOW	165.00	1,270.00	4,000.00	2,730.00	31.75
100-00-52200-223-000	FD PHONE	-1,116.88	325.44	650.00	324.56	50.07
100-00-52200-224-000	FD COMPUTER & WEBSITE	-3,254.71	1,394.15	5,000.00	3,605.85	27.88
100-00-52200-331-000	FD TRAINING	921.70	5,145.93	9,270.00	4,124.07	55.51
100-00-52200-341-000	FD SUPPLIES	4,484.43	5,291.10	3,500.00	-1,791.10	151.17
100-00-52200-360-000	FD VEHICLE MAINT	2,706.01	9,233.75	25,000.00	15,766.25	36.94
100-00-52200-361-000	FD FIRE HALL MAINT	906.56	6,188.27	10,000.00	3,811.73	61.88
100-00-52200-362-000	FD SERVICE/REPAIR EQUIP	320.08	3,230.20	7,000.00	3,769.80	46.15
100-00-52200-380-000	FD DEPT EXPENSES	0.00	0.00	1,500.00	1,500.00	0.00
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	1,339.03	4,491.63	23,000.00	18,508.37	19.53
100-00-52200-810-000	FD EQUIPMENT	633.53	775.97	4,000.00	3,224.03	19.40
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	0.00	1,740.00	5,665.00	3,925.00	30.71
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	1,041.65	2,625.00	1,583.35	39.68
100-00-52310-127-000	FIRST RESPONDER CALL ALLOWANCE	885.00	6,375.00	15,500.00	9,125.00	41.13
100-00-52310-130-000	FIRST RESPONDER SOC SEC/MEDICA	83.67	567.57	1,200.00	632.43	47.30
100-00-52310-331-000	FIRST RESPONDER TRAINING	444.99	1,064.99	2,000.00	935.01	53.25
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	465.59	2,828.61	6,000.00	3,171.39	47.14
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	31,676.44	115,000.00	83,323.56	27.54
100-00-52400-390-000	BUILDING INSPECTOR MISC EXP	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY		14,235.88	203,651.56	562,740.80	359,089.24	36.19
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	12,039.74	67,000.00	54,960.26	17.97
100-00-53100-130-000	PUBLIC WORKS SOC SEC/MEDICARE	522.75	921.04	5,125.00	4,203.96	17.97
100-00-53100-131-000	PUBLIC WORKS WRS	474.92	836.76	4,657.00	3,820.24	17.97
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 May	2025 Actual 05/31/2025	2025 Budget	Budget Status	% of Budget
100-00-53100-380-000	PUBLIC WORKS DEPT EXPENSES	451.32	2,739.65	5,000.00	2,260.35	54.79
100-00-53101-000-000	GENERAL MAINT LOCAL RDS	2,828.53	5,909.96	115,000.00	109,090.04	5.14
100-00-53102-000-000	HWY & ST. CONST LOCAL RDS	2,559.95	2,559.95	160,000.00	157,440.05	1.60
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	84.70	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	3,169.95	9,000.00	5,830.05	35.22
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	0.00	5,000.00	5,000.00	0.00
100-00-53440-451-000	STORM WATER MANAGEMENT	1,450.25	2,624.95	30,000.00	27,375.05	8.75
100-00-53630-000-000	REFUSE & GARBAGE COLLECTION	40,029.60	131,667.39	430,780.00	299,112.61	30.56
100-00-53635-000-000	RECYCLING	17,502.75	69,984.00	193,500.00	123,516.00	36.17
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		73,528.68	301,101.79	1,181,579.37	880,477.58	25.48
100-00-54100-000-000	PUBLIC HEALTH ANIMAL CONTRO	1,500.00	1,500.00	1,500.00	0.00	100.00
100-00-54110-000-000	DOG TAX FEES PAID TO COUNT	945.25	945.25	1,200.00	254.75	78.77
HEALTH AND HUMAN SERVICES		2,445.25	2,445.25	2,700.00	254.75	90.56
100-00-55200-110-000	PARKS WAGES	300.50	2,490.51	8,000.00	5,509.49	31.13
100-00-55200-130-000	PARKS SOC SEC/MEDICARE	22.99	190.53	612.00	421.47	31.13
100-00-55200-363-000	PARKS MAINTENANCE EXP	3,028.70	5,319.47	20,000.00	14,680.53	26.60
100-00-55200-390-000	PARKS MISC EXP	21.70	306.26	2,000.00	1,693.74	15.31
100-00-55201-820-000	PARKS IMPROVEMENTS	0.00	0.00	2,500.00	2,500.00	0.00
CULTURE, RECREATION AND EDU.		3,373.89	8,306.77	33,112.00	24,805.23	25.09
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	750.00	1,800.00	1,050.00	41.67
100-00-56300-390-000	PLANNING COMMISSION MISC EXP	18.00	36.00	500.00	464.00	7.20
100-00-56400-452-000	LAND USE/ZONING SURVEYING & FYG	1,267.50	2,583.35	3,000.00	416.65	86.11
100-00-56400-453-000	LAND USE/ZONING ENGINEERING	595.00	1,777.52	39,000.00	37,222.48	4.56
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		1,880.50	5,146.87	104,700.00	99,553.13	4.92
100-00-57100-000-000	LRP ENGINEERING & CONSTRUCT	21,369.50	79,079.66	50,000.00	-29,079.66	158.16
100-00-57101-000-000	LRP EST/ACQUIS/LEGAL	4,650.00	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	1,082.70	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	0.00	0.00	0.00	0.00	0.00
100-00-57302-000-000	LEONARD POINT DETENTION POND	0.00	0.00	78,000.00	78,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2025	2025	2025	Budget	% of
		May	Actual 05/31/2025	Budget	Status	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		27,102.20	110,175.86	238,000.00	127,824.14	46.29
=====						
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		163,697.25	1,195,217.71	3,068,101.62	1,872,883.91	38.96
=====						
Net Totals		-109,555.78	-702,011.33	0.00	702,011.33	



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Certified Survey Map by petitioner Bob Reider, Carow Land Surveying and Environmental, on behalf of Susan Molski to combine parcels 002-012415 and 002-012504 into one parcel.

GENERAL INFORMATION:

Petitioner: Bob Reider
Carow Land Surveying & Environmental
615 N. Lynndale Drive
Appleton, WI 54314

Owner: Susan Molski
3008 Sheldon Drive
Oshkosh, WI 54904

Past Planning Discussion(s): None

Action Requested: Petitioner is requesting approval of the Certified Survey Map on behalf of the property owner to combine two parcels into one. The same person owns both parcels.

Property Location and Type:

The subject properties are adjacent, owned by the same property owner, and are zoned R-1 Rural Residential District. Currently, the lot to the north, parcel 002-012415, does not have direct access. The other lot where Ms. Molski's residence is currently meets the dimensional and access requirements for lots in this zoning district. The property owner wants to combine these two lots into one, which has also been done with a property to the east at 2952 Sheldon Drive.

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

ANALYSIS:

The proposed CSM would combine two existing parcels in the R-1 Rural Residential District, which 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 sewerred 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 sewerred lot	200 ft.
Road frontage, minimum:	33 ft.	200 ft. for an unsewered lot; 33 ft. for a sewerred 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]

There is no maximum lot size for this district so combining two lots is compliant. The proposed change is an improvement as it gets rid of an island/no access lot. **The proposed lot appears to meet the dimensional and access requirements and does not conflict with any local, county, or regional plans.**

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission considered this item at their June 11, 2025 meeting.

The property owner, Susan Molski, was in attendance. The Planning Commission passed the motion to recommend approval for the proposed CSM to the Town Board as presented.

RECOMMENDED ACTION:

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

“Motion to approve Certified Survey Map by petitioner Bob Reider, Carow Land Surveying and Environmental, on behalf of Susan Molski to combine parcels 002-012415 and 002-012504 into one parcel.”

ATTACHMENTS:

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

469



Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: Bob Reider - Carson Land Surveying Environmental Date: 5-21-2025
Petitioner's Address: 615 N. Lyndale Dr. City: Appleton State: WI Zip: 54914
Telephone #: (920) 731-4168 Fax: () Other Contact # or Email: bob@clse.pro
Status of Petitioner (Please Check): ☐ Owner ☒ Representative ☐ Tenant ☐ Prospective Buyer
Petitioner's Signature (required): Bob F. Reider Date: 5-21-2025

OWNER INFORMATION

Owner(s): Susan Moliski Date: 5-21-2025
Owner(s) Information: 3008 Sheldon Dr. City: Oshkosh State: WI Zip: 54904
Telephone #: (920) 410-6560 Fax: () Other Contact # or Email: smoliski@live.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: Susan Moliski Date: 05-22-25

SITE INFORMATION

Address/Location of Proposed Project: 3008 Sheldon Dr.
Current Use of Property: Residential Zoning: _____
Land Uses Surrounding Your Site: North: _____
South: _____
East: _____
West: _____

Projected Timeline: ASAP
Project Description: Combining 2 existing parcels into one parcel

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



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

Visit us at www.townofalgoma.org

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: 0.7679 Acres

Development Area and Percentage: N/A

of Employees/#of Residential Units: N/A

of Proposed Parking Space: N/A

Traffic Count Projections (attach documentation): N/A

Percent Impervious (attach documentation): N/A

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

Additional Information: _____

OFFICE USE ONLY

Received By: _____ Date: _____ Fee: _____ 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. _____

BEING PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 17, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

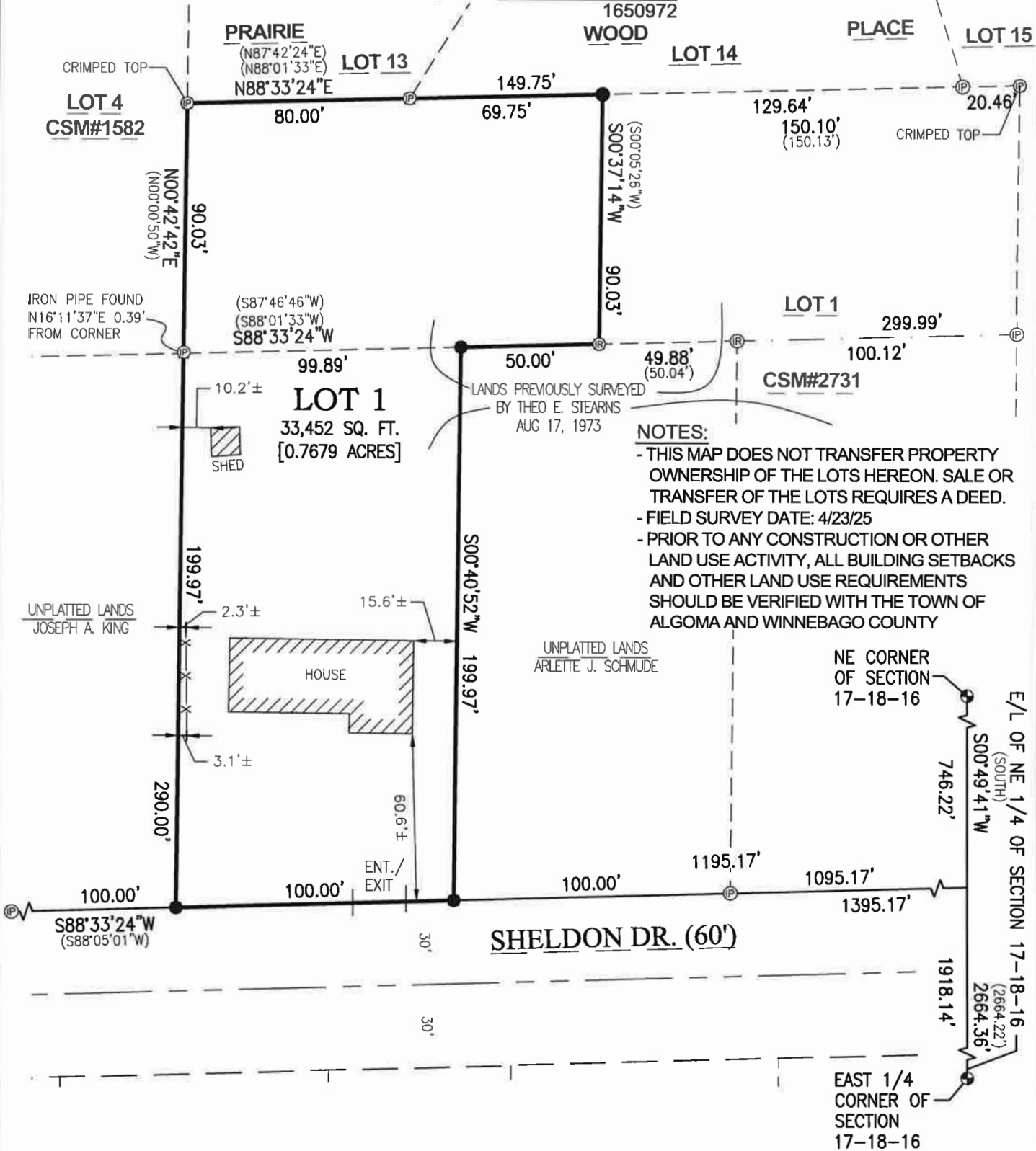
LEGEND:

- = 1 1/2" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- Ⓟ = 1 1/2" O.D. ROUND IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- Ⓡ = 3/4" SOLID ROUND IRON REBAR FOUND
- ⊕ = BERNTSEN MONUMENT FOUND
- () = RECORDED AS BEARING OR DISTANCE
- x- = EXISTING WOODEN FENCE

OWNER(S) OF RECORD:
SUSAN A. MOLSKI

PARCEL NO.(S):
002012415
002012504

DOCUMENT NO.(S)
1650972



NOTES:
- THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP OF THE LOTS HEREON. SALE OR TRANSFER OF THE LOTS REQUIRES A DEED.
- FIELD SURVEY DATE: 4/23/25
- PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY, ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED WITH THE TOWN OF ALGOMA AND WINNEBAGO COUNTY

NORTH IS REFERENCED TO THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 17, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS S00°49'41"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDAL DR., APPLETON, WI 54914
N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168
A2504.20 DATED:5/9/2025 DRAFTED BY:fnz/arm-NJO
REVISED: 6/3/25 - NJO

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼, SECTION 17, TOWNSHIP 18 NORTH,
RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, CHRISTOPHER E. PERREAULT, PROFESSIONAL LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, COMBINED, AND MAPPED PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼, SECTION 17, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 17; THENCE S00°49'41"W, 746.22 FEET ALONG THE EAST LINE OF THE NORTHEAST ¼ OF SECTION 17 TO THE NORTH RIGHT-OF-WAY LINE OF SHELDON DRIVE; THENCE S88°33'24"W, 1195.17 FEET ALONG SAID NORTH LINE TO AN EAST LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1650972 AND THE POINT OF BEGINNING; THENCE CONTINUING S88°33'24"W, 100.00 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF SAID LANDS; THENCE N00°42'42"E, 290.00 FEET ALONG SAID WEST LINE TO A SOUTH LINE OF PRARIE WOOD PLACE; THENCE N88°33'24"E, 149.75 FEET ALONG SAID SOUTH LINE TO A WEST LINE OF CERTIFIED SURVEY MAP NO. 2731; THENCE S00°37'14"W, 90.03 FEET ALONG SAID WEST LINE TO A SOUTH LINE OF SAID LANDS; THENCE S88°33'24"W, 50.00 FEET ALONG SAID SOUTH LINE TO AN EAST LINE OF SAID LANDS; THENCE S00°40'52"W, 199.97 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF SUSAN MOLSKI-SAMIDA, 3008
SHELDON DRIVE, OSHKOSH, WISCONSIN 54904.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED AND COMBINATION OF THAT LAND.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF WINNEBAGO COUNTY.

CHRISTOPHER E. PERREAULT, PL2-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDAL DR., APPLETON, WI 54914
N5841 S.T.H. "47-55", SHAWANO, WI 54166
PHONE: (920)731-4168
A2504.20 (RFR) 5-7-2025

NOTES:

- 1) THIS CSM IS ALL OF TAX PARCEL NO. (S): 002012415 & 002012504.
- 2) THE PROPERTY OWNER(S) OF RECORD IS(ARE): SUSAN A. MOLSKI.
- 3) THE CSM IS WHOLLY CONTAINED WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENT (S): DOCUMENT NO. 1650972.

TOWN BOARD CERTIFICATE:

WE HEREBY CERTIFY THAT THE TOWN OF ALGOMA BOARD OF SUPERVISORS APPROVED
THIS CERTIFIED SURVEY MAP ON THE _____ DAY OF _____, 20____.

TOWN CHAIRPERSON

TOWN CLERK

TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

TOWN TREASURER

DATED

COUNTY TREASURER

DATED

CERTIFIED SURVEY MAP NO. _____

BEING PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼, SECTION 17, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

COUNTY PLANNING AND ZONING COMMITTEE APPROVAL:

PURSUANT TO THE WINNEBAGO COUNTY SUBDIVISION ORDINANCE, ALL REQUIREMENTS FOR APPROVAL HAVE BEEN FULFILLED. THIS CERTIFIED SURVEY MAP WAS APPROVED THIS _____ DAY OF _____, 20____.

CHAIRPERSON, WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE.

OWNER’S CERTIFICATE:

AS OWNER (S), I (WE) HEREBY CERTIFY THAT I (WE) CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, COMBINED AND MAPPED AS REPRESENTED HEREON. I (WE) ALSO CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR 236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: TOWN OF ALGOMA AND WINNEBAGO COUNTY.

WITNESS THE HAND AND SEAL OF SAID OWNER (S) THIS _____ DAY OF _____, 20____.

SUSAN A. MOLSKI

STATE OF WISCONSIN)
)SS
COUNTY OF WINNEBAGO)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 20____, THE ABOVE NAMED PERSON (S) TO ME KNOWN TO BE THE PERSON (S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC
MY COMMISSION EXPIRES _____

CHRISTOPHER E. PERREAULT, PL2-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDAL DR., APPLETON, WI 54914
N5841 S.T.H. “47-55”, SHAWANO, WI 54166
PHONE: (920)731-4168
A2504.20 (RFR) 5-7-2025



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Administrative Processing Fee for Snow Removal on Private Roads

SUMMARY: Per town code §288-2 Snow Removal on Private Roads. Costs:

The cost of plowing private roads shall be divided equally among the parcels fronting on all the private roads which are plowed. The Town Board shall levy special charges pursuant to § 66.0627, Wis. Stats., to reimburse the Town for plowing expense **plus the administrative processing fee**. Contractors performing snow removal services shall be required to itemize their billing showing work performed on private roads at the rate specified in their contract with the Town. The Town Board shall review these billings annually and adjust the assessment to reflect actual cost.

Currently, the town totals up all of the bills for the season and adds a 10% administrative processing fee. That amount is then divided by the number of properties (121). The fee is put on the tax bill with the other fees.

Here are charges per property for the last 3 years using this method:

2024 \$27.34

2023 \$43.78

2022 \$73.47 (did not include Waldwic Ln, if included ~\$60.05)

If no changes are made the 2025 charges would be \$43.48 per property:

$\$4,783.25 \times 1.10 = \$5,516.55$

$\$5,516.55 / 121 = \$43.48$

I would like the Town Board to consider changing the administrative processing fee to one that is related to, and covers the costs of, the amount of work/staff time/town resources rather than a percentage of actual snow removal costs.

It is estimated that town staff time and resources to administer this service amounts to \$1,000 per year. This figure includes all of the time and resources for staff and town officials to administer this service including but not limited to the contract,

communications, billing and taxes. This equates to \$8.26 per property for cost recovery. *It is recommended that this amount be increased annually by an amount no less than 3% but not more than the Consumer Price Index. This would be considered annually by the board.*

Using this cost recovery method, the 2025 charges would be \$47.79 per property:

$$\$4,783.25/121=\$39.53$$

$$\$39.53 + \$8.26 = \$47.79$$

Some other options would be increasing the percentage of snow removal costs and charging both the percentage of snow removal costs plus a cost recovery.

The following are options for the Board to consider for the administrative processing fee:

	2025 Estimated Charge per Property
Option 1: Cost recovery of \$1,000	\$47.79
Option 2: 20% of snow removal costs	\$47.44
Option 3: 10% of snow removal costs and Cost Recovery of \$1,000	\$51.74
Option 4: 20% of snow removal costs and Cost Recovery of \$1,000	\$55.70

Staff recommend Option 1.

RECOMMENDED ACTION: Staff recommend Option 1, charging \$1,000 for cost recovery as the administrative processing fee. Should the Town Board agree the following motion may be made:

“Motion to approve a total annual Administrative Processing Fee of \$1,000 to be divided by and charged to the properties receiving private snow removal services.”

ATTACHMENTS: None



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Town Road Setback Waiver Authorization for Tommy's Carwash

SUMMARY:

As reported to the board last month, the Tommy's Carwash construction was halted in early May by the county due to permitting and zoning issues.

Since that time the developer and property owner have been in discussions with the town and county on a way to resolve the issue. One issue remaining at the time of this memo are structures in a street setback along Brooks Lane.

The carwash team found a provision of Chapter 23 of the Winnebago County and Zoning Code that states a setback requirement from an officially mapped road may be waived upon written authorization from the authorized official of the municipality responsible for the official mapping. The town municipal code has a chapter official mapping which may grant us this authority. *I have included Chapter 248 for your reference.*

The carwash team has asked the town to see if Brooks Lane is on the official map but at the time of this memo the town has not received a formal written request to consider a waiver of this setback requirement.

I wanted to discuss this situation with the board. Even if the town has the authority to grant a waiver and it is on the map, further consultation with legal counsel on this matter is advised. I will provide any further updates to the board at the time of the meeting.

RECOMMENDED ACTION: None

ATTACHMENTS:

1. Town of Algoma Chapter 248 Official Map

Chapter 248

OFFICIAL MAP

§ 248-1.	Intent.	§ 248-7.	Municipal improvements.
§ 248-2.	Legislative authority.	§ 248-8.	Appeals.
§ 248-3.	Jurisdiction.	§ 248-9.	Certified copy of map.
§ 248-4.	Official Map established.	§ 248-10.	Map to be filed with Register of Deeds.
§ 248-5.	Changes and additions.	§ 248-11.	Enforcement.
§ 248-6.	Building permits.		

[HISTORY: Adopted by the Town Board of the Town of Algoma 12-22-2005 by Ord. No. 122. Amendments noted where applicable.]

GENERAL REFERENCES

Planning Commission — See Ch. 9, Art. II.

Moving of buildings — See Ch. 143.

Town Board — See Ch. 90.

Land development — See Ch. 225.

Building construction and permits — See Ch. 135.

Public works — See Ch. 260.

Demolition of buildings — See Ch. 139.

Excavations and utilities in Town highways — See Ch. 288, Art. II.

§ 248-1. Intent.

It is the intent of the Town Board to establish an Official Map for the purpose of serving and promoting the public health, safety, convenience, economy, orderliness, and general welfare of the community; to further the orderly layout and use of land; to stabilize the location of real property boundary lines; to ensure proper legal descriptions and proper monumenting of land; to facilitate adequate provision for transportation, parks, playgrounds, and stormwater drainage; and to facilitate the further subdivision of larger tracts into smaller parcels of land.

§ 248-2. Legislative authority.

This chapter is enacted under the authority granted by §§ 62.23(6)(b) and 61.35, Wis. Stats.

§ 248-3. Jurisdiction.

The jurisdictional area of this chapter shall include all lands within the limits of the Town of Algoma.

§ 248-4. Official Map established.

There is hereby established, as the Official Map of the Town of Algoma, the map which accompanies and is made a part of this chapter¹ bearing the date of December 21, 2005. The map was prepared by Town Planner Martenson & Eisele. This map is hereby designated as the "Official Map of the Town of Algoma,"

1. Editor's Note: Said map is on file in the Town offices.

and all notations, references, and other information shown thereon shall be as much a part of this chapter as though the matters and information thereon were fully described herein. The Official Map shall show the location and extent of all platted and existing streets, highways, drainageways, parkways, parks and playgrounds, airports and airport-affected areas, and historic districts within the limits of the protected area of the Town of Algoma as designated in the City of Oshkosh/Town of Algoma boundary agreement heretofore adopted and established by law.

§ 248-5. Changes and additions.

- A. The Town Board may change or add to the Official Map so as to establish the exterior lines of, widen, narrow, extend or close any platted, existing, proposed, or planned streets, highways, drainageways, parkways, and parks or playgrounds.
- B. The Town Board shall refer any change or addition to the Official Map to the Town Planning Commission for review and report thereon prior to adoption. The Town Planning Commission shall report its recommendation to the Town Board within 60 days.
- C. A public hearing of parties in interest and citizens before the Town Board shall be required before any changes or additions to the Official Map are effective. Notice of the public hearing shall be published as a Class 2 notice pursuant to Chapter 985 of the Wisconsin Statutes.
- D. Changes and additions made by duly approved subdivision plats shall not require a public hearing if the changes or additions do not affect any land outside the area being platted.

§ 248-6. Building permits.

- A. For the purpose of preserving the integrity of the Official Map, a building permit shall be required for any structure or part thereof that shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered. No permit shall hereafter be issued for any building in the bed of an existing or proposed street, highway, drainageway, or parkway shown on the Official Map. No permit for the erection of any building shall be issued unless a street or highway giving access to such proposed structure has been duly placed on the map.
- B. The Building Inspector may require each applicant for a building permit to submit a plan, prepared and certified by a professional land surveyor, showing accurately the location of any proposed building with reference to any street, highway, drainageway, or parkway shown on the Official Map.

§ 248-7. Municipal improvements.

No public sewer or other municipal street utility or improvement shall be constructed in any street, highway, or parkway within the jurisdictional area of this chapter until such street, highway, or parkway is duly placed on the Official Map.

§ 248-8. Appeals.

The Town Board shall have the power to review any administrative decision of the Town Building Inspector to deny a permit for the erection of a structure under this chapter and to grant relief from the requirements of this chapter under the provisions of § 62.23(6)(e), (f), and (g), Wis. Stats.

§ 248-9. Certified copy of map.

There shall be a certified copy of the Official Map described in § 248-4. The certified copy shall be kept in

the office of the Town Clerk and shall be available for inspection by any interested person during regular office hours. The certified copy shall bear on its face a certification that it is a true copy of the Official Map described in and accompanying this chapter and shall show the date of adoption of this chapter and shall be signed by the Town Chair and countersigned by the Town Clerk. Thereafter, no change or addition to such Official Map shall become effective until it shall have been indicated by the appropriate convention on the aforesaid certified copy of the Official Map and a certificate placed thereon or attached thereto bearing the number and date of adoption of the amending ordinance. The certificate shall be signed by the Town Chair and countersigned by the Town Clerk.

§ 248-10. Map to be filed with Register of Deeds.

The Town Clerk shall be responsible immediately upon adoption of the Official Map or any amendment thereto for recording a true copy of the Official Map, as adopted or amended, with the Register of Deeds of the County of Winnebago, Wisconsin.

§ 248-11. Enforcement.

It shall be the duty of the Town Building Inspector and the Town Chair to enforce the provisions of this chapter.²

2. Editor's Note: Original Section 13 (of Ord. No. 122), Penalties, which immediately followed this section, was repealed at time of adoption of Code (see Ch. I, General Provisions, Art. II).



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Town Hall boiler replacement

SUMMARY:

Attached are the quotes and correspondence received for quotes and a summary of the process and outcome for replacement of the town hall boiler.

Two quotes were received:

Automated Comfort Controls: Quote for \$23,050.00 excludes some items which could add as much as \$3,000.

Gartman Mechanical Services Inc: Quote for \$24,970.00 for total price. *Additional costs are possible.*

Gartman Mechanical Services is the vendor that regularly maintains and services the town hall HVAC systems. While their base quote is more than the other quote, it is most likely more accurate because they are familiar with the building and system, and the additional \$3,000 in expected costs for the other quote makes these quotes approximately equal.

FUNDING: This expense was not included in the 2025 budget. The expense will be tracked as a capital expense and the following operating funds would be reallocated to cover it:

\$18,260 Public Works Health Insurance (100-00-53100-132-000). *This cost was budgeted but not needed for this position.*

\$ 3,000 Town Hall Improvements (100-00-51600-820-000)

\$ 3,710 Land Use/Zoning Engineering (100-00-56400-453-000). *Utilizing the \$6,500 in savings for the Municipal Complex Needs Analysis Study.*

RECOMMENDED ACTION: Staff recommend Gartman for the reasons noted above and using the identified funding. Should the Town Board agree the following motion may be made:

“Motion to approve the purchase of a boiler for town hall with Gartman Mechanical Services, Inc for an estimated cost of \$24,970.00.”

ATTACHMENTS:

1. Boiler quotes and summary

Boiler Quotes Report

Location: Town Hall

Date: June 11, 2025

Prepared by: Jason Loduha, Director of Public Works

Overview

This report summarizes all contact and communication efforts made to obtain quotes for the replacement of the boiler/steamer system at the Town Hall. Four HVAC/mechanical service providers were contacted between April and May 2025. As of the report date, two companies have submitted proposals.

Vendor Contact Summary

1. Gartman Mechanical Service

- **Initial Contact Date:** April 17, 2025
- **Proposal Received:** April 21, 2025
- **Proposal Amount:** \$24,970.00
- **Current Status:** Proposal received and on file.

2. Automated Comfort Controls

- **Initial Contact Date:** April 21, 2025
- **Site Visit:** May 1, 2025 – Jered Kreiling conducted inspection
- **Proposal Received:** Quote of \$23,050 received for boiler replacement
- **Additional Budget Consideration:** Recommended an additional **\$3,000** contingency for potential overages due to aging piping and valves
- **Current Status:** Proposal received and on file.

3. Ziegelbauer Heating and Cooling

- **Initial Contact Date:** April 21, 2025 – Company indicated they would call to schedule a visit
- **Follow-Up Attempt:** May 1, 2025 – Voicemail left requesting a callback
- **Current Status:** No response or further communication as of June 11, 2025.

4. Kurt Zentner & Sons

- **Site Visit Date:** May 6, 2025 – Representative inspected boiler/steamer
- **Current Status:** No proposal or follow-up communication received as of June 11, 2025.

Conclusion

Of the four vendors contacted:

- **Two companies** have submitted formal proposals:
 - Gartman Mechanical Service: \$24,970.00
 - Automated Comfort Controls: \$23,050.00, with a suggested \$3,000 contingency for unforeseen issues related to older piping and valves
- **Two companies** (Ziegelbauer Heating and Cooling and Kurt Zentner & Sons) have not submitted proposals or responded to follow-ups.

GMS Inc
D/b/a Gartman Mechanical Services
520 W. South Park Ave. P.O. Box 2264
Oshkosh, WI 54903
Tel (920) 231-5530 - fax (920) 231-0486

Proposal

June 2, 2025

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

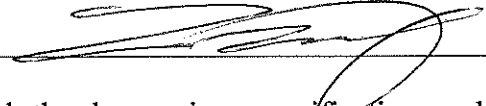
Re: Steam Boiler Replacement

GMS, Inc. is pleased to propose the following:

To provide and install a Weil Mclain LGB-4 steam boiler system complete with labor, installation materials, existing boiler removal/disposal, piping and welding, venting, line voltage electric, and start up the total price would be \$24,970.00.

Thank you for the opportunity to quote you on this project. If you should have any questions, please give us a call. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All written, and/or oral agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We hereby propose to furnish material and labor complete in accordance with above specifications.

We may withdraw this proposal if not accepted within 30 days.

Authorized signature:  Tim Weitz

Acceptance of proposal- the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Date of acceptance: _____

Signature: _____

Fw: Steam Boiler

From Jason Loduha <publicworks@townofalgoma.org>
Date Mon 2025-06-02 3:48 PM
To Maggie Mahoney <townadmin@townofalgoma.org>

 1 attachment (31 KB)
20250602114636155.pdf;

Here is the Boiler proposal, today's date is the only change they did. No price increase

From: Tim Weitz <tweitz@gartmanmechanical.com>
Sent: Monday, June 2, 2025 12:17 PM
To: Jason Loduha <publicworks@townofalgoma.org>
Subject: Steam Boiler

Good afternoon, proposal is still good with no increases. I attached the proposal with todays date on it.

Thanks

Tim Weitz
President
tweitz@gartmanmechanical.com



D/B/A Gartman Mechanical

520 W South Park
Oshkosh, WI 54902
O: 920-231-5530
F: 920-231-0486



**AUTOMATED
COMFORT
CONTROLS**

*HVAC Service, Sales, and Controls
Serving Wisconsin and Upper Michigan*

2085 West Packard Street, Appleton, WI 54914
info@automatedcomfort.com | 920.997.0780

June 9, 2025

Jason Loduha
Algoma Town Hall

Subject: Steam Boiler Replacement

We propose the following scope of work to replace steam boiler

- Demo existing boiler, have to break apart each section
- Assemble new boiler section by section
- Install all new controls, operating and safeties
- Connect piping, vent and electrical
- Install mandatory csd1 estop
 - Connect to safety chain on boiler
- Install Backflow on supply line

Cost for steam boiler install: \$23,050.00

Excludes:

- Control Dampers, unless noted in plans and specification
- Fire or smoke dampers or actuators
- Performance, labor or material payment bonds
- Valve replacements that don't hold
- Insulation, currently not insulated
- Repairing/replacing any rusted piping not able to be reused

Our proposal is based on reaching an equitable contract agreement, working a normal 40-hour workweek: Monday through Friday, excluding Saturday, Sunday and Holidays and will not be withdrawn for a period of thirty (30) days. If obvious errors alert to a potential mistake, we reserve the right to withdraw this proposal at any time. Please incorporate our proposal into the terms of all contracts or purchase orders.

Jared Kreiling
920-460-6157

Acceptance of Proposal: By: _____ Date: _____
P.O. No. _____ (if applicable)

Fw: Algoma Town Hall Boiler

From Jason Loduha <publicworks@townofalgoma.org>
Date Wed 2025-06-11 9:04 AM
To Maggie Mahoney <townadmin@townofalgoma.org>

From: Jared Kreiling <jkreiling@automatedcomfort.com>
Sent: Tuesday, June 10, 2025 1:59 PM
To: Jason Loduha <publicworks@townofalgoma.org>
Subject: Re: Algoma Town Hall Boiler

Good afternoon,

If you want to budget \$3,000.00 for some contingencies that would be fine the only thing I'd be worried about is if the steel is compromised and we can't unthread fittings. If we had to cut and re-weld on some new steel that could add to the cost.

Thanks,

Jared Kreiling

HVAC Service and Sales

Automated Comfort Controls

p: 920.460.6157 | office: 920.997.0780

e: jkreiling@automatedcomfort.com

a: 2085 West Packard St, Appleton, WI
54914

From: Jason Loduha <publicworks@townofalgoma.org>
Sent: Tuesday, June 10, 2025 1:55:58 PM
To: Jared Kreiling <jkreiling@automatedcomfort.com>
Subject: Re: Algoma Town Hall Boiler

Hello Jared,

Would you have any idea of what the change orders or Exclusions would cost? So maybe we can figure in possible change orders? It can be a ballpark number to plan for the higher end if possible.

Thanks,

Jason

From: Jared Kreiling <jkreiling@automatedcomfort.com>
Sent: Monday, June 9, 2025 10:40 AM

To: Jason Loduha <publicworks@townofalgoma.org>

Subject: Algoma Town Hall Boiler

Hi Jason,

Please see attached to replace steam boiler at the town hall. I included adding backflow preventer which is currently absent but definitely should be in there. I also added E-stop for csd-1 compliance. Let me know if you have any questions.

Thank you,

Jared Kreiling

HVAC Service and Sales

Automated Comfort Controls

p: 920.460.6157 | office: 920.997.0780

e: jkreiling@automatedcomfort.com

a: 2085 West Packard St, Appleton, WI
54914



AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: June 18, 2025

RE: Petition of Winnebago County for the proposed code text amendment changes affecting the Winnebago County Shoreland Zoning Code, Chapter 27, of the Winnebago County General Code.

SUMMARY:

The Town received the proposed code text amendment for Chapter 27 of the Winnebago County Shoreland Zoning Ordinance by email on Tuesday, June 10, 2025. The email also notified the Town that there is a public hearing on this matter on July 1, 2025.

The instructions are to submit this text amendment for review during the next Town Board meeting and to submit a response regarding this item before or within 10 days of the public hearing.

We received the attached proposed re-written Chapter 27; however, no mark-up or notes of the changes were included.

In response to my request for more information, Planning and Zoning let me know on 6/12/25 that this change will not effect the town as we are under comprehensive county zoning and they will be providing a summary of the changes and intent of the change before our board meeting--but I do not have that at the time of this memo.

RECOMMENDED ACTION: Staff recommends approval of the amendments as presented. Should the Town Board have a response to any of the proposed changes, staff request that those responses be included in the motion. Should the Town Board agree with the changes as presented, the following motion may be made:

“Motion to approve the Petition of Winnebago County for the proposed code text amendment changes affecting the Winnebago County Shoreland Zoning Code, Chapter 27, of the Winnebago County General Code.”

ATTACHMENTS:

1. Chapter 27 Shoreland Zoning Code – P&Z Committee Public Hearing 7/1/25



Winnebago County

CHAPTER 27
Shoreland Zoning Code

INITIAL PUBLIC HEARING 7/1/2025

**CHAPTER 27
SHORELAND ZONING CODE**

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PREFACE

PURPOSE

This County Shoreland Zoning Ordinance is written to reflect the objectives and requirements of s. 59.692, Stats, and ch. NR 115, Wis. Admin. Code, and represents the way for counties to meet the requirements of s. NR 115.06(2)(b)1, Wis. Admin. Code, to adopt legal shoreland zoning standards. A county ordinance may achieve more effective shoreland management than what may be afforded by the model ordinance alone by creating standards for topics in NR 115 without specific standards and/or by addressing other matters that may be regulated.

This ordinance is the latest update of the Wisconsin Shoreland Protection Ordinance which was developed by the Department of Natural Resources in December of 1967. The initial revision was necessary when ch. NR 115 was repealed and recreated in November 1980 to include wetland protection in shoreland areas. Since then, numerous revisions have been made to the model ordinance to reflect changes to s. 59.692, Stats, and/or NR 115 over time. As experience, case law, and statutory revisions demand, the DNR model ordinance will be revised to stay consistent with current standards.

STATUTORY REFERENCES

Throughout this code, the Department has referenced the section of s. 59.692, Stats., ch. NR 115, Wis. Admin. Code (or alternatively NR 115), or other Statute or Administrative Code that particular portion of the model is based on. A county is not required to adopt these references in its ordinance but may utilize the references for organizational purposes or for better understanding during ordinance development.

NOTICE, HEARING, AND CERTIFICATE OF COMPLIANCE

A Class 2 notice under Ch. 985, Stats, is required prior to holding a public hearing regarding or a county adopting a revised shoreland zoning ordinance. A Class 2 notice consists of publication of the hearing notice on 2 consecutive weeks, the last at least 7 days prior to the hearing. Notice of the proposed hearing shall be provided to the appropriate Department of Natural Resources staff person. Subsequently, the county shall provide the Department of Natural Resources with a copy of the adopted ordinance language, and a signed and dated copy of the county board resolution or decision document that includes the resolution or ordinance number on it. The Department of Natural Resources shall review the adopted county shoreland zoning ordinance and prepare a certificate of compliance, as appropriate, that is mailed to the county clerk.

NOTE: The department recommends the county submit draft ordinance amendments for review prior to moving to the public hearing phase.

MISCELLANEOUS

Note the following shoreland zoning-related regulations that are not typical to include within the ordinance itself:

Section 59.692(1d)(a), Stats, prohibits this shoreland zoning ordinance (an ordinance enacted under s. 59.692, Stats) from regulating a matter more restrictively than the matter is regulated by a shoreland zoning standard.

Section 59.692(1d)(b), Stats, allows this shoreland zoning ordinance (an ordinance enacted under s. 59.692, Stats) to regulate a matter that is not regulated by a shoreland zoning standard.

Per s. 59.692(1)(c), Stats, a “shoreland zoning standard” means a standard for ordinances enacted under s. 59.692, Stats, that is promulgated as a rule by the department (Wisconsin DNR). In

practical terms a shoreland zoning standard is one of the seven standards under s. NR 115.05(1).

Section 59.692(1f)(a), Stats, prohibits counties from requiring a property owner to establish a vegetative buffer zone on previously developed land or expand an existing vegetative buffer zone. However, as part of a county's shoreland mitigation standards or enforcement where vegetation removal is prohibited, the establishment or expansion of the vegetative buffer may remain an option.

Section 59.692(1f)(b), Stats, allows counties to require a property owner to maintain a vegetative buffer zone that existed on July 14, 2015, in concert with the provisions of s. 9.2(2) of this model ordinance.

Section 59.692(1k)(a)1, Stats, establishes that this ordinance may not require any approval to install or maintain outdoor lighting in shorelands, impose any fee or mitigation requirement to install or maintain outdoor lighting in shorelands, or otherwise prohibit or regulate outdoor lighting in shorelands if the lighting is designed or intended for residential use.

Section 59.692(7), Stats, establishes that the construction and maintenance of a facility is considered to satisfy the requirements of a county shoreland zoning ordinance enacted under s. 59.692, Stats, if any of the following applies:

- (a) The department has issued all required permits or approvals authorizing the construction or maintenance under Ch. 30, 31, 281, or 283.
- (b) No department permit or approval under subsection (a) is required for the construction or maintenance and the construction or maintenance is conducted in a manner that employs best management practices to infiltrate or otherwise control stormwater water runoff from the facility.

A "facility" means any property or equipment of a public utility, as defined in s. 196.01 (5), Stats, or a cooperative association organized under Ch. 185 for the purpose of producing or furnishing heat, light, or power to its members only, that is used for the transmission, delivery, or furnishing of natural gas, heat, light, or power.

Section 59.692(2m), Stats, establishes that this ordinance may not regulate the construction of a structure on a substandard lot in a manner that is more restrictive than the shoreland zoning standards for substandard lots.

CHAPTER 27 SHORELAND ZONING CODE

1.0 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE.

1.1 STATUTORY AUTHORIZATION. This ordinance is adopted pursuant to the authorization in s. 59.692, Stats, to implement 59.692 and 281.31, Stats.

1.2 FINDING OF FACT. Uncontrolled use of the shorelands and pollution of the navigable waters of Winnebago County will adversely affect the public health, safety, convenience, and general welfare and impair the tax base. The legislature of Wisconsin has delegated responsibility to the counties to further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; and to reserve shore cover and natural beauty. This responsibility is hereby recognized by Winnebago County, Wisconsin.

1.3 PURPOSE AND INTENT. (s. 281.31(1), Stats, s. 59.692(1c), Stats, NR 115.01) To promote and protect the public trust in navigable waters and to effect the purposes of s. 281.31, Stats, by aiding in the fulfillment of the state's role as trustee of its navigable waters; limiting the direct and cumulative impacts of shoreland development; and promoting the public health, safety, convenience and general welfare, this ordinance has been established to:

(1) FURTHER THE MAINTENANCE OF SAFE AND HEALTHFUL CONDITIONS AND PREVENT AND CONTROL WATER POLLUTION THROUGH:

- (a) Limiting structures to those areas where soil and geological conditions will provide a safe foundation.
- (b) Establishing minimum lot sizes to provide adequate area for private on-site waste treatment systems.
- (c) Controlling filling and grading to prevent soil erosion problems.
- (d) Limiting impervious surfaces to control runoff which carries pollutants.

(2) PROTECT SPAWNING GROUNDS, FISH AND AQUATIC LIFE THROUGH:

- (a) Preserving wetlands and other fish and aquatic habitat.
- (b) Regulating pollution sources.
- (c) Controlling shoreline alterations, dredging and lagooning.

(3) CONTROL BUILDING SITES, PLACEMENT OF STRUCTURES AND LAND USES THROUGH:

- (a) Prohibiting certain uses detrimental to the shoreland-wetlands.
- (b) Setting minimum lot sizes and widths.
- (c) Setting minimum building setbacks from waterways.
- (d) Setting the maximum height of near shore structures.

(4) RESERVE SHORE COVER AND NATURAL BEAUTY

- (a) Restricting the removal of natural shoreland cover.
- (b) Preventing shoreline encroachment by structures.
- (c) Controlling shoreland excavation and other earth moving activities.
- (d) Regulating the use and placement of boathouses and other structures.

1.4 TITLE. Chapter 27 Shoreland Zoning Code for Winnebago County, Wisconsin.

2.0 GENERAL PROVISIONS.

2.1 AREAS TO BE REGULATED. (NR 115.02) Areas regulated by this ordinance shall include all the lands (referred to herein as shorelands) in the unincorporated areas of Winnebago County which are:

- (1) Within one thousand (1,000) feet of the ordinary high-water mark of navigable lakes, ponds or flowages or within one thousand (1,000) feet of the high-water mark of navigable glacial pothole lakes or to the landward side of the floodplain, whichever distance is greater. (NR 115.03(8)) (59.692(1)(b)1).

NOTE 1: Glacial till lakes are glacial depressions filled with water – typically isolated from one another with respect to surface drainage. They accumulate water from precipitation, overland runoff, groundwater and lose water through evaporation and seepage to groundwater. Glacial till lakes are also known commonly as kettle lakes.

NOTE 2: Kettles are distinct, steep sided depressions left in an outwash plain or ground moraine resulting from the later melting of ice blocks buried by the outwash or till during deposition. Kettles can range in size from small bowls less than 100 feet across to large pits encompassing several acres. This definition is from the Wisconsin DOT Geotechnical Manual March 1, 2017.

- (2) Within three hundred (300) feet of the ordinary high-water mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. (NR 115.03(8))

(3) The provisions of this chapter apply to regulation of the use and development of unincorporated shoreland areas. Unless specifically exempted by law, all cities, villages, towns, counties and, when s. 13.48 (13), Stats, applies, state agencies are required to comply with, and obtain all necessary permits under, local shoreland ordinances. The construction, reconstruction, maintenance or repair of state highways and bridges carried out under the direction and supervision of the Wisconsin Department of Transportation is not subject to local shoreland zoning ordinances if s. 30.2022 (1m), Stats, applies. (NR 115.02) Shoreland zoning requirements in annexed or incorporated areas are provided in s. 61.353 and s. 62.233, Stats.

(4) Determinations of navigability and ordinary high-water mark location shall initially be made by the zoning administrator. When questions arise, the zoning administrator may contact the appropriate office of the Department for a final determination of navigability or ordinary high-water mark. The county may work with surveyors with regard to s. 59.692(1h).

(5) Under s. 281.31(2m), Stats, notwithstanding any other provision of law or administrative rule promulgated thereunder, this shoreland zoning ordinance does not apply to:

- (a) Lands adjacent to farm drainage ditches if:
 - 1. Such lands are not adjacent to a natural navigable stream or river;
 - 2. Those parts of such drainage ditches adjacent to such lands were not navigable streams before ditching; and
- (b) Lands adjacent to artificially constructed drainage ditches, ponds or stormwater retention basins that are not hydrologically connected to a natural navigable water body.

2.2 COMPLIANCE. The use of any land; the size, shape and placement of lots; the use, size, type and location of structures on lots; the filling, grading, lagooning, and dredging of any lands; the cutting of shoreland vegetation; and the subdivision of lots shall be in full compliance with the terms of this ordinance and other applicable local, state or federal regulations. Buildings, other structures, and land disturbances (including filling and grading, etc.) shall require a permit unless otherwise expressly excluded by a provision of this ordinance.

2.3 MUNICIPALITIES AND STATE AGENCIES REGULATED. Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply when s. 13.48(13), Stats, applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation are exempt when s. 30.2022(1m), Stats, applies.

2.4 ABROGATION AND GREATER RESTRICTIONS. (s. 59.692(5), Stats) The provisions of this ordinance supersede any provisions in a county zoning ordinance that solely relate to shorelands. In other

words if a zoning standard only applies to lands that lie within the shoreland and applies because the lands are in shoreland, then this ordinance supersedes those provisions. However, where an ordinance adopted under a statute other than s. 59.692, Stats, does not solely relate to shorelands and is more restrictive than this ordinance, for example a floodplain ordinance, that ordinance shall continue in full force and effect to the extent of the greater restrictions.

(1) (s. 59.692(2)(a), Stats) This ordinance shall not require approval or be subject to disapproval by any town or town board.

(2) (s. 59.692(2)(b), Stats) If an existing town ordinance relating to shorelands is more restrictive than this ordinance or any amendments thereto, the town ordinance continues in all respects to the extent of the greater restrictions but not otherwise.

(3) This ordinance is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(4) (s. 59.692(2)(c)) This ordinance shall accord and be consistent with any comprehensive zoning plan or general zoning ordinance applicable, so far as practicable.

(5) (s. 59.692(1d)(b), Stats) This ordinance may establish standards to regulate matters that are not regulated by a shoreland zoning standard under NR 115.05(1) and that further the purposes of shoreland zoning as described in section 1.3 of this ordinance.

(a) Standards which further the purposes of shoreland zoning include but are not limited to zoning, floodplain zoning, airport zoning, subdivision/platting, non-metallic mining/reclamation, and stormwater/erosion control.

(6) (s. 59.692(1k)(a)3, Stats) This ordinance may not require any inspection or upgrade of a structure before the sale or other transfer of the structure may be made.

2.5 **SEVERABILITY.** If any portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

3.0 SHORELAND-WETLAND DISTRICT. (NR 115.04)

3.1 **PURPOSE.** This district is created to maintain safe and healthful conditions, to prevent water pollution, to protect fish spawning grounds and wildlife habitat, to preserve shore cover and natural beauty and to control building and development in wetlands within the shoreland zone. When development is permitted in a wetland, the development should occur in a manner that minimizes adverse impacts upon the wetland.

3.2 **DESIGNATION.** This district shall include all wetlands shown in the most recent version of the Wisconsin Wetland Inventory as depicted on the Department of Natural Resources Surface Water Data Viewer.

3.3 **SHORELAND-WETLAND MAPS.** The most recent version of the Wisconsin Wetland Inventory as depicted on the Department of Natural Resources Surface Water Data Viewer is made part of this ordinance. The maps can be viewed at <https://dnrmapping.wi.gov/H5/?Viewer=SWDV>

(1) **LOCATING SHORELAND-WETLAND BOUNDARIES.** (NR 115.04(2)(b)2.note) Where an apparent discrepancy exists between the shoreland-wetland district boundary shown on the Wisconsin Wetland Inventory and actual field conditions, the county shall contact the Department to determine if the map is in error. If the Department determines that a particular area was incorrectly mapped as wetland or meets the wetland definition but was not shown as wetland on the map, the county shall have the authority to immediately grant or deny a shoreland zoning permit in accordance with the applicable regulations based on the Department determination as to whether the area is wetland. In order to correct wetland mapping errors on the official zoning map, an official zoning map amendment must be initiated within a reasonable period of time.

3.4 PERMITTED USES. (NR 115.04(3)) NR 115 currently contains absolute standards for permitted uses in shoreland wetlands which cannot be made more or less restrictive. NR 115 does not prohibit counties to protect wetlands outside of the shoreland jurisdictional area.

The following uses shall be allowed, subject to general shoreland zoning regulations contained in this ordinance:

- (1) Activities and uses which do not require the issuance of a zoning permit, but which must be carried out without any filling, flooding, draining, dredging, ditching, tiling or excavating:
 - (a) Hiking, fishing, trapping, hunting, swimming, and boating;
 - (b) The harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits, and tree seeds, in a manner that is not injurious to the natural reproduction of such crops;
 - (c) The pasturing of livestock and the construction and maintenance of fences;
 - (d) The cultivation of agricultural crops;
 - (e) The practice of silviculture, including the planting, thinning, and harvesting of timber; and
 - (f) The construction or maintenance of duck blinds.
- (2) Uses which require the issuance of a zoning permit and must be carried out without any filling, flooding, draining, dredging, ditching, tiling or excavating:
 - (a) The construction or maintenance of piers, docks or walkways built on pilings above the OHWM.
 - (b) The construction or maintenance of nonresidential buildings, provided that all of the following apply:
 1. The building is essential for and used solely in conjunction with the raising of waterfowl, minnows or other wetland or aquatic animals; or used solely for a purpose which is compatible for wetland preservation;
 2. The building cannot, as a practical matter, be located outside the wetland;
 3. Such building is not designed for human habitation and does not exceed 500 sq. ft. in floor area; and
 - (c) The establishment and development of public and private parks and recreation areas, boat access sites, natural and outdoor education areas, historic and scientific areas, wildlife refuges, game preserves and private wildlife habitat areas, provided:
 1. no filling is done
 2. any private wildlife habitat area is used exclusively for that purpose.
 3. any ditching, excavating, dredging, dike and dam construction shall be allowed in wildlife refuges, game preserves, and private wildlife habitat areas for the purpose of improving wildlife habitat or to otherwise enhance wetland values. Any of these activities shall comply with the floodplain ordinance and secure all other required permit related to dike and dam construction.
- (3) Uses which do not require the issuance of a zoning permit but which may include filling, flooding, draining, dredging, ditching, tiling, or excavating as necessary but only to the extent specifically provided below:
 - (a) The cultivation of cranberries including flooding, dike and dam construction or ditching necessary for the growing and harvesting of cranberries,
 - (b) The maintenance and repair of existing agricultural drainage systems *such as ditching and tiling* necessary to maintain the level of drainage required to continue the existing agricultural use.
 - (c) The maintenance, repair, replacement or reconstruction of existing town and county highways and bridges.
- (4) Uses which require the issuance of a zoning permit and which may include filling, flooding, draining, dredging, ditching, tiling or excavating as necessary, but only to the extent specifically

provided below:

- (a) The construction and maintenance of roads which are necessary to conduct silvicultural activities or agricultural cultivation, provided that:
 - 1. The road cannot as a practical matter be located outside the wetland;
 - 2. The road is designed and constructed to minimize adverse impact upon the natural functions of the wetland enumerated in section 3.6(2);
 - 3. The road is designed and constructed with the minimum cross-sectional area practical to serve the intended use; and
 - 4. Road construction activities are carried out in the immediate area of the roadbed only.
 - 5. The construction of a road for silvicultural activities for temporary water level stabilization measures necessary to alleviate abnormally wet or dry conditions that would have an adverse impact on silvicultural activities if not corrected.
- (b) The construction or maintenance of electric, gas, telephone, water and sewer transmission and distribution facilities, by public utilities and cooperative associations organized for the purpose of producing or furnishing heat, light, power or water to their members provided:
 - 1. Such construction or maintenance is done in a manner designed to minimize flooding and adverse impact on the natural functions of the wetland enumerated in section 3.6(2).
- (c) The construction or maintenance of railroad lines provided that:
 - 1. The railroad lines cannot, as a practical matter, be located outside the wetland;
 - 2. Such construction or maintenance is done in a manner designed to minimize flooding and adverse impact upon the natural functions of the wetland enumerated in section 3.6(2).

3.5 PROHIBITED USES. (NR 115.04(4)) Any activity or use not listed in section 3.4 is prohibited, unless the wetland or portion of the wetland has been rezoned by amendment of this ordinance in accordance with section 3.6 of this ordinance and s. 59.69(5)(e), Stat.

3.6 REZONING OF LANDS IN THE SHORELAND-WETLAND DISTRICT. (NR 115.04(2))

- (1) For all proposed shoreland wetland rezoning requests under this ordinance, the appropriate office with the Department shall be provided with the following:
 - (a) A copy of every proposed petition for a shoreland wetland rezoning request under this ordinance, within 5 days of the filing of such request with the county clerk.
 - (b) Written notice of the public hearing to be held on a proposed shoreland wetland rezoning request at least 10 days prior to such hearing;
 - (c) A copy of the county zoning agency's findings and recommendations on each proposed shoreland wetland rezoning request within 10 days after the submission of those findings and recommendations to the county board; and
 - (d) Written notice of the county board's decision on each proposed shoreland wetland rezoning request within 10 days after it is issued.
 - (e) If a Town has its own general zoning code, and any portion of the subject property lies within a shoreland zoning area, the Town shall provide written notice of the public hearing for the requested zoning change to Winnebago County and the Department no less than 10 days prior to the public hearing.
- (2) (NR 115.04(2)(c)4) A wetland, or a portion thereof, in the shoreland-wetland district shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:
 - (a) Storm and flood water storage capacity;
 - (b) Maintenance of dry season stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;
 - (c) Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would

- otherwise drain into navigable waters;
- (d) Shoreline protection against soil erosion;
- (e) Fish spawning, breeding, nursery, or feeding grounds;
- (f) Wildlife habitat; or
- (g) Areas of special recreational, scenic, or scientific interest, including scarce wetland types.

(3) (NR 115.04(2)(c)9) If the Department notifies the county zoning agency that a proposed shoreland wetland rezoning request under this ordinance may have a significant adverse impact upon any of the criteria listed in section 3.6(2) of this ordinance, that shoreland wetland rezoning request, if approved by the county board, shall contain the following provision:

"This shoreland wetland rezoning shall not take effect until more than 30 days have elapsed after written notice of the county board's approval of this shoreland wetland rezoning is mailed to the Department of Natural Resources. During that 30-day period the Department of Natural Resources may notify the county board that it will adopt a superseding shoreland ordinance for the county under s. 59.692(6), Stat. If the Department does so notify the county board, the effect of this amendment shall be stayed until the s. 59.692(6), Stat, adoption procedure is completed or otherwise terminated."

4.0 MINIMUM LOT SIZE FOR CONFORMING LOTS. (NR 115.05(1))

4.1 PURPOSE. (NR 115.05(1)(a)) Minimum lot sizes in the shoreland area have been established to afford protection against danger to health, safety and welfare, and protection against pollution of the adjacent body of water. In calculating the minimum area or width of a lot, the beds of navigable waters shall not be included.

4.2 SEWERED LOTS. (NR 115.05(1)(a)1) For each lot served by public sanitary sewer the minimum lot area shall be 10,000 sq. ft. and the minimum average lot width shall be 65 feet with at least 65 feet of frontage width at the ordinary high-water mark.

4.3 UNSEWERED LOTS. (NR 115.05(1)(a)2) For each lot not served by public sanitary sewer the minimum lot area shall be 20,000 sq. ft. and the minimum average lot width shall be 100 feet with at least 100 feet of frontage width at the ordinary high-water mark.

5.0 SUBSTANDARD LOTS. (NR 115.05(1)(a)3)

5.1 SUBSTANDARD LOT ALLOWANCES. A legally created lot or parcel that met minimum area and minimum average width requirements when created, but does not meet current lot size requirements, may be used as a building site if all of the following apply:

- (1) The substandard lot or parcel was never reconfigured or combined with another lot or parcel by plat, survey, or consolidation by the owner into one property tax parcel.
- (2) The substandard lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel.
- (3) The substandard lot or parcel is developed to comply with all other ordinance requirements.

NOTE: The intent of this provision is to allow lots that were legally created that currently do not meet the minimum lot width and area requirements to be considered a building site provided all ordinance requirements can be met. Substandard lots that have been reconfigured by a certified survey map or consolidated into one legal description with the register of deeds, which result in a larger (closer to conforming) lot should be allowed to be utilized as a building site. Additionally, lots that have a legal description for each substandard lot on record with the Register of Deeds but have one tax parcel number assigned by the Real Property Lister or Assessor for taxing/assessing purposes should be considered separate building sites and should not be considered consolidated. Lots that have had development over the lot lines should be combined with a legal description and recorded with a new deed prior to new development occurring.

5.2 OTHER SUBSTANDARD LOTS. Except for lots which meet the requirements of section 5.1 a building permit for the improvement of a lot having lesser dimensions than those stated in sections 4.2 and 4.3 shall be issued only if a variance is granted by the board of adjustment.

6.0 ILLEGALLY CREATED LOTS

6.1 LIMITATIONS. An illegally created lot is one that was created in violation of the required minimum area and minimum average width requirements of the County's shoreland zoning ordinance at the time of creation. Illegally created lots shall not be used for construction purposes without the granting of a variance.

7.0 SETBACKS. (NR 115.05(1)(b))

7.1 PURPOSE. (NR 115.05(1)(b)) Setbacks within the shoreland area have been established to conform to health, safety and welfare requirements, preserve natural beauty, reduce flood hazards, protect against water pollution, and otherwise limit the direct and cumulative impacts of shoreland development of the adjacent water body.

7.2 SHORELAND SETBACK. (s. 59.692(1n)(am), Stats, and NR115.05(1)(b)1) A setback of 75 feet from the ordinary high water mark of any navigable water to the nearest part of a building or structure shall be required.

7.3 REDUCED SHORELAND SETBACK FOR A NEW PRINCIPAL STRUCTURE

(1) EXISTING PRINCIPAL STRUCTURES IN BOTH DIRECTIONS (I.E. TWO-SIDED AVERAGING). (s. 59.692(1n)(b), Stats) Where there are existing principal structures in both directions of a new proposed principal structure, a shoreland setback less than the required 75-foot setback from the ordinary high water mark of section 7.2 shall be permitted for a new proposed principal structure provided all of the following are met:

- (a) Both of the existing principal structures are located on lots immediately adjacent to the lot of the proposed new principal structure.
- (b) Both of the existing principal structures are located within 250 feet of the proposed new principal structure.
- (c) Both of the existing principal structures are the closest principal structure on their respective lots to the new proposed principal structure.
- (d) Both of the existing principal structures are located less than 75 feet from the ordinary high-water mark.
- (e) The reduced shoreland setback shall equal the average of the distances that the two existing principal structures are set back from the ordinary high-water mark.
- (f) The reduced shoreland setback shall not be reduced to less than 35 feet from the ordinary high-water mark.

NOTE: Section 59.692(1d)(a), Stats, requires counties to adopt the standards for two-sided averaging consistent with section 7.3(1) for reducing the shoreland setback.

(2) EXISTING PRINCIPAL STRUCTURES IN ONLY ONE DIRECTION (I.E. ONE-SIDED AVERAGING). (s. 59.692(1n)(bm), Stats) Where there is an existing principal structure in only one direction of a new proposed principal structure, a shoreland setback less than the required 75' setback from the ordinary high water mark of section 7.2 may be permitted for a new proposed principal structure provided all of the following are met:

- (a) The existing principal structure is located on a lot immediately adjacent to the lot of the proposed new principal structure.
- (b) The existing principal structure is located within 250 feet of the proposed new principal structure.

- (c) The existing principal structure is the closest principal structure on its lot to the new proposed principal structure.
- (d) The existing principal structure is located less than 75 feet from the ordinary high-water mark.
- (e) The reduced shoreland setback shall equal the average of 75 feet and the distance that the existing principal structure is set back from the ordinary high-water mark.
- (f) The reduced shoreland setback shall not be reduced to less than 35 feet from the ordinary high-water mark.

NOTE: Adopting the standards for one-sided averaging consistent with section 7.3(2) for reducing the shoreland setback is optional, and not required.

7.4 RESERVED

7.5 EXEMPT STRUCTURES IN THE SHORELAND SETBACK AREA. (s. 59.692(1n)(d), Stats, s. 59.692(1k)(a)(6), Stats, NR 115.05(1)(b)1m) All of the following structures are exempt from the shoreland setback established under section 7.2:

NOTE 1: Structures not identified in section 7.5 as exempt are prohibited.

(1) **DRY BOATHOUSES.** Boathouses located entirely above the ordinary high-water mark, entirely within the access and viewing corridor, that do not contain plumbing, and are not used for human habitation. (s. 59.692(1o), Stats) The roof of a boathouse may be used as a deck provided that:

- (a) The boathouse has a flat roof.
- (b) The roof has no side walls or screens.
- (c) The roof may have a railing that meets the Department of Safety and Professional Services standards.

(2) **ADDITIONAL STANDARDS**

- (a) No more than one boathouse shall be located on a parcel of land.
- (b) A boathouse shall be located entirely within a shore yard setback, but shall not be closer than 5 feet to the ordinary high-water mark of the stream, lake, pond, or wetland on which it fronts. A boathouse shall not be closer than 3 feet to a side property boundary line.
- (c) The floor area of a boathouse shall not exceed 500 sq. feet or 15 feet in height.
- (d) A boathouse shall have a garage-type door at least 7 feet wide for primary access on the side of the building facing the water. Where water frontage is all marsh and access to open water is not possible, the zoning administrator may waive this requirement at the time of permitting and approve an alternative location for the door.
- (e) A boathouse shall be placed on a continuous perimeter foundation that extends below the frost line or on a concrete slab. The use of a boathouse is limited to the storage of watercraft and related equipment.
- (f) The property owner shall obtain all necessary permits from the Wisconsin Department of Natural Resources, United States Army Corps of Engineers, and other regulatory agencies as may be required.

NOTE 1: A county may create requirements for the construction of new boathouses provided they do not effectively prohibit the exemption in section 7.5(1).

NOTE 2: Section 7.5(1) does not apply to “wet” boathouses regulated under s. 30.121.

(3) **NO SIDE, OPEN-SIDED, AND SCREENED STRUCTURES.** (s. 59.692(1v), Stats) No side, open-sided and screened structures such as gazebos, decks, patios and screen houses in the shoreland setback area, provided all of the following requirements of s. 59.692(1v), Stats, are met:

- (a) The part of the structure that is nearest to the water is located at least 35 feet landward from the ordinary-high water mark.
- (b) The total floor area of all the structures in the shoreland setback area of the property will not exceed 200 square feet. Boathouses shall be excluded from the calculation.
- (c) The structure that is the subject of the request for special zoning permission has no sides or has open or screened sides.
- (d) The county must approve a plan that will be implemented by the owner of the property to preserve or establish a vegetative buffer zone that covers at least 70% of the half of the shoreland setback area that is nearest to the water.

NOTE: The statutory requirement under 59.692(1v)(d) to preserve or establish a vegetative buffer zone for the construction of structures under 59.692(1v) is not superseded by 59.692(1f)(a).

NOTE: Retaining walls are unable to meet all of the requirements of s. 59.692(1v), Stats.

(4) **FISHING RAFTS.** Fishing rafts that are authorized on the Wolf River and Mississippi River under s. 30.126, Stats.

(5) **BROADCAST SIGNAL RECEIVERS.** Broadcast signal receivers, including satellite dishes or antennas that are one meter or less in diameter and satellite earth station antennas that are 2 meters or less in diameter.

(6) **UTILITY STRUCTURES.** Utility transmission and distribution lines, poles, towers, water towers, pumping stations, well pumphouse covers, and private on-site wastewater treatment systems that comply with ch. SPS 383, Wis. Admin. Code, and other utility structures that have no feasible alternative location outside of the minimum setback and that are constructed and placed using best management practices to infiltrate or otherwise control storm water runoff from the structure.

(7) **WALKWAY, STAIRWAY, OR RAIL SYSTEM.** A walkway, stairway, or rail system that is necessary to provide pedestrian access to the shoreline and is a maximum of 60-inches in width.

(8) **DEVICES OR SYSTEMS USED TO TREAT RUNOFF FROM IMPERVIOUS SURFACES.** (s. 59.692(1k)(a)6, Stats, and s. 59.692(1k)(am)1, Stats) Devices or systems used to treat runoff from impervious surfaces, provided the requirements of s. 59.692(1k)(a)6, Stats, and s. 59.692(1k)(am)1, Stats, are met.

(9) **FENCE.** (s. 59.692(1n)(d)7, Stats) A fence along a roadway that meets all of the following requirements:

- (a) Is not taller than 15 feet.
- (b) Is located not less than 2 feet landward of the ordinary high-water mark.
- (c) Is located entirely outside of a highway right-of-way.
- (d) Is located not less than 10 feet from the edge of a roadway and not more than 40 feet from the edge of a roadway or highway right-of-way, whichever is greater.
- (e) Is generally perpendicular to the shoreline.

(10) **BRIDGES.** A bridge for which the department has issued a permit under s. 30.123, Stats.

8.0 STRUCTURES IN THE FLOODPLAIN. (NR 115.05(1)(b)2)

8.1 **CROSS COMPLAINT.** Buildings and structures to be constructed or placed in a floodplain shall be required to comply with any applicable floodplain zoning ordinance (Chapter 26 Floodplain Zoning Code).

9.0 VEGETATION. (NR 115.05(1)(c))

9.1 PURPOSE. (NR 115.05(1)(c)1) To protect natural scenic beauty, fish and wildlife habitat, and water quality, vegetation removal shall be regulated in a manner to protect water quality and reduce soil erosion and the flow of effluents, sediments and nutrients.

9.2 ACTIVITIES ALLOWED WITHIN A VEGETATIVE BUFFER ZONE. (s. 59.692(1f)(b), Stats, NR 115.05(1)(c)2) A vegetative buffer zone is maintained or created to protect water quality, fish and wildlife habitat and natural scenic beauty, and to promote the preservation and restoration of native vegetation. The vegetative buffer zone is the area that extends from the ordinary high-water mark to 35 feet landward. Removal or destruction of vegetation in the vegetative buffer zone shall be prohibited except as follows:

- (1) Routine maintenance of vegetation which means normally accepted horticultural practices that do not result in the loss of any layer of existing vegetation and do not require earth disturbance.
- (2) The removal or destruction of vegetation for the creation of an access and viewing corridor provided the following requirements are met:
 - (a) The access and viewing corridor remains a strip of vegetated land for the purpose of providing safe pedestrian access to the shore through the vegetative buffer zone.
 - (b) The access and viewing corridor may be 35% of the shoreline frontage but in no case shall it be less than 10 feet or greater than 200 feet.
 - (c) The viewing corridor may run contiguously for the entire maximum width allowed based on the shoreline frontage owned.

NOTE 1: Regarding section 9.2(2)(b) there is no prohibition for the establishment of an access and viewing corridor of less than 10 feet in width.

NOTE 2: The county may require a property owner to maintain a vegetative buffer zone that existed on July 14, 2015, in concert with the provisions of s. 9.2(2).

- (3) The removal of trees and shrubs on a parcel with 10 or more acres of forested land consistent with "generally accepted forestry management practices" as defined in NR 1.25(2)(b), Wis. Adm. Code, and described in Department publication "Wisconsin Forest Management Guidelines" (publication FR-226), provided that vegetation removal be consistent with these practices.
- (4) The removal of vegetation to manage exotic or invasive species, damaged vegetation, vegetation that must be removed to control disease, or vegetation creating an imminent safety hazard provided that any vegetation removed be replaced by replanting in the same area with native species as soon as practicable.
- (5) The County may authorize by permit additional vegetation management activities such as prescribed burns or other vegetation management or removal activities where there is a demonstrable need for the additional management activity. Any permit issued by the County under this section shall include an enforceable restriction to preserve the newly restored area. Prior to issuing a permit under this Section, the County shall require the following information to be provided by the permittee:

- (a) Detailed plans documenting the need and purpose are submitted and approved by the County.
- (b) Sufficient information within the plans showing that it is designed to:
 1. control erosion by limiting sedimentation into the waterbody;
 2. improve the plant community by replanting in the same area; and
 3. maintain and monitor the newly restored area.

Note: Section 59.692(1f)(a), Stats, prohibits counties from requiring a property owner to establish a

vegetative buffer zone on previously developed land or expand an existing vegetative buffer zone. However, as part of a county's shoreland mitigation standards or enforcement where vegetation removal is prohibited, the establishment or expansion of the vegetative buffer may remain an option.

10.0 FILLING, GRADING, LAGOONING, DREDGING, DITCHING, AND EXCAVATING.
(NR115.05(1)(d))

10.1 PURPOSE. To protect natural scenic beauty, fish and wildlife habitat, and water quality, land disturbances may be allowed and authorized only if done in a manner designed to minimize erosion, sedimentation and impairment of fish and wildlife habitat and natural scenic beauty.

10.2 APPLICABILITY. Filling, grading, lagooning, dredging, ditching, and excavating may be authorized by permit according to sections 10.3 and 10.4, and only if done in a manner that meets the purpose of section 10.1.

NOTE 1: In addition to meeting the provisions of section 10.2, filling, grading, lagooning, dredging, ditching, and excavating may also be allowed and authorized only in accordance with the requirements of ch. 30, Stats, and other state and federal laws where applicable, and only if done in a manner that meets the purpose of section 10.1.

NOTE 2: In order to allow land disturbances that meet the purposes of section 10.1 the department offers and strongly suggests sections 10.3 and 10.4 as a permit system for land disturbance activities that a county may adopt for implementing section 10.2:

10.3 GENERAL REQUIREMENTS. In order to implement section 10.2, a permit for filling, grading, lagooning, dredging, ditching or excavating within in the shoreland area may be granted provided that:

(1) A permit is required to be issued for filling, grading, lagooning, dredging, ditching, or excavating within 300 feet of the ordinary high-water mark of navigable waters.

NOTE: A county may continue to permit land disturbances to depths currently identified and justified within their shoreland zoning ordinance that differ from 300 feet from the ordinary high-water mark of navigable waters.

(2) It is not done within the vegetative buffer zone unless necessary for establishing or expanding the vegetative buffer or for the construction of an exempt structure under section 7.5.

(3) It is done in a manner designed to minimize erosion, sedimentation and impairment of fish and wildlife habitat.

(4) Filling, grading, lagooning, dredging, ditching or excavating in a shoreland-wetland district meets the requirements of section 3.

(5) All applicable federal, state, and local authority is obtained in addition to a permit under this ordinance.

(6) Any fill placed in the shoreland area is protected against erosion by the use of vegetative cover or stabilized in another acceptable and approved manner.

10.4 PERMIT CONDITIONS. In granting a permit under section 10.3(1), attach any of the following conditions, as appropriate:

(1) The smallest amount of bare ground shall be exposed for as short a time as feasible.

(2) Temporary ground cover (such as mulch or jute netting) shall be used and permanent vegetative

cover shall be established.

(3) Diversion berms or bales, silting basins, terraces, filter fabric fencing, and other methods shall be used to prevent erosion.

(4) Lagoons shall be constructed to avoid fish trap conditions.

(5) Fill shall be stabilized according to accepted engineering standards.

(6) Filling shall comply with any local floodplain zoning ordinance and shall not restrict a floodway or destroy the flood storage capacity of a floodplain.

(7) Construction associated with land disturbances are encouraged to incorporate slopes of two (2) units horizontal distance to one (1) unit vertical or flatter which shall be promptly vegetated and stabilized.

(8) Other project-related conditions may be considered.

11.0 IMPERVIOUS SURFACE STANDARDS. (NR 115.05(1)(e))

11.1 PURPOSE. Impervious surface standards shall be established to protect water quality, fish and wildlife habitat, and to protect against pollution of navigable waters.

11.2 APPLICABILITY. (NR 115.05(1)(e)1) Impervious surface standards shall apply to the construction, reconstruction, expansion, replacement, or relocation of any impervious surface that is or will be located within 300 feet of the ordinary high-water mark of any navigable waterway on any of the following:

(1) A riparian lot or parcel.

(2) A non-riparian lot or parcel that is located entirely within 300 feet of the ordinary high-water mark of any navigable waterway.

11.3 CALCULATION OF PERCENTAGE OF IMPERVIOUS SURFACE. (NR 115.05(1)(e)1m), 59.692(1k)(am)1) Percentage of impervious surface shall be calculated by dividing the surface area of the existing and proposed impervious surfaces on the portion of a lot or parcel that is within 300 feet of the ordinary high-water mark by the total surface area of that lot or parcel, and multiplied by 100. Impervious surfaces described in sections 11.4 and 11.5 shall be excluded from the calculation of impervious surface on the lot or parcel. If an outlot lies between the ordinary high-water mark and the developable lot or parcel and both are in common ownership, the lot or parcel and the outlot shall be considered one lot or parcel for the purposes of calculating the percentage of impervious surface.

NOTE 1: NR 115.05(1)(e)1m clarifies that if an outlot lies between the OHWM and the developed lot or parcel and both are in common ownership, then the lot or parcel should be considered one property for the purposes of calculating the percentage of impervious surfaces. If there is an outlot, parcel or road that is owned by some other entity, for example a hydroelectric facility or a town or county, then the county should determine what level of control the property owner has over that portion of the lot. Can the property owner place structures, such as shoreline protection, piers, stairs, boathouses etc.... on that portion of the lot or does some other entity have control over development? If a property owner has no or little say over construction on that portion of the lot then impervious surfaces on that portion of the lot should be calculated separately.

NOTE 2: For properties that have been "condominiumized" the impervious surface calculations apply to the entire property. The property is still under one legal description and the proposed expansion to a unit is not the only impervious surface calculated since the regulation states lot or parcel and not a unit. It will be important to remember also that mitigation applies to the property as a whole and not just to the portion of

the frontage that might be in front of the unit impacted.

11.4 TREATED IMPERVIOUS SURFACES. (NR115.05(1)(e)3m and s. 59.692(1k)(am)1, Stats)

Impervious surfaces that can be documented to demonstrate they meet either of the following standards shall be excluded from the impervious surface calculations under section 11.3:

- (1) The impervious surface is treated by devices such as stormwater ponds, constructed wetlands, infiltration basins, rain gardens, bio-swales or other engineered systems.
- (2) The runoff from the impervious surface discharges to an internally drained pervious area that retains the runoff on or off the parcel and allows infiltration into the soil.

NOTE 1: The provisions in section 11.4 act similarly to an exemption by excluding certain impervious surfaces from being included in the calculation of impervious surface and as such should be read and construed narrowly. A property owner is entitled to the exclusion under section 11.4 only when the property owner can demonstrate (see NOTE 2) that the runoff from a specific and specific area of impervious surface is being treated by and/or infiltrated consistent with section 11.4. If demonstrated, that specific impervious surface will not be included in the calculation of impervious surface for the purposes of implementing the impervious surface standards in this ordinance.

NOTE 2: To qualify for the exclusion under section 11.4, a property owner shall submit a complete permit application, that is reviewed and approved by the county. The application shall include 1) calculations showing how much runoff is coming from each of the impervious surface areas and cumulatively on the property; 2) documentation that the runoff from the impervious surface is being treated by a proposed treatment system, treatment device, or internally drained area; and 3) an implementation and maintenance schedule. The county shall create an enforceable obligation with the property owner to establish and maintain the functional operability of the treatment system, treatment devices, or internally drained area. The enforceable obligations shall be evidenced by an instrument recorded in the office of the Register of Deeds prior to the issuance of the permit.

NOTE 3: If a property owner or subsequent property owner fails to maintain the treatment system or treatment device to manufacturer and/or installer operational specifications, and/or maintain the existence and functional operation of an internally drained area, the associated impervious surface is no longer to be excluded from the calculation of impervious surface under section 11.3. Under such a scenario the treatment system or treatment device no longer serves as a means for reducing the impervious surface on the property owner's lot and the impervious surface on the property is to be recalculated immediately. If the percentage of impervious surface exceeds the standard of section 11.6, the standards of section 11.7 shall be met.

NOTE 4: If under section 11.4(2) the runoff does drain to and infiltrate on a parcel other than the property where development is proposed it must be demonstrated that the runoff is being retained and infiltrated on the other property. It must also be demonstrated that the runoff is not being directly piped to or otherwise directed towards the neighboring property unless as a part of a subdivision or PUD plat that contains a stormwater runoff plan. The area on the existing or neighboring property that is retaining and infiltrating the runoff must be noted in the county file so that it is not developed in the future. If the parcel that is retaining and infiltrating the runoff is developed in the future it no longer serves as a means for reducing the impervious surface on the property owner's lot. Under such scenario the impervious surface on the property is to be recalculated immediately. If the percentage of impervious surface exceeds the standard of section 11.6, the standards of section 11.7 shall be met.

11.5 ROADWAYS & SIDEWALKS. (59.692(1k)(am)3, Stats) Roadways defined in s. 340.01(54), Stats, and sidewalks defined in s. 340.01(58), Stats, shall be excluded from the impervious surface calculation under section 11.3.

NOTE: The roadways and sidewalks of section 11.5 are only those as defined. The exclusion from the impervious surface calculation does not apply to all driveways and sidewalks.

11.6 GENERAL IMPERVIOUS SURFACE STANDARD. (NR 115.05(1)(e)2) The percentage of impervious surface allowed on a lot or parcel described under section 11.2 and as calculated under section 11.3 shall not exceed 15%.

11.7 MAXIMUM IMPERVIOUS SURFACE STANDARD. (NR 115.05(1)(e)3) A lot or parcel may exceed the impervious surface standard under section 11.6 provided the following standards are met:

- (1) A lot or parcel described under section 11.2, calculated under section 11.3, and under the general impervious surface standard of section 11.6 may have greater than 15% impervious surface but not more than 30% impervious surface.
- (2) For lots or parcels that exceed the standard under section 11.6 but do not exceed the maximum standard section 11.7(1), a permit can be issued for development with a mitigation plan that meets the standards found in section 18.

11.8 EXISTING IMPERVIOUS SURFACES. (NR 115.05(1)(e)4) For existing impervious surfaces that were lawfully placed when constructed but that do not comply with the impervious surface standard in section 11.6 or the maximum impervious surface standard in section 11.7, the property owner may do any of the following:

- (1) Maintain and repair the existing impervious surfaces;
- (2) Replace existing impervious surfaces with similar surfaces within the existing building envelope;
or
- (3) Relocate or modify an existing impervious surface with similar or different impervious surface, provided that the relocation or modification does not result in an increase in the percentage of impervious surface that existed on the effective date of the county shoreland ordinance, and the impervious surface meets the applicable setback requirements in section 7.

11.9 IMPERVIOUS SURFACE STANDARD FOR HIGHLY DEVELOPED SHORELINES. (NR 115.05(1)(e)2m and s. 59.692(1k)(am)2, Stats)

- (1) A highly developed shoreline is one that meets either of the following:
 - (a) A shoreline within an area identified as an Urbanized Area or Urban Cluster in the 2010 US Census or a shoreline that has a commercial, industrial, or business land use as of January 31, 2013.
 - (b) Shorelines not listed under section 11.9(1)(a) that 1) are at least 500 feet wide at the shoreline; 2) include either a majority of lots with more than 30% of impervious surface area, a majority of lots of less than 20,000 square feet in area, and/or lots located on a lake served by a sewerage system as defined in s. 281.01(14), Stats; and 3) are mapped after receiving approval from the department following a county-held hearing.
- (2) Standards for highly developed shorelines: For a lot or parcel meeting the conditions of section 11.9(1) allow up to 30% impervious surface for residential land use and up to 40% impervious surface for commercial, industrial, or business land uses.

NOTE: Counties are not required under s. 59.692, Stats, to adopt the impervious surface standards for highly developed shorelines in section 11.9 but are required to adopt the general impervious surface standard in section 11.6.

11.10 MAXIMUM IMPERVIOUS SURFACE STANDARD FOR HIGHLY DEVELOPED SHORELINES. (NR 115.05(1)(e)3) A lot or parcel may exceed the impervious surface standard under section 11.9

provided the following standards are met:

- (1) Where the impervious surface standard for highly developed shorelines applies under section 11.9, a lot or parcel may have more than 30% impervious surface but not more than 40% impervious surface for residential land uses.
- (2) Where the impervious surface standard for highly developed shorelines applies under section 11.9, a lot or parcel may have more than 40% impervious surface but not more than 60% impervious surface for commercial, industrial or business land uses.
- (3) For a lot or parcel that exceeds the standard under section 11.9 but does not exceed the maximum standard under sections 11.10(1) or 11.10 (2), a permit can be issued for development with a mitigation plan that meets the standards found in section 18.

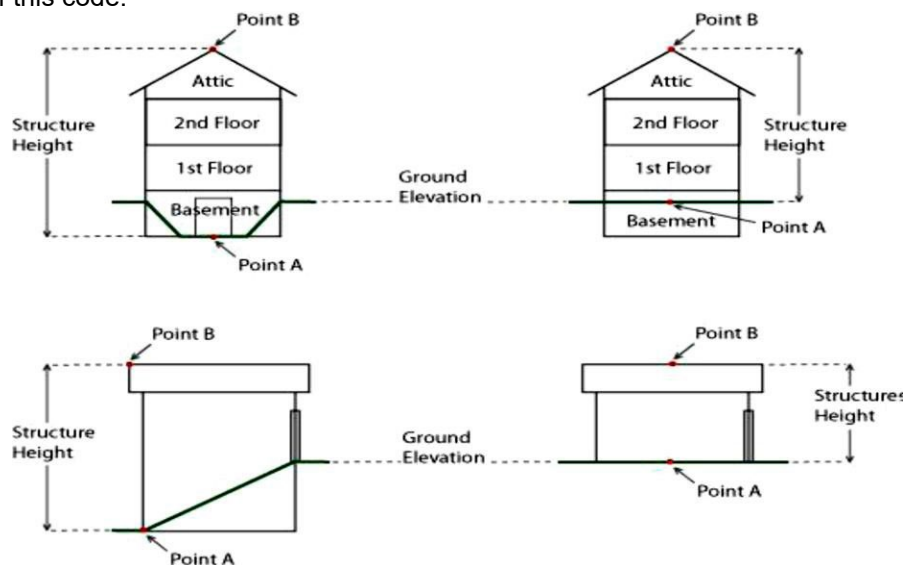
NOTE: Counties that do not adopt the impervious surface standards for highly developed shorelines are not required to adopt section 11.10.

12.0 HEIGHT. (NR 115.05(1)(f))

12.1 PURPOSE: To protect and preserve wildlife habitat and natural scenic beauty.

12.2 HEIGHT STANDARD. A structure taller than 35 feet within 75 feet of the ordinary high-water mark of any navigable waters is prohibited

12.3 MEASURING HEIGHT. Structure height is the measurement of the vertical line segment starting at the lowest point of any exposed wall and it's intersect with the ground (Point A in the following diagram) to a line horizontal to the highest point of a structure (Point B in the following diagram), unless specified under other sections of this code.



NOTE 1: There is no prohibition against regulating the height of structures beyond 75 feet from the ordinary high water mark.

NOTE 2: Counties are encouraged to include definitions of “floor”, “attic”, “basement”, etc. within the ordinance to provide clarity.

13.0 NONCONFORMING USES. (NR 115.05(1)(g)1-3, s. 59.69(10), Stats)

13.1 APPLICABILITY. This section applies to a use of a dwelling, building, or parcel of land that existed lawfully before the existing zoning ordinance was enacted or amended, but that does not conform to the allowed uses in the current ordinance. (s. 59.69(10)(ab), Stats)

13.2 GENERAL RULE. (s. 59.69(10), Stats)

(1) The continuance of the lawful use of any building, premises, structure, or fixture for any trade or industry for which such building, premises, structure, or fixture is used at the time that the ordinance takes effect may not be prohibited. (s. 59.69(10)(am), Stats, NR 115.05(1)(g)1)

(2) The alteration of, or addition to, or repair in excess of 50 percent of its assessed value of any existing building, premises, structure, or fixture for the purpose of carrying on any prohibited trade or new industry within the district where such buildings, premises, structures, or fixtures are located, may be prohibited. (s. 59.69(10)(am), Stats)

(3) The county may prohibit the continuance of the nonconforming use of a temporary structure. (115.05(1)(g)2)

(4) If the nonconforming use is discontinued for a period of 12 months, any future use of the building, premises, structure, or fixture shall conform to the current ordinance. (115.05(1)(g)3)

(5) A manufactured home community licensed under s. 101.935, Stats, that is a nonconforming use continues to be a nonconforming use notwithstanding the occurrence of any of the following activities within the community: (s. 59.69(10)(at), Stats)

(a) Repair or replacement of homes.

(b) Repair or replacement of infrastructure.

NOTE: Under general zoning any change of use must meet underlying zoning provisions.

14.0 NONCONFORMING STRUCTURES. (NR 115.05(1)(g)4-6, s. 59.692(1k)(a)2, 4 and (b), Stats)

14.1 APPLICABILITY. This section applies to an existing principal or accessory structure that was lawfully placed when constructed but that does not comply with the current required ordinary high water mark setback of a navigable waterway.

14.2 MAINTENANCE, REPAIR, REPLACEMENT OR VERTICAL EXPANSION OF NONCONFORMING STRUCTURES. (s. 59.692(1k)(a)2,4 and (b), Stats) A structure that was lawfully placed when constructed but that does not comply with the required shoreland setback per section 7 may be maintained, repaired, replaced, restored, rebuilt or remodeled if the activity does not expand the footprint of the nonconforming structure. Further, a structure that was lawfully placed when constructed but that does not comply with the required shoreland setback may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level. The expansion of a structure beyond the existing footprint may be allowed if the expansion is necessary to comply with applicable state or federal requirements.

NOTE: Sections 59.692(1k)(a) 2,4 and (b), Stats, prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in section 14.2. However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or stormwater erosion control.

14.3 LATERAL EXPANSION OF NONCONFORMING PRINCIPAL STRUCTURES WITHIN THE SETBACK. (NR 115.05(1)(g)5) An existing principal structure that was lawfully placed when constructed but that does not comply with the required shoreland setback per section 7 may be expanded laterally,

provided that all of the following requirements are met:

- (1) The use of the structure has not been discontinued for a period of 12 months or more if a nonconforming use.
- (2) The existing principal structure is at least 35 feet from the ordinary high-water mark.
- (3) Lateral expansions are limited to a maximum of 200 square feet over the life of the structure. No portion of the expansion may be any closer to the ordinary high-water mark than the closest point of the existing principal structure.
- (4) Issue a permit that requires an approved mitigation plan that shall be implemented by the property owner by the date specified in the permit. The mitigation plan shall meet the standards found in section 18.
- (5) All other provisions of the shoreland ordinance shall be met.

14.4 EXPANSION OF NONCONFORMING PRINCIPAL STRUCTURES BEYOND THE SETBACK. (NR 115.05(1)(g)5m) An existing principal structure that was lawfully placed when constructed but that does not comply with the required shoreland setback under section 7 may be expanded horizontally, landward, or vertically provided that the expanded area meets the shoreland setback requirements per section 7 and that all other provisions of the shoreland ordinance are met. A mitigation plan is not required solely for expansion under this paragraph, but may be required per sections 11.7 or 11.10.

14.5 RELOCATION OF NONCONFORMING PRINCIPAL STRUCTURES. (NR 115.05(1)(g)6) An existing principal structure that was lawfully placed when constructed but that does not comply with the required shoreland setback per section 7 may be relocated on the property provided all of the following requirements are met:

- (1) The use of the structure has not been discontinued for a period of 12 months or more if a nonconforming use.
- (2) The existing principal structure is at least 35 feet from the ordinary high-water mark.
- (3) No portion of the relocated structure is located any closer to the ordinary high-water mark than the closest point of the existing principal structure.
- (4) The county determines that no other location is available on the property to build a principal structure of a comparable size to the structure proposed for relocation that will result in compliance with the shoreland setback requirement per section 7.
- (5) The county issues a permit that requires an approved mitigation plan that shall be implemented by the property owner by the date specified in the permit. The mitigation plan shall meet the standards found in section 18.
- (6) All other provisions of the shoreland ordinance shall be met.

15.0 MAINTENANCE, REPAIR, REPLACEMENT, OR VERTICAL EXPANSION OF A STRUCTURE AUTHORIZED BY VARIANCE. (s. 59.692(1k)(a)2 and 4, and (b), Stats)

15.1 ALLOWANCES. A structure of which any part has been authorized to be located within the shoreland setback area by a variance granted before July 13, 2015, may be maintained, repaired, replaced, restored, rebuilt, or remodeled if the activity does not expand the footprint of the authorized structure. Additionally, the structure may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level. The expansion of a structure beyond the existing footprint may be allowed if the expansion is

necessary to comply with applicable state or federal requirements

NOTE 1: Any conditions placed on a previously granted variance remain binding and thus may override allowances in section 15.1 in part or in whole depending on the specific details of the condition(s).

NOTE 2: Section 59.692(1k)(a)2, Stats, prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in section 15.1. However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or stormwater erosion control.

16.0 MAINTENANCE, REPAIR, OR REPLACEMENT OF AN EXISTING EXEMPT STRUCTURE IN THE SHORELAND SETBACK AREA. (s. 59.692(1k)(a)2m, Stats, s. 59.692(1k)(a)6, Stats, s. 59.692(1k)(b), Stats, s. 59.692(1k)(bm), Stats)

16.1 EXEMPT STRUCTURE ALLOWANCES. All or any part of an existing exempt structures under section 7.5 (s. 59.692(1n)(d), Stats) may be maintained, repaired, replaced, restored, rebuilt or remodeled provided the activity does not expand the footprint and does not go beyond the three-dimensional building envelope of the existing structure.

16.2 ACTIVITY ALLOWANCES. An activity allowed under section 16.1 shall be allowed to expand the footprint of the structure provided it is the minimal expansion necessary to comply with applicable state or federal requirements.

NOTE: Section 59.692(1k)(a)2m, Stats, prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the structures or activities specified in section 16. However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, land disturbance, or stormwater erosion control.

17.0 MAINTENANCE, REPAIR, OR REPLACEMENT OF A BUILDING OR STRUCTURE IN VIOLATION OF A COUNTY SHORELAND ZONING ORDINANCE THAT MAY NOT BE ENFORCED. (s. 59.692(1t), Stats, s. 59.692(1k)(a)2.c, Stats)

17.1 ENFORCEMENT LIMITATIONS. An enforcement action may not commence against a person who owns a building or structure that is in violation of a shoreland zoning standard or this shoreland zoning ordinance if it has been in place for more than ten years.

17.2 POST 10-YEAR VIOLATION STANDARDS. A building or structure that is in violation of a shoreland zoning standard or this shoreland zoning ordinance but has been in place for more than ten years may be maintained, repaired, replaced, restored, rebuilt or remodeled if the activity does not expand the footprint of the authorized structure. However, the structure may not be vertically or laterally expanded.

18.0 MITIGATION. (NR 115.05 (1)(e)3c, (g)5d, (g)6e)

18.1 PURPOSE. The purpose of mitigation is to establish and maintain measures adequate to offset the impacts of development on water quality, near-shore aquatic habitat, upland wildlife habitat, and natural scenic beauty.

18.2 APPLICABILITY. When a permit requiring mitigation under sections 11.7(2), 11.10(3), 14.3(4), and 14.5(5) is issued the property owner shall submit a complete permit application that is reviewed and approved by the county. The application shall include the following:

- (1) A site plan that describes the proposed mitigation measures.
 - (a) The site plan shall be designed and implemented to restore natural functions lost through

- development and human activities.
- (b) The mitigation measures shall be proportional in scope to the impacts on water quality, near-shore aquatic habitat, upland wildlife habitat, and natural scenic beauty.
- (2) An implementation schedule and enforceable obligation on the property owner to establish and maintain the mitigation measures.
- (a) The enforceable obligations shall be evidenced by an instrument recorded in the office of the Register of Deeds.
- (3) Additional information specific to the type of mitigation, as described in the following sections.

18.3 MITIGATION REQUIRED

The number of mitigation points required for certain types of development are described in Table 13-1. If proposed development falls under multiple categories, then the number of mitigation points required shall accumulate.

Table 13-1

Proposed Development Condition	Mitigation Required
Impervious surface coverage greater than 15% but less than 20%	2 points
Impervious Surface coverage between 20% to 30%	3 Points
Lateral Expansion of nonconforming principal structure within the shoreland setback	3 points
Re-location of a nonconforming principal structure within the shoreland setback	1 point
Highly Developed Shorelines – Residential impervious surface coverage between 30% and 40%, Commercial, industrial, or business impervious coverage between 40% and 60%	3 points

18.4 MITIGATION OPPORTUNITIES

The mitigation options available are described in Table 13-2 and described further in this section. Several types of mitigation opportunities may be utilized in order to meet the number of mitigation points required. Points used to satisfy one mitigation requirement may not contribute to the points needed to satisfy another mitigation requirement.

Table 13-2

Opportunities for Mitigation	Mitigation Points Earned
Sea wall removal and bank stabilization	3 points
Replacement of an existing non-compliant POWTS (septic system) with a compliant system	3 points
Removal of a structure within the shoreland setback	Up to 3 points
Establishment of a primary buffer	3 points
Existing compliant primary buffer	3 points
Installation of or an existing Recreational Buffer Area	2 points
Bank Stabilization of an unprotected shoreline	2 points
Removal of a boat slip	1 point
Removal of boathouse allowance	2 points

- (1) **Sea wall removal and bank stabilization:** Removal of an existing sea wall followed by stabilization of the bank using rip-rap, boil-logs, native vegetation, or other suitable stabilization practices. A sea wall is a vertical shoreline stabilization structure usually constructed of railroad

ties, wood beams, or concrete, located at the OHWM, and constructed to deflect wave-action and armor the bank. This mitigation option shall meet the following standards:

- (a) All components of the existing sea wall must be removed and followed with the installation of approved bank stabilization measures.
 - (b) Permitting and approval of this project and determination of appropriate design standards will be handled by the Wisconsin DNR.
 - (c) Written confirmation of DNR concurrence of the project must be provided to the Zoning Office prior to permit issuance.
 - (d) Completion of the sea wall removal and bank stabilization shall occur within one (1) year of permit issuance, with the property owner providing the Zoning Office written confirmation of the DNR's approval of the work that was completed.
- (2) **Replacement of an existing non-compliant POWTS (septic system) with a compliant system:** Replacement of an existing POWTS that is non-compliant with the current plumbing codes with a code compliant system. The system must be non-compliant by discharging sewage or partially treated sewage to surface water, groundwater, a zone of seasonal saturation, a drain tile, a zone of bedrock, the ground surface, or into the structure served. This mitigation option must meet the following standards:
- (a) A Certified Soil Tester or Master Plumber shall confirm the failure of the system as specified above; this confirmation shall be provided to the Zoning Office in writing.
 - (b) Prior to zoning permit issuance a sanitary permit shall be issued by the Zoning Office in accordance with Chapter 16 of the Winnebago County Sanitary Ordinance as well as SPS 383 of the Wisconsin Administrative Code.
 - (c) Installation of the replacement POWTS shall occur within one (1) year of the date of the issuance of the zoning permit.
- (3) **Removal of a structure within the shoreland setback:** Removal of a structure or an accumulation of structures, as defined in this ordinance, which does not comply with applicable setback for the specific structure. Size of the structure(s) removed shall determine the amount of points earned as described in table 13-3. This mitigation option shall meet the following standards:
- (a) The area proposed for removal must be described by a registered land surveyor for both building footprint and the proximity to the OHWM.
 - (b) The structure must be removed and the area of removal shall be revegetated with native plants.
 - (c) Survey showing location and sizes of proposed structure being removed shall be submitted prior to permit issuance.
 - (d) Structure shall be removed and vegetation shall be established within one (1) year of permit issuance.

Table 13-3

Structure Size Being Removed	Mitigation Points Earned
0-250 square feet	1 point
250-500 square feet	2 points
Greater than 500 square feet	3 points

- (4) **Establishment of a primary buffer:** A buffer shall be installed extending from the OHWM inland

a minimum of 35 feet. The buffer must include trees, shrubs, and ground cover. Mowing in this area is expressly prohibited. This mitigation option shall meet the following standards:

- (a) A vegetative buffer plan shall be designed and submitted by an engineer, landscape architect, or surveyor.
 - (b) The vegetative buffer plan, once approved by the Zoning Office, as well as an implementation schedule with enforceable obligation on the property owner to establish and maintain the mitigation measures shall be recorded with the Winnebago County Register of Deeds.
 - (c) The minimum plantings for an approved buffer are: one (1) tree per 200 square feet and 2 shrubs per 100 square feet of buffer area. Ground cover shall be provided to establish complete coverage of the exposed soil in one (1) growing season.
 - (d) Plantings shall be located as to provide coverage except for viewing and access corridors as allowed in section 7.2.
 - (e) Plantings shall be selected from the document provided in Appendix A or any other appropriate non-invasive species.
 - (f) A vegetative buffer plan shall be approved by the Zoning Office and appropriate agreement recorded with the Register of Deeds prior to permit issuance.
 - (g) The professional who designed the plan shall submit confirmation on installation of approved plan within one (1) year of permit issuance.
- (5) **Existing compliant primary buffer:** An existing vegetative buffer that meets the density standards for trees, shrubs, and ground cover and extends from the OHWM inland a minimum of 35 feet. This mitigation option must meet the following standards:
- (a) An engineer, landscape architect, or surveyor shall confirm the existing buffer meets the standards described in section 13.2(4) and submit written documentation of the buffer to the Zoning Office.
 - (b) The written documentation of the buffer as well as an implementation schedule with enforceable obligation on the property owner to establish and maintain the mitigation measures shall be recorded with the Winnebago County Register of Deeds. These documents must be recorded with the Register of Deeds prior to permit issuance.
- (6) **Establishment of or having an existing recreational buffer area:** A buffer shall be installed or maintained extending from the OHWM inland a minimum of 15 feet. The buffer must include trees, shrubs, and ground cover. Mowing in this area is expressly prohibited. This mitigation option shall meet the following standards:
- (a) A Recreational Buffer being installed shall be installed in accordance with the Standards for the Establishment of a primary buffer (section 13.2(4)).
 - (b) An Existing Recreational Buffer shall be approved in accordance with the Standards for Existing Compliant Primary Buffers (section 13.2(5)).
- (7) **Bank stabilization of an unprotected shoreline:** Installation of stabilization measures such as rip rap, boil-logs, native vegetation, or other suitable stabilization practices on a bank that is otherwise unprotected to erosion from wave action or current. This mitigation option shall meet the following standards:
- (a) This option is only applicable on shorelines that are previously unprotected.

- (b) Permitting and approval of this project and determination of appropriate design standards will be approved by the Wisconsin DNR. Written confirmation of DNR concurrence of the project must be provided to the Zoning Office prior to permit issuance.
 - (c) Completion of the bank stabilization shall occur within one (1) year of permit issuance, with the property owner providing the Zoning Office written confirmation of the DNR's approval of the work that was completed.
- (8) **Removal of a boat slip:** The installation of bank stabilization methods for the removal of a boat slip to return the shoreline to its natural location. This mitigation option shall meet the following standards:
- (a) The installation of DNR approved bank stabilization measures to remove a boat slip and return the shoreline to its natural location. The boat slip must have been manmade and for the purpose of launching watercraft; Zoning Staff shall have final determination of applicability.
 - (b) Permitting and approval of this project and determination of appropriate design standards will be handled by the Wisconsin DNR. Written confirmation of DNR concurrence of the project must be provided to the Zoning Office prior to permit issuance.
 - (c) Completion of the bank stabilization shall occur within one (1) year of permit issuance, with the property owner providing the Zoning Office written confirmation of the DNR's approval of the work that was completed.
 - (d) This option can be utilized alone or with either of the other bank stabilization mitigation options.
 - (e) One point shall be granted for each boat slip removed.
- (9) **Removal of Boathouse Allowance:** The property owner agrees to permanently defer their right to a boathouse on the property. This mitigation option shall meet the following standards:
- (a) The property owner shall draft and record a document with the Winnebago County Register of Deeds Office, which has been approved by Zoning Staff, stating that they are waiving their right to a boathouse on the subject property.
 - (b) This document must be maintained in perpetuity or until written release is granted from the Winnebago County Zoning Department.

19.0 LAND DIVISION REVIEW. (NR 115.05(2))

19.1 LAND DIVISION REQUIREMENTS. Pursuant to s. 236.45, Stats, all land divisions in shoreland areas which create 3 or more parcels or building sites of 5 acres each or less shall be reviewed within a 5-year period. All of the following factors shall be considered during such a review:

- (1) Hazards to the health, safety or welfare of future residents.
- (2) Proper relationship to adjoining areas.
- (3) Public access to navigable waters, as required by law.
- (4) Adequate stormwater drainage facilities.
- (5) Conformity to state law and administrative code provisions.

**20.0 PLANNED UNIT DEVELOPMENT (PUD)/ PLANNED DEVELOPMENT DISTRICT (PDD).
(NR 115.05(1)(a)4)**

20.1 PURPOSE. The Planned Unit Development is intended to permit smaller non-riparian lots where the physical layout of the lots is so arranged as to better assure the control of pollution and preservation of ground cover than would be expected if the lots were developed with the normal lot sizes and setbacks and without special conditions placed upon the Planned Unit Development at the time of its approval.

20.2 REQUIREMENTS FOR PLANNED UNIT DEVELOPMENTS. A Planned Unit Development may be approved upon finding, after a public hearing, that all of the following facts exist:

- (1) AREA. A planned unit development may be allowed on a single lot that is at minimum 2 acres in size and has a minimum of 200 feet of frontage on a navigable water.
- (2) INDIVIDUAL LOTS.
 - (a) Riparian lots need to meet the requirements of sections 4.2 and 4.3.
 - (b) Non-riparian lots may be less than the required minimums found in sections 4.2 and 4.3. The zoning committee shall consider whether the proposed lot sizes and widths provide adequate building area after considerations of all setbacks and required impervious surface percentages are met as well as reviewing potential impacts to prevent pollution, erosion and impacts to natural scenic beauty.

SHORELAND SETBACK. In exchange for the allowance of reduced non-riparian lots, the shoreland setback shall be greater than 75 feet from the ordinary high-water mark. Recommended setbacks of 100 – 150 feet from the ordinary highwater mark shall help offset the impacts of the reduced lots on habitat, water quality and natural scenic beauty. An increased shoreland setback shall be a condition of approval.

(3) **VEGETATIVE BUFFERS.** The vegetative buffer on a lot within a proposed planned unit development shall be greater than 35 feet landward of the ordinary high-water mark. Recommended buffers of 50 -70 feet shall help offset the impacts of the reduced lots on habitat, water quality and natural scenic beauty. An increased vegetative buffer shall be a condition of approval.

(4) **IMPERVIOUS SURFACE REQUIREMENTS.** All impervious surface requirements shall be met. There is no relaxation for required impervious surface ratio maximums.

20.3 APPLICATION AND PERMIT REQUIREMENTS.

- (1) An application for a conditional use permit shall be required.
- (2) Information on the total area of the lot, to-scale map showing location and size of all proposed lots, any preserved open space, number and type of dwelling units, other buildings and other requested information to describe the project.
- (3) Proposed greater shoreland setback and greater vegetative buffer that offsets the development impacts for committee consideration.
- (4) Location of shoreland-wetlands.
- (5) A recorded plat or certified survey map is required prior to any construction activities.
- (6) No construction activities shall commence without the issuance of a regular zoning permit for each structure.

NOTE 1: Counties should be aware that the planned unit development standards, as written, grant back lot access (key holing) without applying frontage requirement standards to determine overall density, as allowed under NR115.05(1)(a)4. Counties may optionally include requirements to limit overall density based upon minimum frontage standards.

NOTE 2: The provisions of NR 115.05(1)(a)4 apply to these types of developments where there may be a combination of a density bonus, smaller lot size and preservation of open space.

NOTE 3: These types of developments may also be known as conservation subdivisions or planned residential development.

21.0 SANITARY REGULATIONS. (NR 115.05(3))

21.1 **PURPOSE.** Sanitary regulations for the protection of health and the preservation and enhancement of water quality shall be adopted.

21.2 **PUBLIC/PRIVATE WATER SUPPLY REQUIREMENTS.** Where public water supply systems are not available, private well construction shall be required to conform to Ch. NR 812, Wis. Adm. Code.

21.3 **PUBLIC/PRIVATE SEWAGE COLLECTION REQUIREMENTS.** Where a public sewage collection and treatment system is not available, design and construction of private on-site wastewater treatment systems shall, prior to July 1, 1980, be required to comply with Ch. SPS 383, Wis. Adm. Code, and after June 30, 1980, be governed by a private sewage system ordinance adopted by the county under s. 59.70(5), Stats.

22.0 ADMINISTRATIVE AND ENFORCEMENT PROVISIONS. (NR 115.05(4))

22.1 **REQUIREMENTS.** In order to establish, maintain, implement, and enforce this shoreland zoning ordinance each of the following shall be required:

- (1) The appointment of an administrator and such additional staff as the workload may require.

(2) The creation of a zoning agency as authorized by s. 59.69(2), Stats, a board of adjustment as authorized by s. 59.694, Stat., and a county planning agency as defined in s. 236.02(3), Stats, and required by s. 59.692(3), Stats.

- (a) The Planning & Zoning Committee, as defined in Chapter 23, Article 4, Division 1 (23.4-1 to 23.4-10), shall be used to further define the county agency's responsibilities for shoreland matters.
- (b) The Board of Adjustment, as defined in Chapter 23, Article 4, Division 2 (23.4-21 to 23.4-31), shall be used to further define the county agency's responsibilities for shoreland matters.
- (c) The Zoning Administrator, as defined in Chapter 23, Article 4, Division 3 (23.4-51 to 23.4-54), shall be used to further define the mandated county agency's responsibilities for planning and zoning matters.

(3) A system of permits for establishing uses, land disturbances, new construction, development, reconstruction, structural alteration, or moving of buildings and structures, unless prohibited by s. 59.692(1k), Stats.

- (a) A Winnebago County zoning permit shall be required for any structure/land use which will be operated, established, expanded, located, erected, moved, reconstructed, enlarged, extended, converted, and/or structurally altered within the shoreland area as described in Chapter 23, Article 7, Division 14 (23.7-271 to 23.7-273 and 23.7-275 to 23.7-278), and an erosion control permit shall be required for any qualifying land disturbance, development, expansion, and/or alteration as required by Chapter 23, Article 15.
- (b) Additional permitting requirements may be found in the Winnebago County General Code: Chapters 16 "Private Onsite Wastewater Treatment Systems" and Chapter 26 "Floodplain Zoning Code."

(4) Regular inspection of permitted work in progress to ensure compliance of finished structures or completed land disturbance activities with the terms of the ordinance.

(5) A variance procedure which authorizes the board of adjustment to grant such variance from the terms of the ordinance as will not be contrary to the public interest where, owing to special conditions and the adoption of the shoreland zoning ordinance, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship as long as the granting of a variance does not have the effect of granting or increasing any use of property which is prohibited in that zoning district by the shoreland zoning ordinance.

- (a) The General Review Procedures described in Chapter 23, Article 6: Division 1 (23.6-1 to 23.6-17), Division 2 (23.6-31 to 23.6-42), & Division 3 (23.6-51 to 23.6-55) of the Winnebago County General Code shall be used to further define the mandated county agency's responsibilities and review procedures for the variance procedure.
- (b) The Specific Review Procedures as described in Chapter 23, Article 7, Division 12 (23.7-231 to 23.7-244) of the Winnebago County General Code shall be used to further define the mandated county agency's responsibilities and review procedures for a variance.

(6) A conditional use permit (special exception permit) procedure in which a permit states that a use permitted as a conditional use (special exception) may be established, expanded, or enlarged subject to any conditions placed on the authorization and the provisions of this ordinance. The conditions (exceptions) should not be contradictory to the purposes of this ordinance as identified in section 1.3.

- (a) The General Review Procedures described in Chapter 23, Article 6: Division 1 (23.6-1 to 23.6-17), Division 2 (23.6-31 to 23.6-42), & Division 3 (23.6-51 to 23.6-55) of the Winnebago County General Code shall be used to further define the mandated county agency's responsibilities and review procedures for the conditional use permit procedure.
 - (b) The Specific Review Procedures and Requirements as defined in Chapter 23, Article 7, Division 6 (23.7-111 to 23.7-125) of the Winnebago County General Code shall be further used to further define the mandated county agency's responsibilities and review procedures for the conditional use permit.
- (7) The county shall keep a complete record of all proceedings before the board of adjustment, zoning committee, and/or planning agency.
- (8) Written notice to the appropriate department staff at least 10 days prior to any hearing on a proposed variance, special exception or conditional use permit, administrative appeal for a map or text interpretation, and map or text amendment.
- (9) Submission of copies of all proposed land divisions to the appropriate department staff within 10 days after they are submitted to the county for review under section 19.
- (10) Submission to the appropriate department staff, within 10 days after grant or denial, copies of any decision on a variance, special exception or conditional use permit, or appeal for a map or text interpretation, and any decision to amend a map or text of an ordinance.
- (11) Development and maintenance of an official map of all mapped zoning district boundaries, amendments, and recordings. The official map for the shoreland-wetland zoning district is the Wisconsin Wetland Inventory found on the department's Surface Water Data Viewer.
- (12) The establishment of appropriate penalties for violations of various provisions of the ordinance, including forfeitures. Compliance with the ordinance shall be enforceable by appropriate forfeitures utilizing citation authority and by the use of injunctions to prevent or abate a violation, as provided in s. 59.69 (11), Stats.
- (a) The Enforcement procedures and penalties as described in Chapter 23, Article 14 of the Winnebago County General Code shall be used to further define the mandated county agency's enforcement procedures and penalties regarding planning and zoning matters.
- (13) Pursuing the prosecution of violations of the shoreland ordinance
- (14) Shoreland wetland rezone (map amendment) procedures according to s. NR 115.04. Every petition for a shoreland-wetland map amendment filed with the county clerk shall be referred to the county zoning agency and shall follow section 3.6.

23.0 LAND USES (s. 281.31(1), Stats, s. 59.692(1c), Stats, NR 115.01)

23.1 PURPOSE The purposes of this section shall be to meet the requirements of Section 22.1 (11).

23.2 JURISDICTION This section shall only apply to unincorporated areas in those Towns in Winnebago County which have not passed a resolution adopting Chapter 23 "Town/County Zoning Code."

- (1) **Additional Local Regulations.** If a Town has not passed a resolution adopting Chapter 23 "Town/County Zoning Code," the Town may regulate general zoning matters as prescribed by State Law.

23.3 ZONING MAP, DISTRICTS, & PROCEDURES The county is divided into three base zoning districts so that each parcel of land is located in at least one district. For each of these districts, appropriate types of

land uses are identified along with development standards when applicable. In addition to these base zoning districts, overlay districts are established to accomplish specific purposes not generally applicable to the entire base districts. Where the requirements of a base district and overlay district conflict, the most restrictive applies. Examples of overlay districts include but are not limited to floodplain zoning, farmland preservation, Wittman Regional Airport zoning, Appleton International Airport zoning and other applicable overlays. The zoning map depicts the location of the base districts used in this Chapter along with some of the overlay districts as may be appropriate.

- (1) **Official Zoning Map.** The county clerk shall maintain one paper copy of the zoning map as the official map which shall be signed by the county executive and attested by the county clerk. If there is a discrepancy between this zoning map and other maps as may be made available, the map maintained by the county clerk shall control in all instances.
- (2) **Base zoning districts.** Recognizing that different areas of the county serve unique functions; the county is divided into a number of base zoning districts. Even though some of the districts may share similar characteristics, they possess one or more unique qualities that set them apart from the other districts. Although these districts may not now possess each of the attributes in these descriptions, it is intended that as land uses change over time they more closely reflect the intended uses. Uses are allowed in the various districts consistent with the development standards in this chapter and any development limitations as described in **Table 23-1**. The base zoning districts are as follows:
 - (a) **Agricultural (A) District.** This district is intended to accommodate large- and small-scale agricultural uses, related agricultural support services, large and small-scale farms, hobby farms, scattered single-family dwellings, residential/agricultural accessory uses, and minor home occupations. It includes those areas of the county where productive agricultural lands are common and can be used for the production of forest products, crops, and livestock, including large livestock operations. Although scattered residential lots are allowed, agriculture is the common land use. This district should be located in those areas suitable for agriculture, rural living, and farmland preservation. Lots may be connected to a public sanitary sewer system or have an on-site sewage disposal system. Residential and Non-Residential uses may occur within this district based on **Table 23-1**.
 - (b) **Residential (R) District.** This district is intended to accommodate single-family residences, two-family dwellings, twin homes, multifamily buildings, townhouses, modular homes, manufactured/mobile home parks, residential accessory uses, and minor home occupations. Lots are connected to a public sanitary sewer system or have an on-site sewage disposal system. Non-Residential uses are prohibited in this district.
 - (c) **Non-Residential (NR) District.** This district is intended to accommodate both large- and small-scale commercial and industrial development that serves the needs of the surrounding community and businesses, as well as activities typically associated with manufacturing of finished products, storage, and wholesale operations, and other industrial uses that handle or process raw materials, other large- and small-scale uses often considered offensive or unique by nature, as well as commercial/industrial accessory uses. Uses permitted in this district characteristically occur inside or outside of a building or other structure, and handling and processing of materials may occur within a building or other structure or out-of-doors. Lots are connected to a public sanitary sewer system or have an on-site sewage disposal system. Residential uses are prohibited in this district.
- (3) **Zoning Map Amendment.** The Planning and Zoning Committee shall review, hear, and render decisions regarding the rezoning of land in shoreland areas.
 - (a) The General Review Requirements described in Chapter 23, Article 6: Division 1 (23.6-1 to 23.6-17), Division 2 (23.6-31 to 23.6-42), & Division 3 (23.6-51 to 23.6-55) of the Winnebago County General Code shall be used to further define the mandated county agency's responsibilities and review procedures and requirements for the zoning map amendment procedure.

- (b) The Specific Review Procedures and Requirements as defined in Chapter 23, Article 7, Division 1 (23.7-1 to 23.7-9) of the Winnebago County General Code shall be further used to further define the mandated county agency's responsibilities and review procedures and requirements for the zoning map amendment procedure.

23.4 **ALLOWABLE LAND USES** For the purposes of this chapter, land uses, as defined within this chapter and listed in **Table 23-1** are organized by the following base zoning districts: Agricultural (A), Residential (R), Non-Residential (NR). Because the list of land uses cannot include every conceivable type of activity/use, those land uses that are listed in **Table 23-1** shall be interpreted to include other land uses that are of a similar nature and have similar impacts to the listed use. A land use that is not listed in **Table 23-1** and which cannot be interpreted to be similar to any listed land use as provided below is prohibited. If a proposed project includes both an allowable land use and a prohibited land use, the prohibited portion of the project shall not occur in the zoning district.

Table 23-1

Base Zoning District	Allowed Land Uses
Agricultural (A) District	Agriculture (small-large scale) & Horticulture Operations/Services, Campgrounds/Group Accommodations, Single Family Dwellings, Residential/Agricultural Accessory Structures, Commercial Kennels, Commercial Stables, Outdoor Entertainment/Recreation, Veterinary/Animal Operations, Civic Services, Telecommunication/Utilities, Personal Storage Facilities, Transportation Services, Governmental/Community Services, Nonmetallic Mines
Residential (R) District	Single Family Dwellings, Multifamily Dwellings, Manufactured/Mobile Home Communities, Modular Homes, Townhouses, Twin Homes, Mixed-use housing, Residential Accessory Structures, Special Care Facilities, Government/Community Services
Non-Residential (NR) District	Special Care Facilities, Campgrounds/Group Accommodations, Food/Beverage Sales/Services, Vehicle Rental-Sales-Repair-Service, General Sales/Services, Recreation/Entertainment, Government/Community Services, Telecommunication/Utilities, Transportation Services, General Storage, Agriculture (small-large scale) & Horticulture Operations/Services, Solid/Recycled Waste, Warehouses, General Storage, Manufacturing Operations, Construction/Contractor Services/Operations, Transportation Services, Telecommunication/Utilities, Governmental/Community Services, Resource-Based Services, Nonmetallic Mines, Salvage Operations, Commercial/Business/Industrial Accessory Structures

24.0 DEFINITIONS

PURPOSE. For the purpose of administering and enforcing this ordinance, the terms or words used herein shall be interpreted as follows: Words used in the present tense include the future; words in the singular number include the plural number; and words in the plural number include the singular number. The word "shall" is mandatory, not permissive. All distances unless otherwise specified shall be measured horizontally

24.3 INTERPRETATIONS. The following terms used in this ordinance mean:

- (1) "Access and viewing corridor" (NR 115.03(1d)) means a strip of vegetated land that allows safe pedestrian access to the shore through the vegetative buffer zone.
- (2) "Accessory structure" (S. 59.692(1)(e), Stats) means a subordinate structure which is devoted to a use incidental to the principal use of the property. Accessory structures include, but are not limited to, a detached garage, shed, barn, boathouse, gazebo, patio, deck, porch, fire pit, swimming pool, hot tub, fence, retaining wall, driveway, parking lot, sidewalk, walkway, detached stairway and lift.
- (3) "Boathouse" (NR 115.03(1h)) means a permanent structure used for the storage of watercraft and associated materials and includes all structures which are totally enclosed, have roofs or walls or any combination of these structural parts.
- (4) "Building envelope" (NR 115.03(1p)) means the three-dimensional space within which a structure is built.
- (5) "County zoning agency" (NR 115.03(2)) means that committee or commission created or designated by the county board under s. 59.69(2)(a), Stats, to act in all matters pertaining to county planning and zoning.
- (6) "Department" (NR 115.03(3)) means the Department of Natural Resources.
- (7) "Drainage system" means one or more artificial ditches, tile drains or similar devices which collect surface runoff or groundwater and convey it to a point of discharge.
- (8) "Existing development pattern" (NR 115.03(3m)) means that principal structures exist within 250 feet of a proposed principal structure in both directions along the shoreline.
- (9) "Floodplain" (NR 115.03(4)) means the land which has been or may be hereafter covered by flood water during the regional flood. The floodplain includes the floodway and the flood fringe as those terms are defined in Ch. NR 116, Wis. Adm. Code.
- (10) "Footprint" means the land area covered by a structure at ground level measured on a horizontal plane. The footprint of a residence or building includes the horizontal plane bounded by the furthest exterior wall and eave if present, projected to natural grade. For structures without walls (decks, stairways, patios, carports) a single horizontal plane bounded by the furthest portion of the structure projected to natural grade. Note: For the purposes of replacing or reconstructing a nonconforming building with walls, the footprint shall not be expanded by enclosing the area that is located within the horizontal plane from the exterior wall to the eaves projected to natural grade. This constitutes a lateral expansion under NR 115 and would need to follow NR 115.05 (1)(g)5.
- (11) "Generally accepted forestry management practices" (NR 1.25(2)(b), Wis. Adm. Code) means forestry management practices that promote sound management of a forest. Generally accepted forestry management practices include those practices contained in the most recent version of the department publication known as Wisconsin Forest Management Guidelines and identified as PUB FR-226.
- (12) "Impervious surface" (NR 115.03(4g)) means an area that releases as runoff all or a majority of the precipitation that falls on it. "Impervious surface" excludes frozen soil but includes rooftops,

sidewalks, driveways, parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. Roadways as defined in s. 340.01(54), Wis. Adm. Code, or sidewalks as defined in s. 340.01(58), Wis. Adm. Code, are not to be calculated as impervious surfaces.

"Roadway" means that portion of a highway between the regularly established curb lines or that portion which is improved, designed or ordinarily used for vehicular travel, excluding the berm or shoulder. In a divided highway the term "roadway" refers to each roadway separately but not to all such roadways collectively. "Sidewalk" means that portion of a highway between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, constructed for use of pedestrians.

(13) "Lot" means a continuous parcel of land, not divided by a public right-of-way, and sufficient in size to meet the lot width and lot area provisions of this ordinance.

(14) "Lot area" means the area of a horizontal plane bounded by the front, side, and rear lot lines of a lot, but not including the area of any land below the ordinary high-water mark of navigable waters.

(15) "Lot of record" means any lot, the description of which is properly recorded with the Register of Deeds, which at the time of its recordation complied with all applicable laws, ordinances, and regulations.

(16) "Mitigation" (NR 115.03(4r)) means balancing measures that are designed, implemented and function to restore natural functions and values that are otherwise lost through development and human activities.

(17) "Navigable waters" (NR 115.03(5)) means Lake Superior, Lake Michigan, all natural inland lakes within Wisconsin and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this state, including the Wisconsin portion of boundary waters, which are navigable under the laws of this state. Under s. 281.31(2)(m), Stats, notwithstanding any other provision of law or administrative rule promulgated thereunder, shoreland ordinances required under s. 59.692, Stats, and ch. NR 115, Wis. Adm. Code, do not apply to lands adjacent to:

- (a) Farm drainage ditches where such lands are not adjacent to a natural navigable stream or river and such lands were not navigable streams before ditching; and
- (b) Artificially constructed drainage ditches, ponds or stormwater retention basins that are not hydrologically connected to a natural navigable water body

(18) "Ordinary high-water mark" (NR 115.03(6)) means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

(19) "Previously developed" means a lot or parcel that was developed with a structure legally placed upon it.

(20) "Regional flood" (NR 115.03(7)) means a flood determined to be representative of large floods known to have generally occurred in Wisconsin and which may be expected to occur on a particular stream because of like physical characteristics, once in every 100 years.

(21) "Routine maintenance of vegetation" (NR 115.03(7m)) means normally accepted horticultural practices that do not result in the loss of any layer of existing vegetation and do not require earth disturbance.

(22) "Shoreland" (NR 115.03(8)) means lands within the following distances from the ordinary highwater mark of navigable waters: 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

(23) "Shoreland setback" also known as the "Shoreland setback area" in s. 59.692(1)(bn), Stats, means an area in a shoreland that is within a certain distance of the ordinary high-water mark in

which the construction or placement of structures has been limited or prohibited under an ordinance enacted under section 59.692, Stats.

(24) "Shoreland-wetland zoning district" (NR 115.03(9)) means a zoning district, created as a part of a county zoning ordinance, comprised of shorelands that are designated as wetlands on the Wisconsin wetland inventory as depicted on the Department of Natural Resources Surface Water Data Viewer.

(25) "Special exception (conditional use)" (NR 115.03(10)) means a use which is permitted by this ordinance provided that certain conditions specified in the ordinance are met and that a permit is granted by the board of adjustment or, where appropriate, the planning and zoning committee or county board.

(26) "Structure" (S. 59.692(1)(e), Stats) means a principal structure or any accessory structure including a garage, shed, boathouse, sidewalk, stairway, walkway, patio, deck, retaining wall, porch, or fire pit.

(27) "Substandard Lots" means a legally created lot or parcel that met minimum area and minimum average width requirements when created, but does not meet current requirements for a new lot.

(28) "Unnecessary hardship" (NR 115.03(11)) means that circumstance where special conditions, which were not self-created, affect a particular property and make strict conformity with restrictions governing area, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in light of the purposes of this ordinance.

(29) "Variance" means an authorization granted by the board of adjustment to construct or alter a building or structure in a manner that deviates from the dimensional standards of this ordinance.

(30) "Wetlands" (NR 115.03(13)) means those areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which have soils indicative of wet conditions.

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