

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN  
TOWN BOARD MEETING**

**Tuesday, April 21, 2026, 6:00 pm or immediately following the Annual Town Meeting**

**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.townofalgomawi.gov](http://www.townofalgomawi.gov) on April 17, 2026.

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

- A. Monthly Town Board Meeting dated March 18, 2026.

**4. Review and approve April 2026 disbursements.**

**5. Public Forum for Town Business (All speakers must sign up before the meeting and the Town's policy is available on the back table).**

**6. Economic Development Update.**

**7. Committee Reports.**

- A. Fire Department.
- B. Planning Commission.
- C. Parks Committee.

**8. Town Chair Report**

- A. Town Board Organizational Meeting

**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. Springhetti Lake
  - ii. OSMS
- D. Joint Fire Department Study Update

**10. Public Works Director Report**

- A. Road Maintenance Update
- B. 2026 Asphalt Resurfacing
- C. Parks Update
- D. Stormwater Update
- E. Algoma Sanitary District Update

## F. Oakwood Elementary School Update

### 11. Clerk/Treasurer Report

- A. Introduce new Deputy Clerk/Treasurer Sara Enders.
- B. Elections.
- C. Alcohol and Tobacco Licensing.
- D. Audit Complete.

### 12. Monthly Financial Statements.

### 13. Business.

- A. Discussion and possible action re: Springhetti Lake Phase 1 Final Plat by petitioner Scott Anderson, Davel Engineering, on behalf of Dan Springhetti.
- B. Discussion and possible action re: Variance request by petitioner Vienola Properties, LLC, on behalf of 1310 E Main Street LLC to reduce setbacks to build a house on parcel 002-002804.
- C. Town Projects at 3695 Leonard Point Road
  - i. Discussion and possible action re: Certified Survey Map by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to create 2 outlots at 3695 Leonard Point Road, parcel 002-0021.
  - ii. Discussion and possible action re: Request by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to rezone Outlot 1 and Outlot 2 at 3695 Leonard Point Road, parcel 002-0021, from A-2 General Agriculture District to R-1 Rural Residential District.
- D. Discussion and possible action re: Operator's License for Nadine Mayer (Poplar Creek Barn)
- E. Discussion and possible action re: Transient Merchant Applications
- F. Discussion and possible action re: Ordinance No. 2026-01 An Ordinance amending Chapter 105 of the Code of Ordinance for the Town of Algoma Relating to Alcohol Beverages
- G. Discussion and possible action re: Resolution 2026-7, Resolution authorizing application for the Wisconsin Economic Development Idle Sites Redevelopment Program Grant to assist with the quarry property on Leonard Point Road.
- H. Discussion and possible action re: Memorandum of Understanding between the Town of Algoma and the Algoma Sanitary District #1 regarding Right of Way Use
- I. Appointments
  - i. Discussion and possible action: Planning Commission Members
  - ii. Discussion and possible action: Confirm Fire Chief Kevin Sawicki
  - iii. Discussion Only: Town Board Members on Commissions and Committees
- J. Discussion only: 2025 MS4 Annual Report
- K. **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: Developers agreement for Springhetti Lake subdivision.
- L. **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  
March 18, 2026**

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

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

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

The agenda was posted on March 13, 2026.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Board approved the minutes of the Special Electors Meeting dated February 18, 2026.

On a motion by Supervisors Clark/Brooks, passed on a voice vote, the Board approved the minutes of the Monthly Town Board Meeting dated February 18, 2026.

On a motion by Supervisors Van Aacken/Brooks, passed on a voice vote, the Board approved the March 2026 disbursements.

Public Forum: Bryce Rennert, 1043 Tyler Ave., Pickett Produce was there for the Transient Merchant discussion.

Ron Miller, 4638 9<sup>th</sup> St Rd., spoke on the ambulance service fee. Said it is unfair for multiple parcels. He has seven parcels. It is so rare that an ambulance would need to come to the field. Hopes that this will get resolved.

Sue Drexler, 2222 Moore Island, thanked Petey Clark for her 12 years of service on the town board.

Kevin Mraz, 3477 Miller Dr, has comments for MOU discussion and PFP discussion under new business.

Tricia Rathermel, President and CEO of the Greater Oshkosh Economic Development Corporation (GOEDC) reported the unemployment rate was at 2.7% in December and has not been updated. The legislative session for the state just ended. There is an employer provided childcare tax credit. There is also a new tax incremental district type that is coming out that will be reviewed.

Fire Department Chief Sawicki reported they are looking to spend EMS grant money. There are other grants that can apply for this year, the Firehouse Subs grant and the DNR Wildland Grant. Took on one new member. Looking to create an event committee. Would like to have a picnic at the town hall with music or shut down part of Omro Rd and have a community event.

The Planning Commission did not meet.

The Parks Committee did not meet.

Administrator Mahoney reported that the town has secured the bond issuance and has received a AA-rating. The pond permit for Leonard Point pond has been submitted and the CSM for the pond is in the works. A letter has been sent to residents about the Leonard Point Rd reconstruction being moved to 2028. The town will be working with Randy Moss & Associates again to acquire land. Leonard Point Rd and STH 21 roundabout will have a construction start date of April 6, 2026. The town website will have information for residents. There is a survey out for the Winnebago County comprehensive plan. There will be a 3-phases draft of the developer's agreement at the April meeting for Springhetti Lake. Olde Apple Acres is in the works for development and is working on a work in right of way permit for the sanitary district.

Public Works Director (PWD) Loduha noted that the county and Foust are still cleaning up from the blizzard. He has received quotes for chip and crack sealing. The 2026 annual road maintenance inventory has started. Any plow damage at Jones Park will be fixed. MS4 permit will be submitted by March 31<sup>st</sup>. PWD Loduha has been observing the buses at Oakwood elementary school and how long they are at the school for dismissal. He will work with the school and law enforcement to come up with a plan.

Clerk/Treasurer Reinbold reported that the April 7 election is coming up. Absentee ballots have gone out and in person absentee voting will begin soon. We have hired an office assistant and have an offer out for the deputy clerk/treasurer.

The monthly financial statements were presented.

Chairman Rasmussen reminded everyone that the state doesn't let the town raise our levy limit. Administrator Mahoney explained there have been 3 formal exemption requests. All parcels looking for an exemption could do a CSM to clean up the parcels. The Town's attorney gave a memo of what the Town's stance is. Chairman Rasmussen talked about how the County wouldn't put the ambulance charge on the tax bills. There was a staff of 3 and they couldn't analyze every parcel. The Midwest piece is on the road and should be exempted. There needs to be a different way to do this and get it back in the levy. There was further discussion on how the board spent a lot of time deciding how to do this and try to make this as fair as possible. On a motion by Chairman Rasmussen/Supervisor Martin, passed on a voice vote, the Town Board denied the request for exemption of the ambulance service charge by William Bowman, 300 LLC, and Olde Apple Acres Home Association and approved the request for exemption of the ambulance service charge by Midwest Real Estate Development.

Staff have had some back and forth on the Memorandum of Understanding between the Town of Algoma and the Algoma Sanitary District regarding right of way use and have yet to figure it out. This is being pulled from the agenda tonight.

There was discussion on the Public Fire Protection charge. Members of the Algoma Sanitary District were in attendance. Utility Director, Kevin Mraz, gave a presentation on different charge recovery options. No action was taken.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved operator's license for Lauren Hearn (Serv-U-Beverage).

There was discussion about Pickett Produce and how they would operate on the lot. Bryce Rennert of Pickett Produce in attendance to discuss and ask questions. There was discussion to clarify the recommended conditions. On a motion by Supervisors Martin/Brooks, passed on a voice vote, the Town Board approved the transient merchant permit for Pickett Produce from June 1, 2026 – October 31, 2026, with the following conditions: - All structures and produce stay on southern side of lot and not extend beyond 30 ft from southern property line. – No activity on August 11, 2026, due to the election; for parking. – School buses need to be able to make transfers safely in the lot. – Parking must be along the west side of the lot. – Nothing can be placed in the right of way.

On a motion by Supervisors Van Aacken/Clark, passed on a voice vote, the Town Board approved the transient merchant permit for Patti Kimball-Brewing Futures from June 8, 2026-July 17, 2026, with the following conditions:. – Be located at the northwest corner of the lot (Check with town staff on first day to verify placement). – Parking must be along the west side of the lot. – Nothing can be placed in the right of way.

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board awarded the bid for the 2026 Asphalt Resurfacing Project to Kartechner Brothers LLC. in the amount of \$147,044.30.

On a motion by Supervisors Clark/Martin, passed on a voice vote, the Town Board approved the petition for proposed zoning map amendment affecting the Winnebago County Zoning Ordinance and Office Map of the Town of Black Wolf.

On a motion by Supervisors Clark/Martin, passed on a roll call vote (Brooks-Y, Clark-Y, Rasmussen-Y, Van Aacken-Y, Martin-Y), the Town Board approved to enter into closed session at 7:43 pm 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 close session. RE: Developers agreement for Springhetti Lake subdivision.

On a motion by Supervisors Brooks/Clark, passed on a roll call vote (Brooks-Y, Clark-Y, Rasmussen-Y, Van Aacken-Y, Martin-Y), the Town Board approved to reconvene in open session at 7:54 pm

On a motion by Supervisors Clark/Van Aacken, passed on a voice vote, the Town Board adjourned at 7:55 p.m.

Respectfully submitted,  
Katherine Reinbold

BANK FIRST CHECKING

Accounting Checks

Posted From: 4/01/2026 From Account:  
Thru: 4/30/2026 Thru Account:

| Check Nbr | Check Date   | Payee                                                            | Amount    |
|-----------|--------------|------------------------------------------------------------------|-----------|
| WRS       | 4/13/2026    | WI Retirement System                                             | 3,908.14  |
|           | Manual Check |                                                                  |           |
| 30785     | 4/15/2026    | Action Appraisers                                                | 2,458.00  |
|           |              |                                                                  |           |
| 30786     | 4/15/2026    | Algoma Sanitary District #1                                      | 202.00    |
|           |              |                                                                  |           |
| 30787     | 4/15/2026    | Amazon Capital Services                                          | 701.25    |
|           |              |                                                                  |           |
| 30788     | 4/15/2026    | Anthem Blue Cross & Blue Shield                                  | 5,076.99  |
|           |              |                                                                  |           |
| 30789     | 4/15/2026    | Bank First                                                       | 1,610.39  |
|           |              |                                                                  |           |
| 30790     | 4/15/2026    | BP                                                               | 210.20    |
|           |              |                                                                  |           |
| 30791     | 4/15/2026    | Charter Communications                                           | 166.83    |
|           |              |                                                                  |           |
| 30792     | 4/15/2026    | Cintas Corp                                                      | 303.94    |
|           |              |                                                                  |           |
| 30793     | 4/15/2026    | Conway Shield                                                    | 354.50    |
|           |              |                                                                  |           |
| 30794     | 4/15/2026    | Corporate Network Solutions, Inc.                                | 575.00    |
|           |              |                                                                  |           |
| 30795     | 4/15/2026    | Culligan Water Conditioning                                      | 9.00      |
|           |              |                                                                  |           |
| 30796     | 4/15/2026    | Delta Dental                                                     | 12.88     |
|           |              |                                                                  |           |
| 30797     | 4/15/2026    | DetailX Cleaning LLC                                             | 575.63    |
|           |              |                                                                  |           |
| 30798     | 4/15/2026    | First American Title Insurance Co.                               | 225.00    |
|           |              |                                                                  |           |
| 30799     | 4/15/2026    | Fox Valley Technical College<br>Student Sponsor Contracts SP4391 | 80.00     |
|           |              |                                                                  |           |
| 30800     | 4/15/2026    | Fox-Wolf Watershed Alliance                                      | 1,370.00  |
|           |              |                                                                  |           |
| 30801     | 4/15/2026    | FRANCOTYP-POSTALIA, INC.                                         | 104.85    |
|           |              |                                                                  |           |
| 30802     | 4/15/2026    | General Code                                                     | 1,295.00  |
|           |              |                                                                  |           |
| 30803     | 4/15/2026    | Harter's Fox Valley Disposal                                     | 51,242.46 |
|           |              |                                                                  |           |
| 30804     | 4/15/2026    | Hintz, Lyell<br>Amb Serv bill overpayment - refund               | 64.60     |

BANK FIRST CHECKING

Accounting Checks

Posted From: 4/01/2026 From Account:  
Thru: 4/30/2026 Thru Account:

| Check Nbr | Check Date   | Payee                                                | Amount    |
|-----------|--------------|------------------------------------------------------|-----------|
| 30805     | 4/15/2026    | Jeff Foust Excavating Inc                            | 4,384.28  |
|           |              |                                                      | Ⓢ         |
| 30806     | 4/15/2026    | Kwik Trip Inc                                        | 155.45    |
|           |              |                                                      | Ⓢ         |
| 30807     | 4/15/2026    | McMahon Associates, Inc.                             | 59,617.46 |
|           |              |                                                      | Ⓢ         |
| 30808     | 4/15/2026    | Menard's                                             | 23.54     |
|           |              |                                                      | Ⓢ         |
| 30809     | 4/15/2026    | Nigl, Douglas<br>Amb Serv overpayment - refund       | 18.00     |
|           |              |                                                      | Ⓢ         |
| 30810     | 4/15/2026    | Ray's Sanitation                                     | 285.00    |
|           |              |                                                      | Ⓢ         |
| 30811     | 4/15/2026    | Rennert'S Fire Equipment Service, Inc                | 1,104.50  |
|           |              |                                                      | Ⓢ         |
| 30812     | 4/15/2026    | Rhyme Business Products                              | 246.84    |
|           |              |                                                      | Ⓢ         |
| 30813     | 4/15/2026    | Salchert, Jeffrey<br>Overpayment for permit - refund | 50.00     |
|           |              |                                                      | Ⓢ         |
| 30814     | 4/15/2026    | Securian Financial Group, Inc.                       | 91.84     |
|           |              |                                                      | Ⓢ         |
| 30815     | 4/15/2026    | Swenson, Rebecca<br>Security Deposit                 | 200.00    |
|           |              |                                                      | Ⓢ         |
| 30816     | 4/15/2026    | Town Counsel Law & Litigation, LLC                   | 1,455.00  |
|           |              |                                                      | Ⓢ         |
| 30817     | 4/15/2026    | USA Today Media Corp<br>Acct#1012782 Inv#0007606657  | 230.80    |
|           |              |                                                      | Ⓢ         |
| 30818     | 4/15/2026    | WCMA<br>membership app/fee - no invoice #            | 174.69    |
|           |              |                                                      | Ⓢ         |
| 30819     | 4/15/2026    | Wex Bank                                             | 47.58     |
|           |              |                                                      | Ⓢ         |
| 30820     | 4/15/2026    | WI Dept of Transportation                            | 1,457.98  |
|           |              |                                                      | Ⓢ         |
| 30821     | 4/15/2026    | WI Public Service                                    | 2,146.42  |
|           |              |                                                      | Ⓢ         |
| 30822     | 4/15/2026    | Winnebago County Treasurer                           | 24,734.89 |
|           |              |                                                      | Ⓢ         |
| EFTPS     | 4/06/2026    | EFTPS                                                | 7,105.43  |
|           | Manual Check | SS                                                   |           |
| EFTPS     | 4/17/2026    | EFTPS                                                | 569.43    |
|           | Manual Check | SS                                                   |           |

BANK FIRST CHECKING

Accounting Checks

Posted From: 4/01/2026From Account:

Thru: 4/30/2026Thru Account:

| Check Nbr    | Check Date | Payee              | Amount     |
|--------------|------------|--------------------|------------|
| STATE        | 4/17/2026  | WI Dept of Revenue | 1,180.90   |
| Manual Check |            |                    |            |
| Grand Total  |            |                    | 175,826.69 |

BANK FIRST CHECKING

Accounting Checks

Posted From: 4/01/2026 From Account:  
Thru: 4/30/2026 Thru Account:

Amount

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|                                                  |            |
|--------------------------------------------------|------------|
| Total Expenditure from Fund # 100 - GENERAL FUND | 175,826.69 |
|--------------------------------------------------|------------|

|                                  |            |
|----------------------------------|------------|
| Total Expenditure from all Funds | 175,826.69 |
|----------------------------------|------------|

4/16/2026 1:17 PM

Reprint Payroll Register Totals Only  
All Employees

Page: 1  
PAYRL

Check Date From: 4/01/2026  
Thru: 4/15/2026

From Dept:  
Thru Dept:

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Total Checks: 47      Pay Periods: 3/01/2026 Thru: 3/31/2026  
(Male: 37      Female: 10)

Earnings:

|             |           |        |       |
|-------------|-----------|--------|-------|
| Regular Pay | 32,018.10 | 719.06 | Hours |
| CELLPHONE   | 60.00     |        |       |
|             | -----     |        |       |
|             | 32,078.10 |        |       |

Withholdings:

|                 |          |
|-----------------|----------|
| Federal         | 2,826.44 |
| Social Security | 1,964.69 |
| Medicare        | 459.52   |
| Wisconsin       | 1,180.90 |
| HEALTH INS      | 279.37   |
| LIFE INSURANCE  | 50.40    |
| WRS             | 1,954.07 |
|                 | -----    |
|                 | 8,715.39 |

NET PAY 23,362.71

| Flexible Time Off: | <u>Earned</u> | <u>Used</u> |
|--------------------|---------------|-------------|
| SICK LEAVE         | 0.00          | 8.50        |
| VACATION           | 0.00          | 23.00       |
|                    | -----         | -----       |
|                    | 0.00          | 31.50       |

Fringes:

|        |          |
|--------|----------|
| HEALTH | 2,007.96 |
| LIFE   | 26.93    |
|        | -----    |
|        | 2,034.89 |



# Town of Algoma Fire Department

## Monthly Report

March 2026

Prepared by

Kevin Sawicki – Fire Chief

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## General

## Grants

### State EMS FAP Grant

- 2026 EMS FAP was awarded. Amount is \$29,288.84.
- EMS is looking to update pagers, AEDs and other important equipment.

### Additional Grants 2026

- Firehouse Subs
- DNR Wildland Grant

## Trucks and Equipment

### Vehicles

- **Rescue 21** – The truck refurbishment process is underway.
- **Tender 21** – New Tender Truck pre-build meeting was completed. New tender is set for delivery September 2026.

### Truck Committee

- No updates.



## Membership

- Current Roster has **38** Firefighters and **17** Emergency Medical Responders for a total of **46** department members.

## New Members

- No New Members.

## Training

### First Drill: March 2<sup>nd</sup>, 2026

- Members reviewed incident size-ups (tabletop exercises).
- Firefighters conducted small scenario for hose line advancement and forcing doors.

### Second Drill: March 16<sup>th</sup>, 2026

- Firefighters practiced various extrication skills on vehicles.

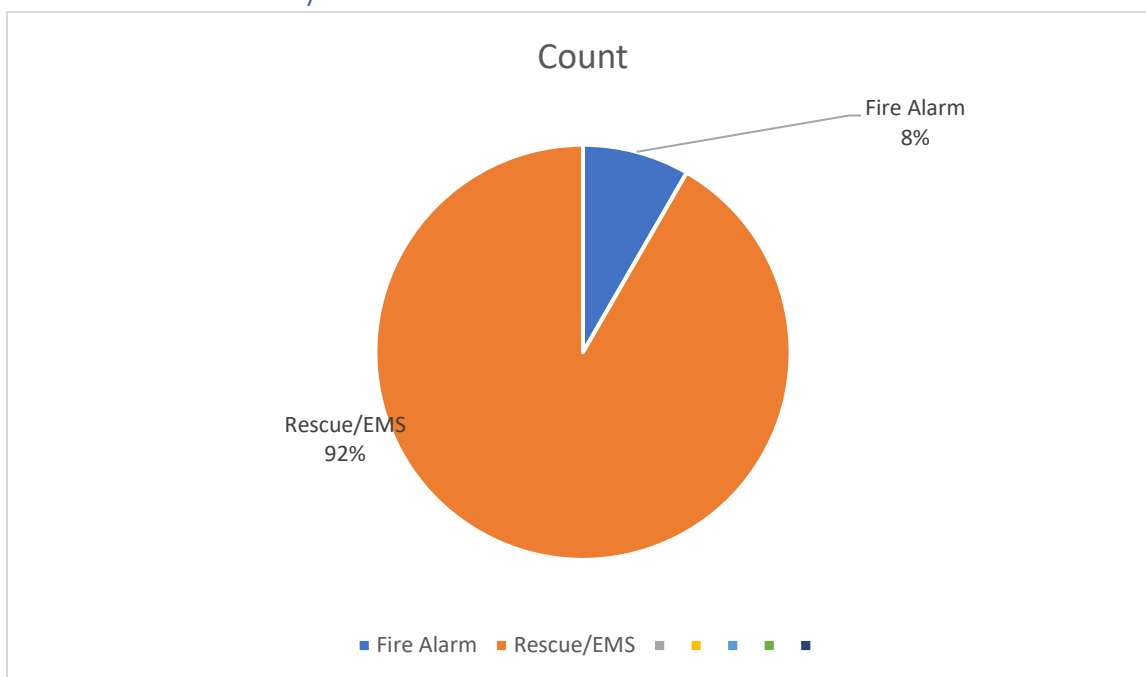
## Upcoming Events

| Event                      | Date                                                                          |
|----------------------------|-------------------------------------------------------------------------------|
| Training Drills            | Monday, May 4 <sup>th</sup> @ 6:30pm<br>Monday, May 18 <sup>th</sup> @ 6:30pm |
| Monthly Department Meeting | Wednesday, May 13 <sup>th</sup> @ 7:00pm                                      |
|                            |                                                                               |
|                            |                                                                               |



## Incidents

### Overall Incident Summary



| Call Type                              | Count |
|----------------------------------------|-------|
| Fire Alarm                             | 1     |
| Rescue/Emergency Medical Service (EMS) | 11    |
|                                        |       |
|                                        |       |
|                                        |       |
|                                        |       |
|                                        |       |
|                                        |       |
| Total Calls                            | 12    |



## AGENDA MEMORANDUM

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

**From:** Maggie Mahoney, Administrator

**Date:** April 21, 2026

**RE:** Monthly Administrator's Report

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### **A. Budget Update**

Staff are reviewing the first quarter revenues and expenses to determine if any budget changes are necessary.

### **B. Major Projects Updates**

#### **i. Leonard Point Road Storm Detention Pond**

Final steps for land acquisition for the pond are nearing completion. The WDNR permit application has been approved. The CSM and rezoning are under new business for town consideration.

#### **ii. Leonard Point Road Reconstruction**

Letters introducing Moss & Associates and start of the acquisition to go out next week. The areas to be acquired for temporary and permanent easements scheduled to be staked on May 1 for the sales study. *Draft letter attached*

#### **iii. Leonard Point Road & STH 21 Roundabout**

Construction began on April 6.

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

The project website is at <https://wisconsindot.gov/Pages/projects/by-region/ne/Wis21/default.aspx> includes proposed scope, schedule, traffic impacts, displays and information for businesses in the work zone.

### **C. Community Development Update**

#### **i. Springhetti Lake**

The final plat for phase 1 is under new business.

Staff will discuss the developers agreement with the Board in closed session.

#### **ii. OSMS**

Opened on April 13. Ribbon cutting ceremony on April 29, 4:00-6:00pm.

**D. Joint Fire Department Study Update**

The draft formal report is nearing completion. The consultant is preparing the financial impact analysis which will be needed for that final report. Once that is done scheduling of the recommendations meeting can occur.

**ATTACHMENTS:**

1. Leonard Point Road land acquisition letter

Date

Project ID: 6436-01-72  
Highway Project: Leonard Point Road  
County: Winnebago  
Parcel No.: 1-77

Property Owner Name(s)

Address

City, WI Zip

Dear Property Owner:

The town will be reconstructing Leonard Point Road between Highland Shore Lane and State Highway 21 in 2028. Our agents will soon be contacting owners, like you, whose property will be affected. Here is some information to help you prepare for that visit.

Randy Moss of Moss & Associates, LLC will contact you to schedule an appointment. You will be able to discuss the project, and its effect on your property, at that time.

As a property owner, you have the right, under Wisconsin law, to a written appraisal of the property rights to be purchased. However, in cases such as this, where the effect upon the property may be relatively minor, there is an option. The agent may make an offer without a written appraisal. This offer would be calculated by the same method, but the process is somewhat quicker.

Should you choose to have a written appraisal, AJ Phillips of Steiro Appraisal Service, Inc. will prepare one. Moss & Associates will then present you with the offer based upon that appraisal at a later date.

To provide you with information about the public acquisition process, I have enclosed a brochure entitled, the "Rights of Landowners Under Wisconsin Eminent Domain Law". The survey crew will begin staking the new right of way limits in the near future.

If you prefer to have a representative meet with Randy Moss, please provide us with their name and a telephone number where we can reach them. You may call or text Randy Moss at 920-660-7481 or email at [randy@mossassociatesllc.com](mailto:randy@mossassociatesllc.com).

Respectfully,

Maggie Mahoney, Town Administrator  
[townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org)

Enclosure



## AGENDA MEMORANDUM

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

**From:** Jason Loduha, Public Works Director

**Date:** April 21, 2026

**RE:** Monthly Director's Report

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**A. Road Maintenance Update**

Wisconsin Disaster Fund (WDF) update: The Town of Algoma did not meet the required threshold of eligible expenses during the three-day snow event from March 14 through March 16 to qualify for reimbursement.

Winnebago County has been making repairs to plow damage across the Town from this past winter. In addition, they have started sweeping all curb and gutter lines to minimize debris entering the storm sewer system and local ponds.

With all the heavy rain, we have been busy responding to drainage issues around town. Just a reminder to keep your driveway culverts clear of debris and vegetation to promote good drainage and help prevent flooding.

The 2026 Annual Road Maintenance Inventory has been completed, and work will begin on addressing the identified items as budget allows.

**B. 2026 Asphalt Resurfacing**

We plan to schedule a meeting with Kartechner Brothers LLC to discuss a potential start date for the 2026 Asphalt Resurfacing Project.

**C. Parks Update**

I was able to address most of the plow damage around the parks from this past winter. I am currently in the process of setting up volleyball and pickleball nets and scheduling the water to be turned on at Jones Park.

**D. Stormwater Update**

MS4 Permit information is under New Business.

**E. Algoma Sanitary District Update**

I attended the Algoma Sanitary District meeting on April 8, 2026. There was discussion regarding delays with the Old Apple Acres Subdivision - 1<sup>st</sup> Addition, Phase III. The Developer is coordinating with the Winnebago County to move forward.

Staff have been working with the Algoma sanitary District on a MOU. Under new business.

**F. Oakwood Elementary School Update**

Staff met with representatives from the Winnebago County Sheriff's Office and the school district at Oakwood Elementary on April 7, to review current traffic patterns. It was determined that consistent adherence to established pick-up and drop-off procedures will help alleviate some existing traffic concerns.

A letter was distributed to families outlining these procedures to reduce congestion on Omro Road and within the school driveway. Staff will continue to monitor the situation to promote safety.

**ATTACHMENTS:**

1. Town of Algoma Sanitary District #1 meeting minutes-February 12, 2026.
2. Oakwood Elementary School Letter.

**Town of Algoma Sanitary District #1**  
**Meeting Minutes – February 12, 2026**

**Regular Monthly Meeting.**

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for February to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, Financial Utility Clerk Sara Gonzales, and Attorney for the District Matt Parmentier. Jason Loduha, Town of Algoma Public Works Director, was in attendance from the public.
  - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
  - b) Approve the minutes of the previous meeting. **Peter made a motion to approve the minutes of the regular monthly meeting on January 8/second-Sue/carried unanimously.**
  - c) Approve balance adjustments. None.
  - d) Approve investment changes. None. Mike noted he received the renewal for the line of credit through 2/15/2027 for the same amount as last year.
  - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for January as submitted/second-Peter/carried unanimously.**
  - f) Approve pending bills and previous disbursements for sanitary and water. Mike noted he contacted the City of Omro since their checks from January had not cleared yet, and they stated the checks were not received. He will do a stop payment and reissue those two checks, which are included in pending bills. **Chad made a motion to approve February pending bills and January previous disbursements for sanitary and water as submitted/second-Sue/motion carried unanimously.**
- 3) Public Forum. No comments from the public.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
  - a) Review of District statistics. No discussion was had on this agenda item.
  - b) Correspondence.
    - Water Tower Proposed Lease Agreement: Verizon is currently working with owners near the water tower to secure an easement to allow a fiberoptic line to be installed, which is a requirement for the cellular agreement.
    - Town of Omro Future Land Use Planning Meeting: Kevin attended this meeting the previous week to discuss where the Town is planning development in order to coordinate water and sewer utility services for future growth. This future land use plan information will be incorporated into the Omro Sewer Service Area (SSA) review scheduled this summer. This was a very productive coordination meeting.
  - c) Status of 2026 projects. No discussion was had on this agenda item.
- 6) Old Business.
  - a) None.
- 7) New Business.
  - a) Discuss and act on Developer's Agreement-Authorization to Let Bids for Olde Apple Acres–1st Addition Phase III.
    - Kevin explained staff met with the owner who signed the Developers Agreement-Authorization to Let Bids, and recommended the Commission approve it and countersign. He presented a map of the 30 lots and stated the bid opening is scheduled on February 26 at 3:30 p.m., with the contract scheduled to be awarded in March contingent on the developers signing the Authorization to Proceed prior to that time. Kevin stated the construction start date is proposed June 1 with completion by August 14, 2026.
    - **Chad made a motion to approve the Developer's Agreement-Authorization to Let Bids for Olde Apple Acres–1st Addition Phase III/second-Peter/carried unanimously.**
  - b) Discuss and act on Resolution #2026-2-1 to Approve a Final Resolution declaring the Sanitary District's intent to exercise its police power, pursuant to Section 66.0703 of the Wisconsin Statutes, to levy a Special Assessment upon Parcel #002-2183 in the Town of Algoma Sanitary District No. 1 benefitted by the improvements.
    - i) Acknowledge Receipt of the Waiver of Special Assessment Notices and Public Hearings in Accordance with Wisconsin Statute 66.0703(7)(b).
      - Kevin explained this resolution is to assess the property at 468 Oak Crest Drive that requested water service and the Water Utility plans to directionally drill a municipal water service next month. Staff has secured the right-of-way permit that is required due to the Town of Algoma's new process. There is currently no right-of-way agreement in place as the Town repealed the 1978 resolution specifically granting easement to the Sanitary District to complete work within the road right-of-way. Chad asked the Town of Algoma Public Works Director

in attendance why the Town did that, and Jason stated the Town has staff now and is looking to protect its assets in the road.

- Chad stated the District completes a lot of work within the Town and asked what the Operators have to do now in an emergency situation. Kevin answered the Town is working on drafting a Memorandum of Understanding (MOU), but in the meantime the Town will allow the District to complete emergency work and notify Town staff later. Attorney Parmentier agreed, stating the Town repealed the resolution, but the conversations he has had with the Town's Attorney give him the impression that the Town will allow the District to complete work and apply for the permit after the fact. The Town's Attorney was going to send him the draft MOU Agreement before she left for vacation, but then she notified him he was not going to receive it before she left. He believes staff can take the Town at its word, the District is covered as far as liability goes, the time without an agreement in place should be short, and he will follow up with their attorney when she returns from vacation.
  - Peter mentioned the fee sounded kind of exorbitant and Kevin stated the permit fee for Oak Crest Drive would have been about \$300, which was not included in the quote provided to the homeowner for the assessment. Staff has received mixed signals from the Town regarding future permit fees, including a possible \$3,000 escrow account requirement. Jason stated the Town proposed to waive fees for 2026 and assured that the upcoming MOU would be quite easy and simplified; it would address fees as well as staff not having to contact the Town during emergency situations. When Chad asked what the cost will be, Jason answered there currently is no cost as the Town is waiving all permit fees. They just want a permit that shows the work being done in the right-of-way.
  - Kevin asked what is required for new subdivisions, for example, would staff need to apply for a road right-of-way permit for every lot in Olde Apple Acres when water and sewer is installed. Jason stated a permit is valid for one year so as long as the work is within the scope of a project, only one permit is required as everything is connected. Chad asked if the District brings a service to a lot line, would the homeowner need a permit to connect to it. Jason answered as that situation comes, Town staff will provide the answer. Chad stated he does not want these new, additional fees to disincentivize people from building homes in the Town. The Town is trying to implement a new fee that appear to be from the District to cover new costs that the Town is incurring.
  - Chad continued discussion into the Town of Algoma's plan to discontinue collection of the Public Fire Protection (PFP) Fee. Town staff has informed District staff that it no longer plans to collect this fee on its tax levy. However, the Town does not plan to reduce their tax levy, and the District would be required to bill for this cost. It is going to appear that the District is charging an "extra" fee which was previously included in the Town's taxes, increasing costs for Algoma residents. The District is not changing the billing methodology but will have to charge an "additional" cost, which will increase collection costs, *and* handle all the public backlash because of the Town's decision to discontinue paying it. Chad previously instructed staff to place an article in its Consumer Confidence Report this summer that encourages residents to get involved with the Town. He wants residents to demand the Town explain why it is no longer covering this fee yet the Town is not reducing their property taxes by that same amount. It was further discussed that the Town collected \$170,802 for the PFP fee in its current tax levy but is not planning to decrease its tax levy by that amount, forcing an increase in workload on the District as it will require additional time and cost to collect it.
  - Kevin asked if a curb box adjustment would require a permit, and Jason answered no. When asked about a new connection that requires excavation on the homeowner's side of the curb box, Jason said possibly, if the right-of-way is disturbed. Jason said the Town wants documentation to track and protect the Town that they claim to have not received in the past since he started. Kevin stated the Town has not received notice from the District because there has not been a District non-emergency project in the Town right-of-way since Jason started. Jason mentioned the multiple water connections on South Oakwood Road, and Kevin clarified that project was a Town TID project that the District coordinated with the Town. Staff informed the Town when they were working by the fire hydrant, and there were a lot of notices sent to the Town for that project. Peter stated he always appreciates that Kevin informs the Commission and the Town when any emergency work occurs, and then takes care of it right away and reports back.
  - **Sue made a motion to approve Resolution #2026-2-1 to Approve a Final Resolution declaring the Sanitary District's intent to exercise its police power, pursuant to Section 66.0703 of the Wisconsin Statutes, to levy a Special Assessment upon Parcel #002-2183 in the Town of Algoma Sanitary District No. 1 benefitted by the improvements/second-Chad/carried unanimously.**
- c) Discuss and act on Resolution #2026-2-2 to loan up to \$3,000,000 from the Sewer Utility to the Water Utility until the issuance of General Obligation Notes to fund construction costs for an Elevated Storage Tank.
- Kevin explained the District awarded both contracts for the water tower and the watermain extension to it. Staff intends to do interim financing and go through the public bidding process to secure the notes, with the District

currently rated AA- from S&P. Staff anticipates interest rates will decrease prior to the debt issuance. Kevin recommended approval of the interim loan to cover the project, which will then be reimbursed by the long-term notes. Chad asked how the Water Utility is going to cover interest for the Sewer Utility and Mike answered the current 6-month interest rate of 3.5% can be used in the resolution.

- **Peter made a motion to approve Resolution #2026-2-2 to loan up to \$3,000,000 with 3.5% interest from the Sewer Utility to the Water Utility until the issuance of General Obligation Notes to fund construction costs for an Elevated Storage Tank/second-Sue/carried unanimously.**
- d) Discuss and act on purchase of a 2026 Ford F-250 pickup truck not to exceed \$60,000.
- Kevin stated that the District's 2020 truck was involved in an accident, and while everyone involved walked away, he was told by our insurance provider that the truck was considered totaled. The District would receive a check for \$40,000-\$42,000 toward another vehicle, and staff will continue to search for a new truck. The first quote received was for about \$59,000 plus tool boxes, and he would recommend approval not to exceed \$60,000. Sue asked if there were a circumstance staff would consider buying a used vehicle, and Kevin answered that while he appreciated the thought, emergency response requires staff to be able to rely on its equipment, and there is more inherent risk with used items. Kevin stated he gets the standard manufacturer's warranty of three-year/36,000 miles on District vehicles.
  - **Chad made a motion to approve the purchase of a 2026 Ford F-250 pickup truck not to exceed \$60,000/second-Peter/carried unanimously.**
- e) Discuss and act on wastewater treatment rates from the City of Omro.
- i) **Peter made a motion to go into closed session at 12:29 p.m. pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment rates from the City of Omro/second-Sue/carried unanimously.**
  - ii) **Sue made a motion to reconvene into open session at 12:41 p.m. to discuss and act on matters discussed during closed session regarding wastewater treatment rates from the City of Omro/second-Chad/carried unanimously.** No discussion was had.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:41 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

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Michael Claffey, Accounting Manager

Approved:

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Charles Hayes, President



April 10,

Dear Oakwood Elementary Parents and Guardians,

We are currently seeing an expected strain on traffic flow near Oakwood Elementary due to the start of the Highway 21 construction project. To ensure the continued safety of our students and families, leaders from the Town of Algoma, the Winnebago County Sheriff's Office, and the school district recently met at Oakwood to evaluate current traffic patterns.

At this time, **it was determined that strict adherence to established pick-up and drop-off procedures** would help address current traffic concerns. Our school procedures are included with this message for your review.

We will continue to monitor the situation closely with local authorities. Thank you for your patience and for your commitment to safe, attentive driving.

Sincerely,

Brian Yerkey  
Assistant Superintendent of Operations  
Oshkosh Area School District  
920-424-0016

Susan L Martin  
Principal  
Oakwood Elementary School  
920-424-0315

*Sent on Behalf of Representatives from: Town of Algoma, Winnebago County Sheriff's Office,  
Oshkosh Area School District*

**Oakwood Elementary School  
Arriving and Departing from School**

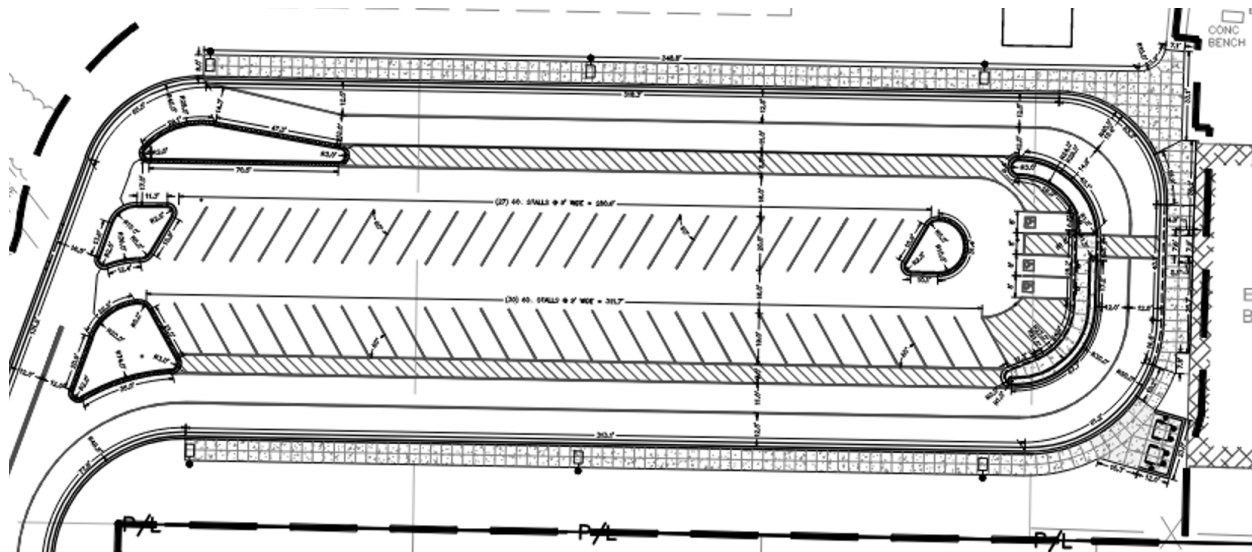
## Bus Transportation

Bus transportation to Oakwood is available and **encouraged** if you live in the Oakwood attendance area. This ensures that your children will arrive at the same time as other children and will help you avoid the congestion of drop off and pick up. Please call Kobussen bus company (424-7575) for information. Buses will be unloaded at the front of school at 7:20 AM by Oakwood School Family Members. Students will then come indoors, put their things away, go to the cafeteria if they are getting breakfast, and/or head to their classrooms.

*\*\*In order to reduce the large volume of cars and reduce your chances of having your children be tardy, please consider utilizing the school bus service.*

## Arrival Procedures

### AM Car Riders



Drop off time begins at **7:30 AM**. This time is set because that is when teaching staff begin their day and there is supervision inside the school.

As you pull into the parking/carpool area you will notice three lanes. In the AM 2 of those lanes will be incoming and one will be outgoing. The inner lane is for those headed to the interior parking area. The outer lane is for those coming to the drop off area. **Drop off will take place along the sidewalk-please pull all the way around the circle.** Students should be ready to quickly hop out of the car and move along. Parents should remain in the cars. There will be staff available to assist your child(ren). There are lots of parents dropping off and this ensures the line moves quickly. Cars will then make the loop around the circle.

Students will come indoors, put their things away, go to the cafeteria if they are getting breakfast, and/or head to their classrooms.

\*\*\*\*The first bell rings at 7:40 am. School begins at 7:45 am. The back doors by drop off will close at 7:45 am. If your child(ren) are not inside at that time you will need to drive around to the front of school to drop them off.

If you need to talk to a teacher or the office you will need to email or call; staff have various responsibilities in the mornings helping to ensure that all students arrive safe.

**NO** students should be dropped off at the front entrance **prior** to 7:45 AM.

## **PM Bus Departure**

Bus riders will remain in their classrooms until they see their bus route number posted on the BenQ board. At that time they will walk out to the front of school and board the buses parked along Omro Rd.

## **Carpool Departures**

The fastest way to get home is to have them take the bus and we do highly recommend that you take advantage of that opportunity.

For those of you who will be picking your children up at the end of the day. You will enter the parking lot off Omro Road by Sheldon Nature Area. You will again need to remain in vehicles to ensure the line moves quickly.

If your last name starts with A-M your pick up time is **2:45 PM** and if it ends with N-Z your time is **2:50 PM**. These times were created in an effort to reduce congestion, please honor your assigned time. \*If you are carpooling, choose one or the other of the times.

1. Make a sign with your children's LAST name clearly written and easy for us to read. Place it in the front passenger side window. Please have this sign in the window each and every day.
2. You will enter the parking lot off Omro Road by Sheldon Nature Area. The outer lane will again be used to come into the parking lot and continue through to the pick up area alongside the sidewalk. Staff will bring your students to your vehicle. Once loaded you may pull into the inner lane and leave the pick up area. As cars are leaving the remaining vehicles should move forward closing in the spaces and allowing additional cars to enter.



## AGENDA MEMORANDUM

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

**From:** Katherine Reinbold, Clerk/Treasurer

**Date:** April 21, 2026

**RE:** Monthly Clerk/Treasurer Report

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**A. Introduce new Deputy Clerk/Treasurer Sara Enders**

Sara started on March 23. She has been a great addition to the team, and I am excited to have her as deputy. She has already been learning a lot and has been diving in. She already has an election under her belt. Sara has been working great with Gina and both together have been helping the office run smoothly.

**B. Elections**

The April 7 election went well. It was steady all day with a total of 2056 voters. Of that, 1654 were in person and 402 were absentee voters. Now we have a short break before we have the August and November elections.

**C. Alcohol and Tobacco Licensing**

The next big project in the Clerk's office is the annual alcohol licensing. This is also an item under Business on the agenda.

**D. Audit Complete**

Clifton Larson Allen (CLA) has completed the annual audit for the Town of Algoma. Elizabeth from (CLA) will be at the May Town Board meeting to give a presentation of the audit and the board will also have the audit report at that time.

**Attachments:** None

TOWN OF ALGOMA  
RECONCILED BANK & INVESTMENT BALANCES  
AS OF 3/31/2026

| Bank                       | Type                                    | Interest Rate | Interest Amount | Balance         | Notes                                                  |
|----------------------------|-----------------------------------------|---------------|-----------------|-----------------|--------------------------------------------------------|
| Bank First                 | Checking (Sweep)                        |               | \$ 7.24         | \$ 16,759.48    |                                                        |
|                            | Money Market                            | 3.76%         | \$ 2,976.74     | \$ 763,429.99   |                                                        |
|                            |                                         |               |                 |                 |                                                        |
|                            | Special Accounts                        | 3.76%         |                 |                 |                                                        |
|                            | Parks Money Market                      |               | \$ 411.79       | \$ 127,594.66   |                                                        |
|                            |                                         |               |                 |                 |                                                        |
|                            | Tax Accounts (Used for collection)      |               |                 |                 |                                                        |
|                            | Tax Account                             |               |                 | \$ 32,980.51    | Ambulance Service Charge is still being collected here |
|                            |                                         |               |                 |                 |                                                        |
| U.S. Bank                  | Local Government Investment Pool (LGIP) | 3.69%         | \$ 3,976.20     | \$1,273,809.30  |                                                        |
|                            |                                         |               |                 |                 |                                                        |
|                            |                                         |               |                 |                 |                                                        |
| Total Cash and Investments |                                         |               |                 | \$ 2,214,573.94 |                                                        |

Unreconciled

| <b>LGIP Accounts</b>   | <b>Interest (3.69%)</b> | <b>Deposits</b> | <b>Withdrawal</b> | <b>Total in Acct</b>  |
|------------------------|-------------------------|-----------------|-------------------|-----------------------|
| GENERAL                | \$456.85                | \$0.00          | \$0.00            | \$146,354.61          |
| TID 1                  | \$304.45                | \$0.00          | \$0.00            | \$97,531.92           |
| SPIRIT ROUNDABOUT      | \$1,275.91              | \$0.00          | \$0.00            | \$408,749.23          |
| FD TRUCK REFURBISHMENT | \$640.48                | \$0.00          | \$0.00            | \$205,183.91          |
| FIRE EQUIPMENT         | \$55.72                 | \$0.00          | \$0.00            | \$17,851.82           |
| REVALUATION            | \$32.42                 | \$0.00          | \$0.00            | \$10,385.38           |
| DEBT LEVY PAYMENTS     | \$3.58                  | \$0.00          | \$0.00            | \$1,148.41            |
| GENERAL EXPENSES       | \$133.28                | \$0.00          | \$0.00            | \$42,696.33           |
| RESERVES               | \$1,073.51              | \$0.00          | \$0.00            | \$343,907.69          |
| <b>Total</b>           | <b>\$3,976.20</b>       |                 |                   | <b>\$1,273,809.30</b> |

## Fund: 100 - GENERAL FUND

| Account Number                    |                                | 2026<br>March | 2026<br>Actual<br>03/31/2026 | 2026<br>Budget | Budget<br>Status | % of<br>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                         | 455,590.00     | -455,590.00      | 0.00           |
| 100-00-41110-000-000              | GENERAL PROPERTY TAXES         | 0.00          | 0.00                         | 1,135,836.00   | -1,135,836.00    | 0.00           |
| 100-00-41150-000-000              | MFL TAXES                      | 0.00          | 0.00                         | 2.28           | -2.28            | 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          | 0.00                         | 0.00           | 0.00             | 0.00           |
| <b>TAXES</b>                      |                                | 0.00          | 0.00                         | 1,591,428.28   | -1,591,428.28    | 0.00           |
| 100-00-42300-000-000              | SA - 2022 PAVING               | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| <b>SPECIAL ASSESSMENTS</b>        |                                | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-43301-000-000              | ARPA/SPIRIT FUND REVENUE       | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-43410-000-000              | STATE SHARED REVENUES          | 0.00          | 0.00                         | 258,330.91     | -258,330.91      | 0.00           |
| 100-00-43420-000-000              | 2% FIRE DUES                   | 0.00          | 0.00                         | 46,000.00      | -46,000.00       | 0.00           |
| 100-00-43430-000-000              | EXEMPT COMPUTER                | 0.00          | 0.00                         | 263.97         | -263.97          | 0.00           |
| 100-00-43440-000-000              | PERSONAL PROPERTY AID          | 0.00          | 0.00                         | 4,685.85       | -4,685.85        | 0.00           |
| 100-00-43530-000-000              | TRANSPORTATION AIDS            | 0.00          | 47,559.05                    | 190,236.22     | -142,677.17      | 25.00          |
| 100-00-43540-000-000              | RECYCLING GRANTS               | 0.00          | 0.00                         | 12,500.00      | -12,500.00       | 0.00           |
| 100-00-43550-000-000              | VIDEO SERV PROVIDER FEE        | 0.00          | 0.00                         | 15,175.31      | -15,175.31       | 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           |
| 100-00-43691-701-000              | GRANTS                         | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-43695-000-000              | FIREHOUSE SUBS GRANT           | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-43750-000-000              | ECONOMIC DEVELOPMENT           | 0.00          | 0.00                         | 8,000.00       | -8,000.00        | 0.00           |
| 100-00-43790-000-000              | DNR STORMWATER MGMT GRANT      | 0.00          | 0.00                         | 55,700.00      | -55,700.00       | 0.00           |
| <b>INTERGOVERNMENTAL REVENUES</b> |                                | 0.00          | 47,559.05                    | 590,898.72     | -543,339.67      | 8.05           |
| 100-00-44100-000-000              | BUSINESS/OCCUP LICENSE         | 0.00          | 0.00                         | 100.00         | -100.00          | 0.00           |
| 100-00-44110-000-000              | LIQUOR & MALT BEVERAGE LICENSE | 0.00          | 0.00                         | 640.00         | -640.00          | 0.00           |
| 100-00-44115-000-000              | OPERATORS LICENSES             | 0.00          | 0.00                         | 400.00         | -400.00          | 0.00           |
| 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                         | 0.00           | 0.00             | 0.00           |
| 100-00-44120-000-000              | OTHER BUSINESS & OCCUP LIC     | 0.00          | 0.00                         | 100.00         | -100.00          | 0.00           |
| 100-00-44125-000-000              | CABLE FRANCHISE INCOME         | 0.00          | 0.00                         | 61,000.00      | -61,000.00       | 0.00           |
| 100-00-44200-000-000              | DOG LICENSES                   | 75.00         | 145.00                       | 4,000.00       | -3,855.00        | 3.63           |
| 100-00-44201-000-000              | WINNEBAGO CTY DOG LICENSES     | 0.00          | 0.00                         | 1,050.00       | -1,050.00        | 0.00           |
| 100-00-44300-000-000              | BUILDING PERMITS NEW           | 0.00          | 0.00                         | 100,000.00     | -100,000.00      | 0.00           |
| 100-00-44301-000-000              | BUILDING PERMITS REMODELING    | 840.00        | 2,170.00                     | 30,000.00      | -27,830.00       | 7.23           |
| 100-00-44302-000-000              | EXTRA INSPECTIONS              | 0.00          | 0.00                         | 320.00         | -320.00          | 0.00           |
| 100-00-44310-000-000              | CULVERT PERMITS                | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 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                         | 5,000.00       | -5,000.00        | 0.00           |
| <b>LICENSES AND PERMITS</b>       |                                | 915.00        | 2,315.00                     | 203,510.00     | -201,195.00      | 1.14           |
| 100-00-46100-000-000              | ASSESSMENT CERTIFICATION'      | 0.00          | 0.00                         | 2,800.00       | -2,800.00        | 0.00           |
| 100-00-46101-000-000              | LIQUOR LIC PUBLICATION FEE     | 0.00          | 0.00                         | 80.00          | -80.00           | 0.00           |
| 100-00-46102-000-000              | MISC CHARGES FOR SERVICES      | 0.00          | 0.00                         | 200.00         | -200.00          | 0.00           |
| 100-00-46230-000-000              | AMBULANCE SERVICE              | 25,031.88     | 25,031.88                    | 205,652.62     | -180,620.74      | 12.17          |
| 100-00-46310-000-000              | SNOW REMOVAL                   | 0.00          | 0.00                         | 6,800.00       | -6,800.00        | 0.00           |

## Fund: 100 - GENERAL FUND

| Account Number                     |                               | 2026<br>March | 2026<br>Actual<br>03/31/2026 | 2026<br>Budget | Budget<br>Status | % of<br>Budget |
|------------------------------------|-------------------------------|---------------|------------------------------|----------------|------------------|----------------|
| 100-00-46420-000-000               | REFUSE & GARBAGE COLLECTION   | 0.00          | 0.00                         | 606,600.00     | -606,600.00      | 0.00           |
| 100-00-46435-000-000               | RECYCLING - WINN CTY REBATE   | 0.00          | 0.00                         | 5,000.00       | -5,000.00        | 0.00           |
| 100-00-46720-000-000               | PARKLAND FEE INCOME           | 0.00          | 0.00                         | 9,900.00       | -9,900.00        | 0.00           |
| 100-00-46850-000-000               | PLAT & SITE PLANS FEES        | 0.00          | 0.00                         | 6,000.00       | -6,000.00        | 0.00           |
| <b>PUBLIC CHARGES FOR SERVICES</b> |                               | 25,031.88     | 25,031.88                    | 843,032.62     | -818,000.74      | 2.97           |
| 100-00-48100-000-000               | INTEREST GENERAL ACCOUNTS     | 0.00          | 0.00                         | 25,000.00      | -25,000.00       | 0.00           |
| 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                          | 0.00          | 3,968.68                     | 25,000.00      | -21,031.32       | 15.87          |
| 100-00-48200-000-000               | RENT REVENUE                  | 250.00        | 250.00                       | 10,000.00      | -9,750.00        | 2.50           |
| 100-00-48300-000-000               | SALE OF FIRE EQUIPMENT        | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-48301-000-000               | SALE OF GARB/RECYCLING TOTES  | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-48302-000-000               | SALE OF EQUIPMENT OR PROPERTY | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-48500-000-000               | JONES PARK TREE DONATIONS     | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| 100-00-48900-000-000               | OTHER MISC. REVENUES          | 0.00          | 0.00                         | 0.00           | 0.00             | 0.00           |
| <b>MISCELLANEOUS REVENUES</b>      |                               | 250.00        | 4,218.68                     | 60,000.00      | -55,781.32       | 7.03           |
| 100-00-49100-000-000               | PROCEEDS FROM LONG TERM DEBT  | 0.00          | 0.00                         | 2,217,000.00   | -2,217,000.00    | 0.00           |
| 100-00-49200-000-000               | TRANSFERS FROM OTHER FUNDS    | 0.00          | 0.00                         | 110,000.00     | -110,000.00      | 0.00           |
| 100-00-49301-000-000               | USE OF COMMITTED FUNDS        | 0.00          | 0.00                         | 527,500.00     | -527,500.00      | 0.00           |
| <b>OTHER FINANCING SOURCES</b>     |                               | 0.00          | 0.00                         | 2,854,500.00   | -2,854,500.00    | 0.00           |
| <b>Total Revenues</b>              |                               | 26,196.88     | 79,124.61                    | 6,143,369.62   | -6,064,245.01    | 1.29           |

## Fund: 100 - GENERAL FUND

| Account Number       |                                | 2026     | 2026                 | 2026       | Budget Status | % of Budget |
|----------------------|--------------------------------|----------|----------------------|------------|---------------|-------------|
|                      |                                | March    | Actual<br>03/31/2026 | 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 | 3,800.00             | 18,000.00  | 14,200.00     | 21.11       |
| 100-00-51100-130-000 | TOWN BOARD SOC SEC/MEDICARE    | 99.45    | 290.71               | 1,377.00   | 1,086.29      | 21.11       |
| 100-00-51100-209-000 | ATTORNEY LEGAL FIRE DEPT       | 0.00     | 0.00                 | 500.00     | 500.00        | 0.00        |
| 100-00-51100-321-000 | TOWN BOARD DUES                | 0.00     | 0.00                 | 1,490.00   | 1,490.00      | 0.00        |
| 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        | 1,020.00 | 1,020.00             | 14,000.00  | 12,980.00     | 7.29        |
| 100-00-51300-218-000 | ATTORNEY ORD CODIFICATION      | 0.00     | 0.00                 | 4,000.00   | 4,000.00      | 0.00        |
| 100-00-51400-200-000 | GEN GOVT HR/PERSONNEL          | 581.00   | 1,080.66             | 200.00     | -880.66       | 540.33      |
| 100-00-51400-305-000 | GEN GOVT HR/PERS SUPPLIES/EXP  | 0.00     | 0.00                 | 400.00     | 400.00        | 0.00        |
| 100-00-51400-310-000 | GEN GOVT OFFICE SUPPLIES       | 0.00     | 143.85               | 3,000.00   | 2,856.15      | 4.80        |
| 100-00-51400-315-000 | GEN GOVT OFFICE EQUIPMENT      | 497.53   | 1,666.33             | 6,500.00   | 4,833.67      | 25.64       |
| 100-00-51400-320-000 | GEN GOVT PUBLISHING & PRINTING | 3,310.03 | 3,310.03             | 4,000.00   | 689.97        | 82.75       |
| 100-00-51400-330-000 | GEN GOVT MILEAGE               | 0.00     | 0.00                 | 0.00       | 0.00          | 0.00        |
| 100-00-51400-342-000 | GEN GOVT COMPUTER & WEBSITE MA | 138.51   | 17,702.02            | 25,000.00  | 7,297.98      | 70.81       |
| 100-00-51400-390-000 | GEN GOVT MISC EXP              | 0.00     | 0.00                 | 500.00     | 500.00        | 0.00        |
| 100-00-51410-110-000 | ADMINISTRATOR WAGES            | 9,699.70 | 28,637.21            | 119,409.45 | 90,772.24     | 23.98       |
| 100-00-51410-130-000 | ADMINISTRATOR SOC SEC/MEDICARE | 738.17   | 2,179.18             | 9,134.82   | 6,955.64      | 23.86       |
| 100-00-51410-131-000 | ADMINISTRATOR WRS              | 698.38   | 2,061.88             | 8,597.48   | 6,535.60      | 23.98       |
| 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   | 15.12    | 45.36                | 151.20     | 105.84        | 30.00       |
| 100-00-51410-380-000 | ADMINISTRATOR DEPT EXPENSES    | 20.00    | 60.00                | 4,000.00   | 3,940.00      | 1.50        |
| 100-00-51411-110-000 | OFFICE ASST WAGES              | 0.00     | 0.00                 | 32,711.89  | 32,711.89     | 0.00        |
| 100-00-51411-130-000 | OFFICE ASST SOC SEC/MEDICARE   | 0.00     | 0.00                 | 2,502.46   | 2,502.46      | 0.00        |
| 100-00-51411-131-000 | OFFICE ASST WRS                | 0.00     | 0.00                 | 2,355.26   | 2,355.26      | 0.00        |
| 100-00-51411-132-000 | OFFICE ASST                    | 0.00     | 0.00                 | 12,011.17  | 12,011.17     | 0.00        |
| 100-00-51411-133-000 | OFFICE ASST LIFE INSURANCE     | 0.00     | 0.00                 | 24.48      | 24.48         | 0.00        |
| 100-00-51411-380-000 | OFFICE ASST DEPT EXP           | 0.00     | 0.00                 | 200.00     | 200.00        | 0.00        |
| 100-00-51411-390-000 | OFFICE ASST MISC EXP           | 0.00     | 0.00                 | 0.00       | 0.00          | 0.00        |
| 100-00-51420-110-000 | CLERK TREAS WAGES              | 6,514.12 | 19,110.52            | 78,951.14  | 59,840.62     | 24.21       |
| 100-00-51420-130-000 | CLERK TREAS SOC SEC/MEDICARE   | 476.95   | 1,397.82             | 6,039.76   | 4,641.94      | 23.14       |
| 100-00-51420-131-000 | CLERK TREAS WRS                | 469.02   | 1,375.96             | 5,684.48   | 4,308.52      | 24.21       |
| 100-00-51420-132-000 | CLERK TREAS HEALTH INSURANCE   | 2,007.96 | 6,023.88             | 24,031.19  | 18,007.31     | 25.07       |
| 100-00-51420-133-000 | CLERK TREAS LIFE INSURANCE     | 0.00     | 0.00                 | 0.00       | 0.00          | 0.00        |
| 100-00-51420-380-000 | CLERK TREAS DEPT EXPENSES      | 80.00    | 5,999.74             | 10,400.00  | 4,400.26      | 57.69       |
| 100-00-51420-390-000 | CLERK TREAS MISC EXP           | 0.00     | 0.00                 | 9,000.00   | 9,000.00      | 0.00        |
| 100-00-51421-110-000 | DEPUTY CLERK TREAS WAGES       | 0.00     | 0.00                 | 41,542.56  | 41,542.56     | 0.00        |
| 100-00-51421-130-000 | DEP CLERK TR SOC SEC/MEDICARE  | 0.00     | 0.00                 | 3,178.01   | 3,178.01      | 0.00        |
| 100-00-51421-131-000 | DEPUTY CLERK TREAS WRS         | 0.00     | 0.00                 | 2,991.06   | 2,991.06      | 0.00        |
| 100-00-51421-132-000 | DEPUTY CLERK TREAS HEALTH      | 0.00     | 0.00                 | 22,514.28  | 22,514.28     | 0.00        |
| 100-00-51421-133-000 | DEPUTY CLERK TREAS LIFE INSUR  | 0.00     | 0.00                 | 0.00       | 0.00          | 0.00        |
| 100-00-51421-390-000 | DEPUTY CLERK TREAS MISC EXP    | 0.00     | 0.00                 | 500.00     | 500.00        | 0.00        |
| 100-00-51440-110-000 | ELECTIONS WAGES                | 1,539.00 | 1,539.00             | 13,000.00  | 11,461.00     | 11.84       |
| 100-00-51440-380-000 | ELECTIONS DEPT EXPENSES        | 48.14    | 1,272.14             | 6,000.00   | 4,727.86      | 21.20       |
| 100-00-51510-211-000 | AUDITOR AUDIT CONTRACT         | 0.00     | 0.00                 | 18,000.00  | 18,000.00     | 0.00        |
| 100-00-51530-212-000 | ASSMT OF PROP ASSESSOR CONTRAC | 2,458.00 | 7,374.00             | 28,000.00  | 20,626.00     | 26.34       |
| 100-00-51530-380-000 | BOARD OF REVIEW DEPT EXPENSES  | 0.00     | 0.00                 | 350.00     | 350.00        | 0.00        |
| 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            | 1,162.24 | 3,113.16             | 8,300.00   | 5,186.84      | 37.51       |
| 100-00-51600-221-000 | TOWN HALL GRASS/SNOW           | 0.00     | 0.00                 | 3,100.00   | 3,100.00      | 0.00        |
| 100-00-51600-223-000 | TOWN HALL PHONE                | 105.52   | 205.52               | 8,000.00   | 7,794.48      | 2.57        |
| 100-00-51600-225-000 | TOWN HALL JANITORIAL           | 740.60   | 1,448.90             | 6,700.00   | 5,251.10      | 21.63       |

## Fund: 100 - GENERAL FUND

| Account Number            |                                | 2026<br>March    | 2026<br>Actual<br>03/31/2026 | 2026<br>Budget    | Budget<br>Status  | % of<br>Budget |
|---------------------------|--------------------------------|------------------|------------------------------|-------------------|-------------------|----------------|
| 100-00-51600-380-000      | TOWN HALL DEPT EXPENSES        | 92.82            | 360.37                       | 7,200.00          | 6,839.63          | 5.01           |
| 100-00-51600-510-000      | TOWN HALL PROP/LIAB INSURANCE  | 0.00             | 599.00                       | 14,000.00         | 13,401.00         | 4.28           |
| 100-00-51600-820-000      | TOWN HALL IMPROVEMENTS         | 1,592.35         | 1,592.35                     | 3,100.00          | 1,507.65          | 51.37          |
| 100-00-51900-313-000      | OTHER GEN GOV POSTAGE          | 0.00             | 104.85                       | 3,700.00          | 3,595.15          | 2.83           |
| 100-00-51900-390-000      | OTH GEN GOV MISC EXP           | 0.00             | 0.00                         | 200.00            | 200.00            | 0.00           |
| 100-00-51900-510-000      | OTH GEN GOV PROP/LIAB INSURANC | 0.00             | 0.00                         | 11,000.00         | 11,000.00         | 0.00           |
| 100-00-51900-515-000      | OTHER GEN GOV UNEMPLOY. COMP   | 0.00             | 0.00                         | 200.00            | 200.00            | 0.00           |
| <b>GENERAL GOVERNMENT</b> |                                | <b>35,404.61</b> | <b>113,514.44</b>            | <b>606,347.69</b> | <b>492,833.25</b> | <b>18.72</b>   |
| 100-00-52200-120-000      | FD CHIEF SALARY                | 833.33           | 2,499.99                     | 10,000.00         | 7,500.01          | 25.00          |
| 100-00-52200-121-000      | FD ASST. CHIEF SALARY          | 416.66           | 1,249.98                     | 5,000.00          | 3,750.02          | 25.00          |
| 100-00-52200-122-000      | FD CAPT SALARY                 | 500.00           | 1,300.00                     | 6,000.00          | 4,700.00          | 21.67          |
| 100-00-52200-123-000      | FD TREAS & SEC SALARY          | 200.00           | 600.00                       | 2,400.00          | 1,800.00          | 25.00          |
| 100-00-52200-124-000      | FD SAFETY/TRNG OFFICER SALARY  | 200.00           | 600.00                       | 2,400.00          | 1,800.00          | 25.00          |
| 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      | 480.00           | 3,597.50                     | 13,000.00         | 9,402.50          | 27.67          |
| 100-00-52200-130-000      | FD SOC SEC/MEDICARE            | 262.44           | 1,010.09                     | 4,000.00          | 2,989.91          | 25.25          |
| 100-00-52200-215-000      | FD TOWN ALLOW TO FD            | 0.00             | 0.00                         | 2,000.00          | 2,000.00          | 0.00           |
| 100-00-52200-220-000      | FD UTILITIES                   | 763.92           | 2,169.48                     | 6,695.00          | 4,525.52          | 32.40          |
| 100-00-52200-221-000      | FD GRASS/SNOW                  | 450.00           | 990.00                       | 4,000.00          | 3,010.00          | 24.75          |
| 100-00-52200-223-000      | FD PHONE                       | 113.08           | 595.03                       | 650.00            | 54.97             | 91.54          |
| 100-00-52200-224-000      | FD COMPUTER & WEBSITE          | 266.00           | 4,273.15                     | 5,000.00          | 726.85            | 85.46          |
| 100-00-52200-331-000      | FD TRAINING                    | 739.95           | 2,294.95                     | 9,270.00          | 6,975.05          | 24.76          |
| 100-00-52200-341-000      | FD SUPPLIES                    | 200.20           | 538.18                       | 6,000.00          | 5,461.82          | 8.97           |
| 100-00-52200-360-000      | FD VEHICLE MAINT               | 0.00             | 102,621.12                   | 22,500.00         | -80,121.12        | 456.09         |
| 100-00-52200-361-000      | FD FIRE HALL MAINT             | 0.00             | 494.65                       | 10,000.00         | 9,505.35          | 4.95           |
| 100-00-52200-362-000      | FD SERVICE/REPAIR EQUIP        | 166.32           | 1,846.32                     | 7,000.00          | 5,153.68          | 26.38          |
| 100-00-52200-380-000      | FD DEPT EXPENSES               | 905.13           | 905.13                       | 1,500.00          | 594.87            | 60.34          |
| 100-00-52200-390-000      | FD MISC EXP                    | 0.00             | 1,796.31                     | 1,000.00          | -796.31           | 179.63         |
| 100-00-52200-505-000      | FD ACCIDENT/INJURY INSURANCE   | 0.00             | 0.00                         | 2,000.00          | 2,000.00          | 0.00           |
| 100-00-52200-510-000      | FD PROP/LIAB INSURANCE         | 0.00             | 3,312.96                     | 28,000.00         | 24,687.04         | 11.83          |
| 100-00-52200-810-000      | FD EQUIPMENT                   | 0.00             | 307.96                       | 4,000.00          | 3,692.04          | 7.70           |
| 100-00-52210-000-000      | 2% FIRE DUES SERVICE AWARD     | 0.00             | 10,286.00                    | 10,300.00         | 14.00             | 99.86          |
| 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 | 20.00            | 720.00                       | 5,665.00          | 4,945.00          | 12.71          |
| 100-00-52210-810-000      | 2% FIRE DUES DIST EQUIPMENT    | 0.00             | 0.00                         | 17,510.00         | 17,510.00         | 0.00           |
| 100-00-52220-000-000      | PUBLIC FIRE PROTECTION         | 0.00             | 0.00                         | 170,802.00        | 170,802.00        | 0.00           |
| 100-00-52300-000-000      | AMBULANCE                      | 0.00             | 205,652.62                   | 205,652.62        | 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           | 624.99                       | 2,625.00          | 2,000.01          | 23.81          |
| 100-00-52310-127-000      | FIRST RESPONDER CALL ALLOWANCE | 825.00           | 2,445.00                     | 15,500.00         | 13,055.00         | 15.77          |
| 100-00-52310-130-000      | FIRST RESPONDER SOC SEC/MEDICA | 79.09            | 234.97                       | 1,200.00          | 965.03            | 19.58          |
| 100-00-52310-331-000      | FIRST RESPONDER TRAINING       | 160.00           | 300.00                       | 2,000.00          | 1,700.00          | 15.00          |
| 100-00-52310-390-000      | FIRST RESPONDER MISC EXP       | 0.00             | 0.00                         | 200.00            | 200.00            | 0.00           |
| 100-00-52310-701-000      | EMS FAP                        | 0.00             | 0.00                         | 0.00              | 0.00              | 0.00           |
| 100-00-52310-810-000      | FIRST RESPONDER EQUIPMENT      | 0.00             | 1,193.14                     | 6,000.00          | 4,806.86          | 19.89          |
| 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             | 0.00                         | 110,000.00        | 110,000.00        | 0.00           |
| 100-00-52400-390-000      | BUILDING INSPECTOR MISC EXP    | 0.00             | 0.00                         | 0.00              | 0.00              | 0.00           |
| <b>PUBLIC SAFETY</b>      |                                | <b>7,789.45</b>  | <b>354,459.52</b>            | <b>700,384.62</b> | <b>345,925.10</b> | <b>50.61</b>   |

## Fund: 100 - GENERAL FUND

| Account Number                      |                                 | 2026<br>March    | 2026<br>Actual<br>03/31/2026 | 2026<br>Budget      | Budget<br>Status    | % of<br>Budget |
|-------------------------------------|---------------------------------|------------------|------------------------------|---------------------|---------------------|----------------|
| 100-00-53001-000-000                | GENERAL ENGINEERING             | 0.00             | 0.00                         | 25,000.00           | 25,000.00           | 0.00           |
| 100-00-53100-110-000                | PUBLIC WORKS WAGES              | 7,012.50         | 20,858.34                    | 84,991.58           | 64,133.24           | 24.54          |
| 100-00-53100-130-000                | PUBLIC WORKS SOC SEC/MEDICARE   | 536.46           | 1,595.67                     | 6,501.86            | 4,906.19            | 24.54          |
| 100-00-53100-131-000                | PUBLIC WORKS WRS                | 504.90           | 1,501.80                     | 6,119.39            | 4,617.59            | 24.54          |
| 100-00-53100-132-000                | PUBLIC WORKS HEALTH INS         | 0.00             | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-53100-133-000                | PUBLIC WORKS LIFE INSURANCE     | 11.81            | 35.43                        | 118.08              | 82.65               | 30.01          |
| 100-00-53100-380-000                | PUBLIC WORKS DEPT EXPENSES      | 83.20            | 336.47                       | 5,200.00            | 4,863.53            | 6.47           |
| 100-00-53101-000-000                | GENERAL MAINT LOCAL RDS         | 1,409.76         | 1,735.42                     | 120,000.00          | 118,264.58          | 1.45           |
| 100-00-53102-000-000                | HWY & ST. CONST LOCAL RDS       | 1,657.50         | 1,657.50                     | 160,000.00          | 158,342.50          | 1.04           |
| 100-00-53103-000-000                | TRAFFIC CONTROL                 | 0.00             | 0.00                         | 16,500.00           | 16,500.00           | 0.00           |
| 100-00-53104-000-000                | RD INSPECTOR HRLY WAGE          | 0.00             | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-53104-130-000                | RD INSPECTOR SOC SEC/MEDICARE   | 0.00             | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-53104-390-000                | RD INSPECTOR MISC               | 0.00             | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-53105-000-000                | DRAINAGE & CULVERTS             | 0.00             | 0.00                         | 20,000.00           | 20,000.00           | 0.00           |
| 100-00-53106-000-000                | SNOW REMOVAL EXPENSE            | 18,118.75        | 35,891.48                    | 105,000.00          | 69,108.52           | 34.18          |
| 100-00-53107-000-000                | SNOW REMOVAL PRIV ROADS         | 967.40           | 3,133.71                     | 5,000.00            | 1,866.29            | 62.67          |
| 100-00-53420-000-000                | STREET LIGHTING                 | 815.42           | 1,631.29                     | 9,300.00            | 7,668.71            | 17.54          |
| 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                         | 4,000.00            | 4,000.00            | 0.00           |
| 100-00-53440-451-000                | STORM WATER MANAGEMENT          | 1,539.20         | 2,085.38                     | 35,000.00           | 32,914.62           | 5.96           |
| 100-00-53630-000-000                | REFUSE & GARBAGE COLLECTION     | 30,572.10        | 64,678.07                    | 416,444.00          | 351,765.93          | 15.53          |
| 100-00-53635-000-000                | RECYCLING                       | 18,343.26        | 36,679.50                    | 219,866.40          | 183,186.90          | 16.68          |
| 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                         | 100.00              | 100.00              | 0.00           |
| <b>PUBLIC WORKS</b>                 |                                 | <b>81,572.26</b> | <b>171,820.06</b>            | <b>1,240,141.31</b> | <b>1,068,321.25</b> | <b>13.85</b>   |
| 100-00-54100-000-000                | PUBLIC HEALTH ANIMAL CONTRO     | 0.00             | 0.00                         | 1,500.00            | 1,500.00            | 0.00           |
| 100-00-54110-000-000                | DOG TAX FEES PAID TO COUNT      | 0.00             | 0.00                         | 1,200.00            | 1,200.00            | 0.00           |
| <b>HEALTH AND HUMAN SERVICES</b>    |                                 | <b>0.00</b>      | <b>0.00</b>                  | <b>2,700.00</b>     | <b>2,700.00</b>     | <b>0.00</b>    |
| 100-00-55200-110-000                | PARKS WAGES                     | 0.00             | 0.00                         | 4,000.00            | 4,000.00            | 0.00           |
| 100-00-55200-130-000                | PARKS SOC SEC/MEDICARE          | 0.00             | 0.00                         | 306.00              | 306.00              | 0.00           |
| 100-00-55200-363-000                | PARKS MAINTENANCE EXP           | 482.57           | 1,272.16                     | 21,000.00           | 19,727.84           | 6.06           |
| 100-00-55200-390-000                | PARKS MISC EXP                  | 0.00             | 0.00                         | 1,000.00            | 1,000.00            | 0.00           |
| 100-00-55201-820-000                | PARKS IMPROVEMENTS              | 0.00             | 0.00                         | 5,000.00            | 5,000.00            | 0.00           |
| <b>CULTURE, RECREATION AND EDU.</b> |                                 | <b>482.57</b>    | <b>1,272.16</b>              | <b>31,306.00</b>    | <b>30,033.84</b>    | <b>4.06</b>    |
| 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                         | 8,000.00            | 8,000.00            | 0.00           |
| 100-00-56200-456-000                | ECONOMIC DEV T.I.F.             | 0.00             | 0.00                         | 10,000.00           | 10,000.00           | 0.00           |
| 100-00-56200-457-000                | ECONOMIC DEV 21 SOUTH           | 0.00             | 0.00                         | 10,000.00           | 10,000.00           | 0.00           |
| 100-00-56300-110-000                | PLANNING COMMISSION WAGES       | 0.00             | 375.00                       | 2,200.00            | 1,825.00            | 17.05          |
| 100-00-56300-390-000                | PLANNING COMMISSION MISC EXP    | 0.00             | 0.00                         | 200.00              | 200.00              | 0.00           |
| 100-00-56400-452-000                | LAND USE/ZONING SURVEYING & FYG | 0.00             | 0.00                         | 8,000.00            | 8,000.00            | 0.00           |
| 100-00-56400-453-000                | LAND USE/ZONING ENGINEERING     | 682.50           | 2,340.82                     | 10,000.00           | 7,659.18            | 23.41          |
| 100-00-56400-454-000                | LAND USE/ZONING STM WATER POND  | 25,297.23        | 25,297.23                    | 50,000.00           | 24,702.77           | 50.59          |
| <b>CONSERVATION AND DEVELOPMENT</b> |                                 | <b>25,979.73</b> | <b>28,013.05</b>             | <b>98,400.00</b>    | <b>70,386.95</b>    | <b>28.47</b>   |
| 100-00-57100-000-000                | LRP ENGINEERING & CONSTRUCT     | 13,901.00        | 13,901.00                    | 100,000.00          | 86,099.00           | 13.90          |
| 100-00-57101-000-000                | LRP EST/ACQUIS/LEGAL            | 0.00             | 0.00                         | 210,000.00          | 210,000.00          | 0.00           |

## Fund: 100 - GENERAL FUND

| Account Number              |                                | 2026<br>March      | 2026<br>Actual<br>03/31/2026 | 2026<br>Budget      | Budget<br>Status    | % of<br>Budget |
|-----------------------------|--------------------------------|--------------------|------------------------------|---------------------|---------------------|----------------|
| 100-00-57102-000-000        | LPR SOUTH LEG ROUNDABOUT       | 0.00               | 0.00                         | 347,500.00          | 347,500.00          | 0.00           |
| 100-00-57103-000-000        | PUBLIC WORKS VEHICLE           | 0.00               | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-57104-000-000        | TH BOILER REPLACEMENT          | 0.00               | 0.00                         | 0.00                | 0.00                | 0.00           |
| 100-00-57120-342-000        | SERVER REPLACEMENT             | 0.00               | 0.00                         | 10,000.00           | 10,000.00           | 0.00           |
| 100-00-57140-000-000        | MUNICIPAL COMPLEX ENG/CONST    | 0.00               | 0.00                         | 200,000.00          | 200,000.00          | 0.00           |
| 100-00-57141-000-000        | MUNICIPAL COMP EST/AQUIS/LEGAL | 0.00               | 0.00                         | 100,000.00          | 100,000.00          | 0.00           |
| 100-00-57200-000-000        | RESERVE FOR TOWN REVALUATION   | 0.00               | 0.00                         | 10,000.00           | 10,000.00           | 0.00           |
| 100-00-57220-000-000        | RESERVE FOR FIRE EQUIPMENT     | 0.00               | 0.00                         | 0.00                | 0.00                | 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   | 7,026.07           | 7,026.07                     | 1,157,000.00        | 1,149,973.93        | 0.61           |
| 100-00-57400-000-000        | FIRE EQUIPMENT                 | 114,268.00         | 114,268.00                   | 764,000.00          | 649,732.00          | 14.96          |
| 100-00-57500-000-000        | JONES PARK                     | 0.00               | 0.00                         | 110,000.00          | 110,000.00          | 0.00           |
| <b>CAPITAL OUTLAY</b>       |                                | <b>135,195.07</b>  | <b>135,195.07</b>            | <b>3,008,500.00</b> | <b>2,873,304.93</b> | <b>4.49</b>    |
| 100-00-58100-610-000        | GO REFUNDING BOND PRINCIPAL    | 335,000.00         | 335,000.00                   | 335,000.00          | 0.00                | 100.00         |
| 100-00-58200-620-000        | OMRO ROAD INTEREST             | 47,393.30          | 47,393.30                    | 120,590.00          | 73,196.70           | 39.30          |
| 100-00-58201-620-000        | STORM SEWER INTEREST           | 16,651.70          | 16,651.70                    | 0.00                | -16,651.70          | 0.00           |
| <b>DEBT SERVICE</b>         |                                | <b>399,045.00</b>  | <b>399,045.00</b>            | <b>455,590.00</b>   | <b>56,545.00</b>    | <b>87.59</b>   |
| 100-00-59200-000-000        | TRANSFER TO OTHER FUNDS        | 0.00               | 0.00                         | 0.00                | 0.00                | 0.00           |
| <b>OTHER FINANCING USES</b> |                                | <b>0.00</b>        | <b>0.00</b>                  | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>    |
| <b>Total Expenses</b>       |                                | <b>685,468.69</b>  | <b>1,203,319.30</b>          | <b>6,143,369.62</b> | <b>4,940,050.32</b> | <b>19.59</b>   |
| <b>Net Totals</b>           |                                | <b>-659,271.81</b> | <b>-1,124,194.69</b>         | <b>0.00</b>         | <b>1,124,194.69</b> |                |



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: April 21, 2026

RE: **Discussion and Possible Action re:** Springhetti Lake Phase 1 Final Plat by petitioner Scott Anderson, Davel Engineering, on behalf of Dan Springhetti.

---

### **GENERAL INFORMATION:**

Petitioner: Scott Anderson, Davel Engineering  
1164 Province Terrace  
Menasha, WI 54952

Owner: Dan Springhetti  
975 West American Drive  
Neenah, WI 54956

**Action Requested:** Petitioner is requesting approval of the final plat for phase 1 for lots 1-12 of the development on behalf of the property owner.

**Past Town Board Discussion(s):** In July 2024 the town approved rezoning these parcels from A-2 General Agriculture to R-2 Suburban Residential District. In May 2025 the town approved the preliminary plat with conditions.

### **Final Plat Process:**

The Town Board will review and take action to:

- a. Approve the final plat; or
- b. Approve the final plat with conditions; or
- c. Deny the final plat.

### **PRELIMINARY PLAT:**

In May 2025 the Town Board approved the Preliminary Plat for Springhetti Lake to redevelop the Michels Stone Quarry into a private residential lake development. The development will be managed by an Home Owner's Association and include 26 single-family lots and 28 townhomes.

The Board provided the following conditions for the approval of the preliminary plat:

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. Met*
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.*

The majority of these conditions have been met per the revised plat dated 5/14/2025, which was the version considered at the May Board meeting, or with this phase 1 final plat. **Because the final plats are being considered in phases, not all of these conditions must be met for phase 1, but ultimately all of the conditions must be met with all of the final phases.**

The few of the conditions have not been met for Phase 1. The original conditions, as well as recommendations to address them, are as follows:

*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.*

Provide responses from the utilities other than the Algoma Sanitary District that they can service these properties. One option would be confirming that the preliminary plat been submitted them to properly determine easements.

*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.*

These conditions must be met to satisfy the Preliminary Plat approval for phase 1, which is a condition for phase 1 final plat approval.

#### **PHASE 1 FINAL PLAT:**

The Phase 1 Final Plat dated 4.15.26 is attached. Consistent with the preliminary plat, this first phase is for Lots 1-12 along Leonard Point Road. This phase does not include any of the road construction. It does include the construction of a temporary sediment basin on Lot 1, for which the town is requiring a financial guarantee. The temporary pond will be filled in when conveyance is established to the Leonard Point Pond as part of the Leonard Point Road reconstruction project, currently scheduled in 2028.

Town staff have consulted with the town attorney and engineer to confirm that the phase 1 final plat is in substantial conformance with the approved preliminary plat with conditions as noted in the recommended action. A deadline of July 1, 2026 for execution of the developer's agreement has been added to that particular condition.

#### **PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their April 15, 2026 meeting. Property owner, Dan Springhetti, and project engineer, John Davel were in attendance.

The Planning Commission passed the motion 6-0 to recommend approval for the phase 1 final plat with the conditions listed in the recommended motion below.

**RECOMMENDED ACTION:**

Should the Town Board have edits/additions to these conditions the language should be clearly stated and included in the motion.

Should the Town Board recommend denial, those reasons must be clearly identified and included in the motion.

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

*“Motion to approve the Phase 1 Final Plat for Springhetti Lake subject to the following conditions:*

- 1. Preliminary Plat Approval for Phase 1. The following are the remaining conditions of the preliminary plat for phase 1 to be met:*
  - 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.*
  - Execution of a developer’s agreement between the Developer.*
  - Review and approval of an erosion control/grading/stormwater management plan for the proposed subdivision by Winnebago County.*
- 2. The developer agreement between the Developer and Town is executed by July 1, 2026.*
- 3. Confirmation of easements and any additional provisions for Algoma Sanitary District #1.*
- 4. Financial guarantee for the cost for the sediment basin on Lot 1.*
- 5. All agreements are covenants running with the land.*
- 6. The developer agreement cannot be assigned to another person/entity without the Town’s permission.*
- 7. Review and approval by Winnebago County Planning and Zoning.*
- 8. Review and approval by the State of Wisconsin Department of Administration, or its successor department.*
- 9. Review and approval by any other objecting agency.”*

**ATTACHMENTS:**

1. Town application
2. Phase 1 Final Plat dated 4.15.26



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

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

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

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: Davel Engineering - Scott Andersen Date: 2026.02.27

Petitioner's Address: 1164 Province Terrace City: Menasha State: WI Zip: 54952

Telephone #: [REDACTED] Fax: ( ) [REDACTED] Other Contact # or Email: [REDACTED]

Status of Petitioner (Please Check): ☐ Owner ☒ Representative ☐ Tenant ☐ Prospective Buyer

Petitioner's Signature (required): [REDACTED] Date: 2/27/2026

### OWNER INFORMATION

Owner(s): Dan Springhetti Date: 2026.02.27

Owner(s) Information: 975 West American Drive City: Neenah State: WI Zip: 54956

Telephone #: [REDACTED] Fax: ( ) [REDACTED] Other Contact # or Email: [REDACTED]

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: [REDACTED] Date: 3/2/2026

### SITE INFORMATION

Address/Location of Proposed Project: Parcel 0020027, 0020020, 0020025, & 0020022

Current Use of Property: Inactive Quarry Zoning: R-2

Land Uses Surrounding Your Site: North: Residential

South: Residential

East: Residential

West: Residential

Projected Timeline: ASAP

Project Description: 12 Residential Lots and 3 Outlots Subdivision

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



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

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 3,030,276 SF (69.5656 Acres)

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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### OFFICE USE ONLY

Received By: K. Reinbold    Date: 3/4/2026    Fee: \$2000.00    Paid: (Yes)    No

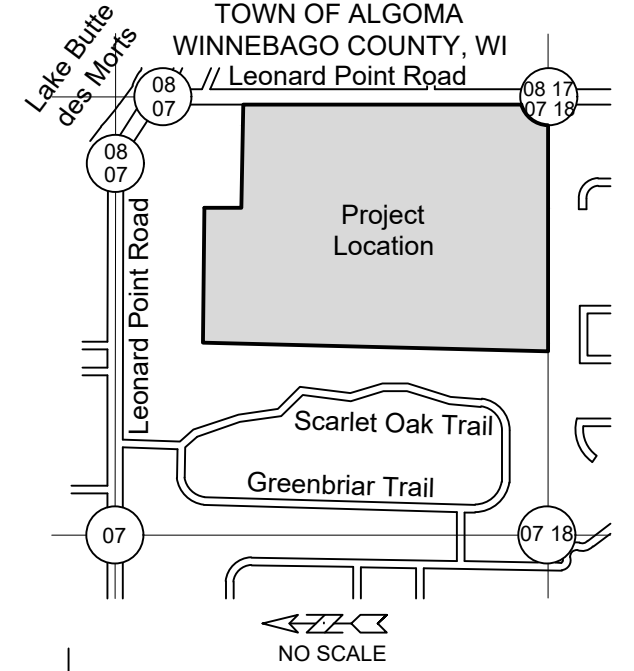
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# Springhetti Lake

All of the Southeast 1/4 of the Southeast 1/4; Part of the Southwest 1/4 of the Southeast 1/4; Part of the Northwest 1/4 of the Southeast 1/4; Part of the Northeast 1/4 of the Southeast 1/4; ALL of Section 7, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin

## LOCATION MAP

SE 1/4 SEC 7, T 18 N, R 16 E,  
TOWN OF ALGOMA  
WINNEBAGO COUNTY, WI

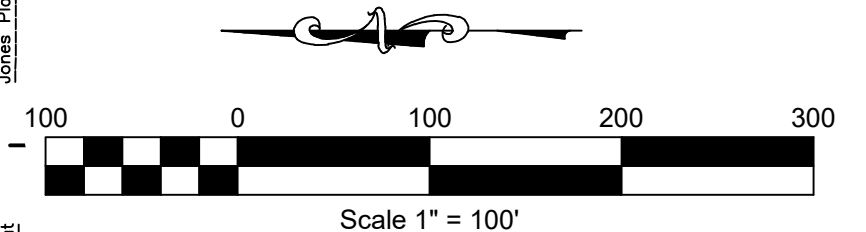


## NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

## LEGEND

- 1/4" x 18" Steel Rebar @ 4.30lbs/LF SET
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- All Other Corners
- 1/4" Rebar Found
- 3/4" Rebar Found
- 1" Iron Pipe Found
- Government Corner Found
- Recorded As
- SF Lot Areas in Square Feet
- ac Lot Areas in Acres
- ML Meander Line
- Delineated Wetlands
- Davel Engineering 2024
- 30' Building Setback (Unless Noted)
- 12' Utility Easement (Unless Noted)
- Right-of-way Line (Leonard Point)



Bearings are referenced to the South line of the Southeast 1/4, Section 07, T18N, R16E, assumed to bear S89°09'19"E, base on the Winnebago County Coordinate System.

Scott R. Andersen Date  
Professional Land Surveyor  
No. S-3169

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration

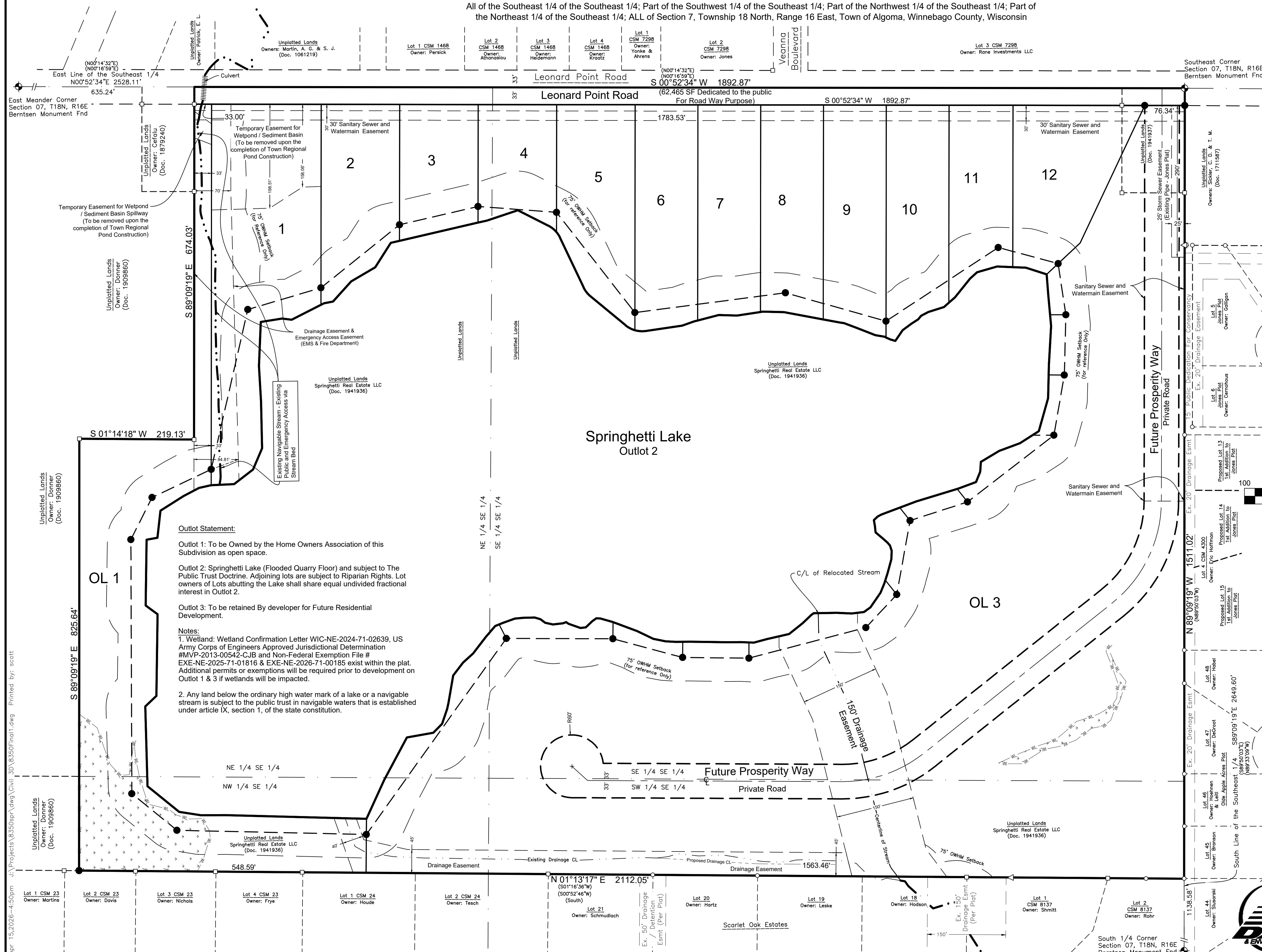
Revision Date: Apr 15, 2026  
Revision Date: Mar 10, 2026  
Original Submittal: Mar 02, 2026

File: 8350Final1.dwg  
Date: 04/15/2026  
Drafted By: scott  
Sheet: 1 of 4



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866  
www.davel.pro



### Outlet Statement:

Outlet 1: To be Owned by the Home Owners Association of this Subdivision as open space.

Outlet 2: Springhetti Lake (Flooded Quarry Floor) and subject to The Public Trust Doctrine. Adjoining lots are subject to Riparian Rights. Lot owners of Lots abutting the Lake shall share equal undivided fractional interest in Outlet 2.

Outlet 3: To be retained By developer for Future Residential Development.

### Notes:

1. Wetland: Wetland Confirmation Letter WIC-NE-2024-71-02639, US Army Corps of Engineers Approved Jurisdictional Determination #MVP-2013-00542-CJB and Non-Federal Exemption File # EXE-NE-2025-71-01816 & EXE-NE-2026-71-00185 exist within the plat. Additional permits or exemptions will be required prior to development on Outlet 1 & 3 if wetlands will be impacted.

2. Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.

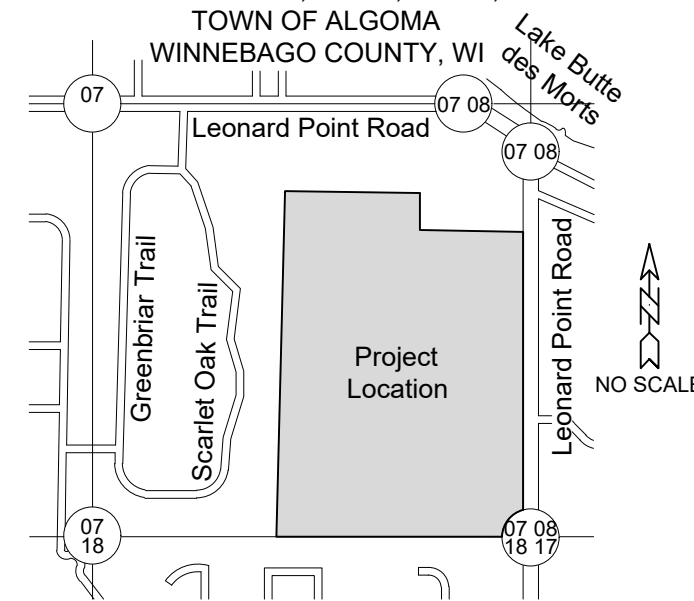
Apr 15, 2026--4:50pm J:\Projects\8350spr.dwg\Civil 3D\8350Final1.dwg Printed by: scott

# Springhetti Lake

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WINNEBAGO COUNTY, WI



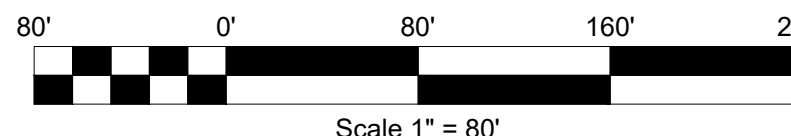
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Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration



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- Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.
- Ordinary High Water Mark (OHWM) of Stream and Lake are Approximate and for Reference Only. Verify with the Town and/or County if an OHWM Determination will be required Prior to Construction to establish a true OHWM Setback Line.

| LINE TABLE |               |         |
|------------|---------------|---------|
| Line       | Bearing       | Length  |
| L1         | S 01°13'17" W | 953.39' |
| L2         | N 76°41'05" E | 46.49'  |
| L3         | N 01°13'17" E | 837.73' |
| L4         | N 13°20'15" E | 86.03'  |
| L5         | N 71°29'06" E | 43.03'  |
| L6         | N 02°15'02" E | 42.78'  |
| L7         | N 71°29'06" E | 110.84' |

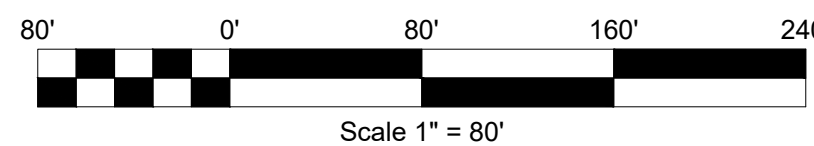
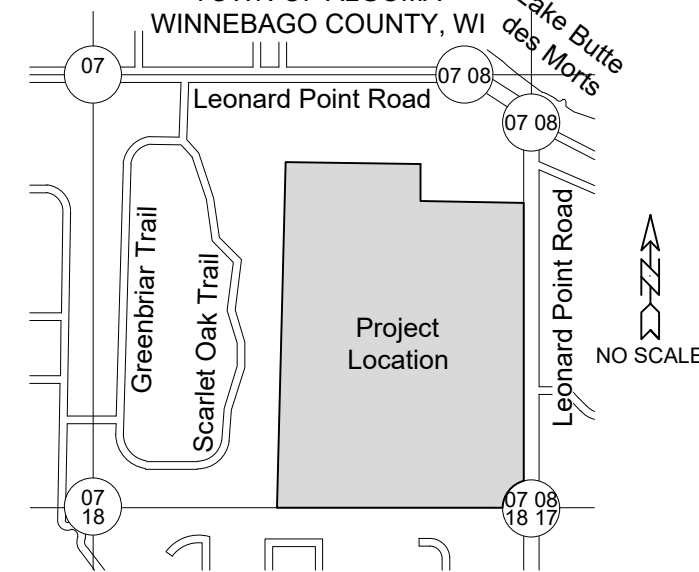
# Springhetti Lake

All of the Southeast 1/4 of the Southeast 1/4; Part of the Southwest 1/4 of the Southeast 1/4; Part of the Northwest 1/4 of the Southeast 1/4; Part of the Northeast 1/4 of the Southeast 1/4; ALL of Section 7,  
Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin

East Meander Corner  
Section 07, T18N, R16E  
Bernitsen Monument Fnd

## LOCATION MAP

SE 1/4 SEC 7, T 18 N, R 16 E,  
TOWN OF ALGOMA  
WINNEBAGO COUNTY, WI



Bearings are referenced to the South line of the  
Southeast 1/4, Section 07, T18N, R16E,  
assumed to bear S89°09'19"E, base on the  
Winnebago County Coordinate System.

## NOTES

- All linear measurements have been made to the nearest one hundredth of a foot.
- All bearings are computed and measured to the nearest second.

## LEGEND

- 1/4" x 18" Steel Rebar @ 4.30lbs/LF SET
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- All Other Corners
- 1/4" Rebar Found
- 3/4" Rebar Found
- 1" Iron Pipe Found
- Government Corner Found
- Recorded As
- SF Lot Areas in Square Feet
- ac Lot Areas in Acres
- ML Meander Line
- Delineated Wetlands
- Davel Engineering 2024
- 30' Building Setback (Unless Noted)
- 12' Utility Easement (Unless Noted)
- Right-of-way Line (Leonard Point)

Scott R. Andersen Date  
Professional Land Surveyor  
No. S-3169

Revision Date: Apr 15, 2026  
Revision Date: Mar 10, 2026  
Original Submittal: Mar 02, 2026



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866  
www.davel.pro

## Springhetti Lake

Outlet 2  
1,128,398 SF ±  
Flooded Quarry Floor  
Below the OHWM

| LINE TABLE |               |         |
|------------|---------------|---------|
| Line       | Bearing       | Length  |
| L1         | S 01°13'17" W | 953.39' |
| L2         | N 76°41'05" E | 46.49'  |
| L3         | N 01°13'17" E | 837.73' |
| L4         | N 13°20'15" E | 86.03'  |
| L5         | N 71°29'06" E | 43.03'  |
| L6         | N 02°15'02" E | 42.78'  |
| L7         | N 71°29'06" E | 110.84' |

There are no objections to this plat with respect to  
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),  
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration



File: 8350Final1.dwg  
Date: 04/15/2026  
Drafted By: scott  
Sheet: 3 of 4

## Match Line

### Outlot Statement:

Outlot 1: To be Owned by the Home Owners Association of this Subdivision as open space.

Outlot 2: Springhetti Lake (Flooded Quarry Floor) and subject to The Public Trust Doctrine. Adjoining lots are subject to Riparian Rights. Lot owners of Lots abutting the Lake shall share equal undivided fractional interest in Outlot 2.

Outlot 3: To be retained By developer for Future Residential Development.

### Notes:

1. Wetland: US Army Corps of Engineers Approved Jurisdictional Determination #MVP-2013-00542-CJB and Non-Federal Exemption File # EXE-NE-2025-71-01816 & EXE-NE-2026-71-00185 exist within the plat. Additional permits or exemptions will be required prior to development on Outlot 1 & 3 if wetlands will be impacted.

2. Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.

3. Ordinary High Water Mark (OHWM) of Stream and Lake are Approximate and for Reference Only. Verify with the Town and/or County if an OHWM Determination will be required Prior to Construction to establish a true OHWM Setback Line.

# Springhetti Lake

All of the Southeast 1/4 of the Southeast 1/4; Part of the Southwest 1/4 of the Southeast 1/4; Part of the Northwest 1/4 of the Southeast 1/4; Part of the Northeast 1/4 of the Southeast 1/4; ALL of Section 7, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin

## Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Algoma and Winnebago County, and under the direction of Springhetti's Real Estate LLC, owners of said land, I have surveyed, divided and mapped Springhetti Lake that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in All of the Southeast 1/4 of the Southeast 1/4; part of the Southwest 1/4 of the Southeast 1/4; part of the Northwest 1/4 of the Southeast 1/4; Part of the Northeast 1/4 of the Southeast 1/4; ALL of Section 7, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin, containing 3,030,275 Sq Ft (69.5655 Ac) of land described as follows:

Beginning at the Southeast Corner of Section 07, Township 18 North, Range 16 East; thence, N89°09'19"W along the south line of the Southeast 1/4 of said Section 07, 1511.02 feet; thence, N01°13'17"E, 2112.05 feet; thence, S89°09'19"E, 825.64 feet; thence, S01°14'18"W, 219.13 feet; thence, S89°09'19"E, 674.03 feet to the east line of the Southeast 1/4 of said Section 07; thence, S00°52'34"W along said east line, 1892.87 feet, which is the point of beginning. Subject to easement and restriction of record.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

## Owner's Certificate of Dedication

Springhetti's Real Estate LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as the property owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Springhetti's Real Estate LLC, does further certify this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Town of Algoma  
Winnebago County  
Department of Administration

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

In the presence of: Springhetti's Real Estate LLC

Dan Springhetti, Managing Member

State of Wisconsin)

\_\_\_\_\_ County) ss

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_, My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

## Mortgagee's Certificate

Nicolet National Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and does hereby consent to the above certificate of Springhetti's Real Estate LLC, owner.

IN WITNESS WHEREOF, the said Nicolet National Bank has caused these presents to be signed by \_\_\_\_\_, its President, and countersigned by \_\_\_\_\_, its Secretary or Cashier, at \_\_\_\_\_, Wisconsin, and its corporate seal to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

In the presence of:

\_\_\_\_\_, (Corporate Seal)  
Corporate Name

By \_\_\_\_\_ By \_\_\_\_\_  
President Secretary or Cashier  
print name print name

State of Wisconsin)

\_\_\_\_\_ County) ss

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_, President, and \_\_\_\_\_, Secretary (cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

\_\_\_\_\_, My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

## Sanitary Sewer and Watermain Easement Provisions

An easement for Sanitary Sewer and Watermain Provisions is hereby granted by:

Springhetti's Real Estate LLC, Grantor, to:

THE Town of Algoma Sanitary District No. 1, Grantee,

**GRANTOR**, owner of the land, hereby grants unto the **GRANTEE**, its successors and assigns, a permanent easement and right-of-way in, under and over the land mapped and labeled on this plat as "Sanitary Sewer and Watermain Easement" including the right to enter upon said land for purposes of constructing, installing, repairing, altering, maintaining, and operating thereon a watermain and/or sanitary sewer and associated appurtenances, said right-of-way and permanent easement being through and upon that certain tract of land as Shown and Mapped on this Plat.

Grantor, shall have the right to use the strip for purposes not inconsistent with the GRANTEES full enjoyment of the rights hereby granted, provided the GRANTORS shall not erect or construct any building or other structure, or drill or operate any well, nor place any tree within the described easement that would restrict the GRANTEES full enjoyment of the rights.

The grant of permanent easement shall run with the land and shall be binding on and shall inure to the benefit of the parties hereto, their heirs, successors, or assigns.

Dan Springhetti, Managing Member

Date

## Emergency Access Easement Provisions

An easement for Access Easement Provisions is hereby granted by:

Springhetti's Real Estate LLC, Grantor, to:

EMS and Fire and Rescue (any), Grantee,

Any EMS or Fire and Rescue personnel acting in the line of duty, shall have the right to travel within the outlined Emergency Access easement to access Springhetti Lake in the event of an emergency. Grantor shall not construct or install buildings or any other permanent structures or improvements within the easement premises.

Maintenance of said easements is the sole responsibility of the established Home Owners Association for the purpose of managing and maintaining safe and easy access for the Grantee throughout the easement. The Local Fire Chief shall review the easement periodically and may request trimming, clearing or other activities as needed to maintain reasonable access for emergency personnel.

This Emergency Access Easement shall be permanent and constitute a covenant running with the land, for the benefit of Any EMS or Fire and Rescue personnel acting in the line of duty. This Easement may only be modified or terminated by a written document signed on behalf of Grantor as long as a new easement of equal or improved width and access is recorded prior to the modification or termination of the one outlined in this subdivision and recorded with the Register of Deeds for Winnebago County.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Dan Springhetti, Managing Member

Date

## Temporary Easement for a Wetpond / Sediment Basin and Spillway Provisions

A Temporary Easement for a Wetpond / Sediment Basin and Spillway Provisions is hereby granted by:

Springhetti's Real Estate LLC, Grantor, to:

THE Town of Algoma and Winnebago County, Grantee,

Grantor hereby grants to Grantee a temporary, non-exclusive easement on, over, and through the area designated as the Temporary Easement Area on Lot 1 of Springhetti Lake Plat. The Easement is granted solely for the purpose of constructing, operating, maintaining, and using a temporary wetpond / sediment basin and spillway, including necessary excavation, inflow/outflow structures, and related grading and dredging. The Easement shall Automatically terminate upon the completion of the Town Regional Pond. Upon termination, all rights granted herein shall revert to the Grantor or owner of Lot 1 of Springhetti Lake Plat, if different.

Grantee shall have the right of ingress and egress over the Property for personnel and equipment. Grantee shall comply with all local, state, and federal laws regarding stormwater management and construction activities. Grantee shall not alter the grades of the Grantor's surrounding property beyond the easement area.

Grantor retains the right to use the Property for any purpose that does not unreasonably interfere with the use of the Easement by the Grantee. No permanent structures or trees shall be placed within the Easement Area by Grantor during the term of this Easement.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Springhetti's Real Estate LLC

Dan Springhetti, Managing Member

Date

## Town Board Approval Certificate

Resolved, that the plat of Springhetti Lake in the Town of Algoma, Winnebago County, Springhetti's Real Estate LLC, owners, is hereby approved by the Town Board of the Town of Algoma

Chairman

Print Name

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Algoma.

Clerk

Print Name

Date

## Treasurer's Certificate

We, being the duly elected, qualified and acting Treasurer's of the Town of Algoma and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this plat.

Town Treasurer

Print Name

Date

County Treasurer

Print Name

Date

## Winnebago County Planning & Zoning Department Approval Certificate

Winnebago County Notes:

- Maintenance of all drainage ways, stormwater facilities, and associated structures within the subdivision are the sole responsibility of the property owners of the subdivision, unless otherwise noted on the drainage plan which has been prepared for this subdivision, and which has been approved by and is on file with the Winnebago County Planning & Zoning Department, or as required by the Town of Algoma.
- Upon failure of the property owners to perform maintenance of the drainage ways, stormwater facilities, and associated structures, the County and/or Town retains the right to perform maintenance and/or repairs. The County and/or Town shall have a right to enter any drainage easement or outlot for inspection and, if necessary, maintenance and repair of the drainage ways, stormwater facilities, and associated structures.
- The cost and payment of said maintenance and/or repairs performed by the County and/or Town shall be assessed to the Home Owners Association of this subdivision or where the cause can be specifically identified, then the payment shall be assessed to the specific property owner(s). The purchase of any lot constitutes a waiver of objection and agreement to pay any such assessment which shall be placed on the tax bill as a special assessment.

Resolved, that the plat of Springhetti Lake in the Town of Algoma, Winnebago County, Springhetti's Real Estate LLC, owners, is hereby approved by Winnebago County.

County Zoning Administrator

Print Name

Date

This Final Plat is contained wholly within the property described in the following recorded instruments:  
the property owner of record: Recording Information: Parcel Number(s):  
Springhetti's Real Estate LLC Doc No. 1941936 0020020, 0020022, 0020025, 0020027  
Doc No. 1941937 002002701

## Utility Easement Provisions

An easement for electric, natural gas, and communications service is hereby granted by

Springhetti's Real Estate LLC, Grantor, to:

Wisconsin Electric Power Company and Wisconsin Gas, LLC, Wisconsin corporations doing business as We Energies, Grantee, SBC, Grantee, and Time Warner Cable, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Springhetti's Real Estate LLC

Dan Springhetti, Managing Member

Date

## Drainage and Storm Sewer Easement Provisions

An easement for Drainage and Storm Sewer Easement Provisions is hereby granted by:

Springhetti's Real Estate LLC, Grantor, to:

THE Town of Algoma and Winnebago County, Grantee,

- Purpose:** The purpose of this easement is for the Grantee to access, install, re-grade, replace, relocate, operate, maintain, resize and repair Drainage, and Storm Sewer Easement and associated appurtenances. Grantee does hereby agree to compensate Grantor fully for any damage caused directly or indirectly from said maintenance, repair, replacement or relocation of Drainage and Storm Sewer and associated appurtenances that occur outside of the easement area. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with grantee's use of the easement area.
- Access:** Grantee or its agents shall have the right to enter the grantor's land for the purpose of exercising its rights in the easement area.
- Buildings or Other Structures:** Buildings or any other type of structure shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Drainage and/or Storm Sewer Easement".
- Elevation:** The grantor agrees that the elevation of the existing ground surface within the easement area will not be altered without the written consent of grantee.
- Restoration:** Grantee agrees that it will restore subsurface materials on grantor's land, as nearly as is reasonably possible, to the prior existing condition when conducting all future maintenance, resizing or repair activities. Grantor shall be responsible for all surface restoration. Topsoiling and seeding are permitted in lieu of sod. Grantee shall not be required to restore or compensate for any improvements or improved surfaces such as, but not limited to, curb and gutter, hard pavements, sidewalks, structures, trees, shrubs and landscaping, disturbed as a result of the maintenance activities described herein.
- Notification:** Grantee agrees that it shall give timely notice to the Grantor of routine maintenance work. Grantee and Grantor agree to cooperate in good faith to minimize interference or disruption to the normal facility operations. Grantee shall provide advance notice to Grantor (except in emergency situations, in which event notice shall be provided as soon as is practical) of any activity with a reasonable likelihood of interfering or disrupting the operation Grantor's facility, and to conduct such activities at mutually agreeable times.
- Drainage easements** are conveyance paths for storm water. The placement of fill, buildings, berms, retaining walls, fences, trees, landscaping or any other features that impedes drainage or interferes with the flow of water or changes the shape or a drainage easement is strictly prohibited.
- Maintenance** of all drainage easements within the land division or serving this subdivision are the responsibility of the Home Owners Association for the purpose of conveying and managing storm water through the plat.
- Upon failure** of the property owners to perform maintenance of the drainage ways, the Town of Algoma and Winnebago County retains the right to perform maintenance and/or repairs. The payment of the maintenance and/or repairs shall be assessed to the Home Owners Association of this subdivision or where the cause can be specifically identified, then the payment shall be assessed to the specific property owner(s).

This Grantor, their respective lessees, successors, heirs or assigns, shall have full use and enjoyment of the property referenced above provided that such use does not interfere with Grantee's right to install, replace, operate, maintain and repair said storm sewer, drainage and associated appurtenances. It is further agreed that after maintaining, repairing, replacing or relocating of said storm sewer, drainage and associated appurtenances Grantee shall restore unimproved surfaces such as grass, gravel and dirt on said property, as closely as possible, to the condition previously existing. Grantee shall not be required to restore or compensate for any improvements or improved surfaces such as, but not limited to, curb and gutter, hard pavements, trees, shrubs and landscaping, disturbed as a result of the maintenance activities described herein. Grantee does hereby agree to compensate fully for any damage caused directly or indirectly from said maintenance, repair, replacement or relocation of said storm sewer, drainage and associated appurtenances, that occur outside of the above described easement area. Buildings or any other type of structure shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "storm sewer easement and drainage easement." Grantee agrees that it shall give timely notice to the Grantor of routine maintenance work.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Springhetti's Real Estate LLC

Dan Springhetti, Managing Member

Date

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified \_\_\_\_\_, 20\_\_\_\_

Department of Administration



Revision Date: Apr 15, 2026  
Revision Date: Mar 10, 2026  
Original Submittal: Mar 02, 2026

File: 8350Final1.dwg  
Date: 04/15/2026  
Drafted By: scott  
Sheet: 4 of 4



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors  
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Ph: 920-991-1866  
www.davel.pro



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: April 21, 2026

RE: **Discussion and Possible Action re:** Variance request by petitioner Vienola Properties, LLC, on behalf of 1310 E Main Street LLC to reduce setbacks to build a house on parcel 002-002804.

---

### **GENERAL INFORMATION:**

Petitioner: Vienola Properties LLC  
P.O. Box 8042  
Oshkosh, WI 54903

Owner: 1310 E Main Street LLC  
P.O. Box 3911  
Oshkosh, WI 54903

**Action Requested:** Petitioner is requesting approval of a variance to reduce setbacks for shore yard, rear yard, and road right of way to build a house on this parcel.

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

### **Variance Explanation and Process:**

Recognizing that there may be situations where the enforcement of a zoning regulation could cause unnecessary hardship to individual landowners, the state legislature established a mechanism to allow a county to issue a variance in those instances where a minor deviation would be appropriate to alleviate such hardship without circumventing or undermining the intent of the county's zoning regulations.

The Town Board may render a recommendation to the County Board of Adjustment based on the decision criteria provided to either 1) approve the variance; 2) approve the variance with conditions, or 3) deny the variance.

The County will hold a public hearing on the variance prior to county consideration. As of the time of this memo the hearing has not yet been scheduled but is anticipated to occur in May.

**Variance Request:** The prospective buyer wants to build a house on this smaller parcel which would require a variance to reduce the shore yard, rear yard and road right of way setbacks as follows:

Shore yard:

Required: 75' Proposed: 61.38'

Rear yard:

Required: 25' Proposed: 12.67'

Road Right of Way:

Required: 30' Proposed: 21.94'

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

The property is a .28 acres undeveloped lot to the south of 1900 Leonard Point Road across the street from the northeast corner of the former quarry property. The lot has a an existing drainage easement for the stream and culvert in the southwest corner of the property.

The parcel is in the protected area of the boundary agreement with the City of Oshkosh.



## **ANALYSIS:**

The proposed variance allows for a house to be built on this lot. This request is also taking into consideration that a new drainage easement going further into the property will be needed to extend the culvert and realign the stream as part of the Leonard Point Road reconstruction project. The following is an analysis of each requested setback reduction:

**Shore yard:** The 75 feet shoreline/Original High Water Mark (OHWM) setback requirement is a standard setback on all navigable streams, which exists in the southwest corner of this lot. In discussion with the county staff of this setback, variances to reduce this setback are fairly common within the town, particularly along the shore.

A common way to determine if a shore yard reduction variance is reasonable is to consider it against the average distance of existing properties along that stream. Staff reviewed the 5 existing properties along this stream and the average distance from the streambed is 33 feet, which is well below the proposed 61 feet (see attached analysis). Additionally, the downstream condition of the properties are conducive with this request. Both reductions would be acceptable with the future drainage easement.

**Rear yard:** The proposed reduction is consistent with the distance of the existing home on the parcel to the north, and aligns with the backyard/open area (not house) of the parcel directly to the east.

**Road right of way:** The proposed reduction is consistent with the setback of the existing house on the parcel to the north (1900 Leonard Point Road).

Staff do not make recommendations on variances. The following is the formal criteria used to assess the request at the county level and should be used by the town board in their recommendation—the petitioner had to address each in their application to the county (see attached):

1. The requirement in question would unreasonably prevent the property owner from using the property for a permitted purpose or would render conformity with such requirement unnecessarily burdensome and such circumstances were not self-created.
2. The subject property has unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question.
3. The granting of the variance will not be contrary to or harm the public interest given the general purposes of the zoning regulations and the specific purposes of the requirement in question.

The Board of Adjustment shall grant a variance only if the board can make an affirmative finding for all of the criteria and they may apply conditions.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their April 15, 2026 meeting. The petitioner, Dave Veinola, was in attendance.

The Planning Commission passed the motion 6-0 to recommend approval for the proposed setback variance.

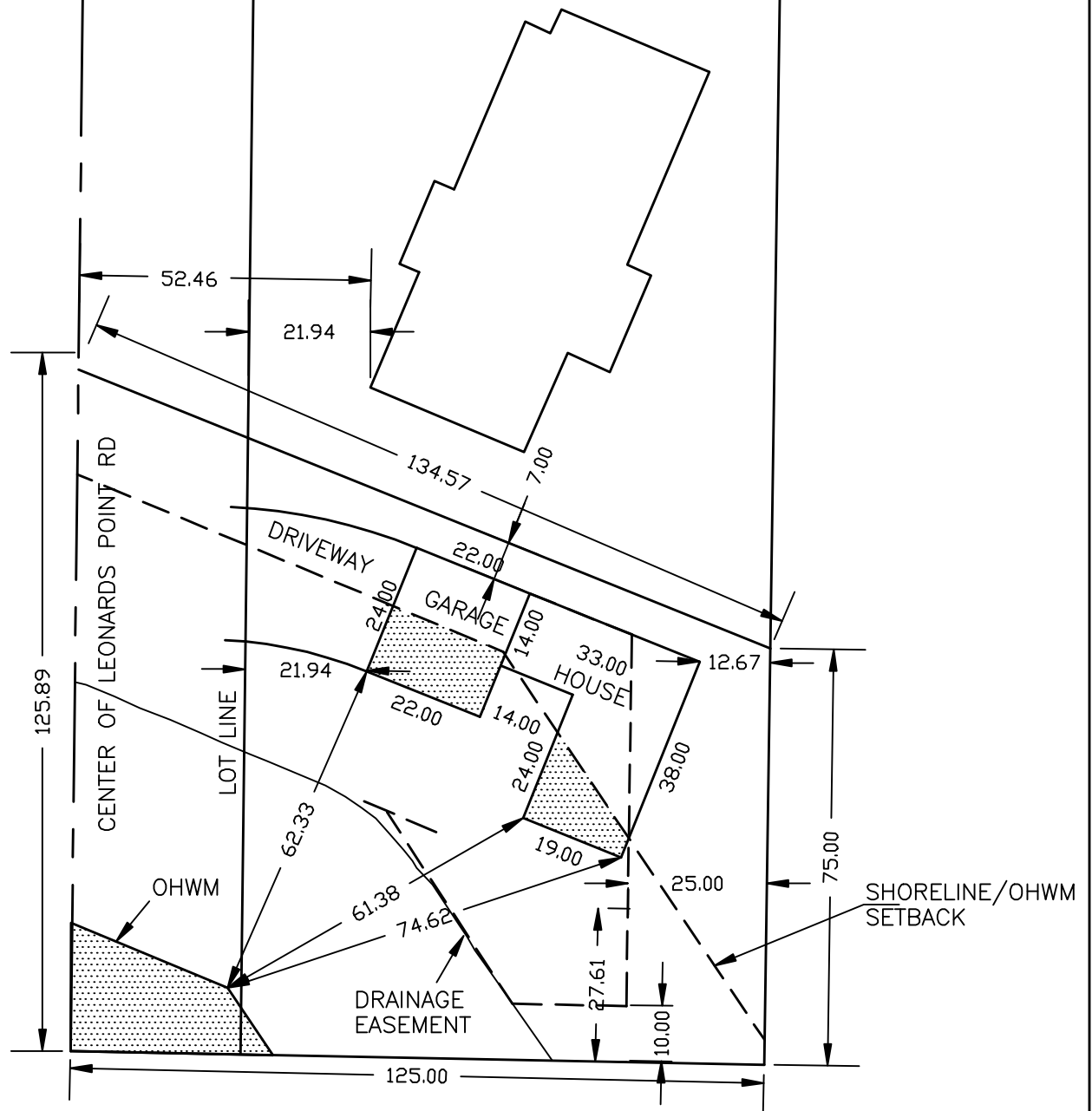
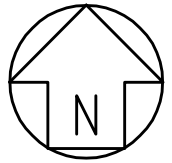
**RECOMMENDED ACTION:**

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

*“Motion to approve the variance request by petitioner Vienola Properties, LLC, on behalf of 1310 E Main Street LLC to reduce setbacks to build a house on parcel 002-002804 as follows: shore yard 61.38 feet, rear yard 12.67 feet, and road right of way 21.94 feet.”*

**ATTACHMENTS:**

1. Proposed site plan
2. Shore yard average distance analysis
3. County application variance criteria responses
4. Town application



IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE PROPER EROSION CONTROL BY USE OF SILT FENCING, GRAVEL ACCESS ROADWAY OR OTHER APPROVED METHOD BY LOCAL AUTHORITY. CONSULT I.L.H.R. 21.125, I.L.H.R. 21.13. AND LOCAL BUILDING INSPECTOR FOR ANY QUESTIONS.

STOCKPILED SOIL MUST BE SEEDDED WITH RYE GRASS OR COVERED WITH A TARP. EROSION CONTROL SHALL BE PLACED AT DOWN SLOPE OF THE STOCKPILE.

Parcel Address \_\_\_\_\_ LEONARD POINT RD TAX ID 002002803

Scale: 1"=30'

Contractor DAVID VIENOLA

Date 2-25-26

Here are the distances for the 5 properties within the 75 feet shore yard setback along this section of stream:

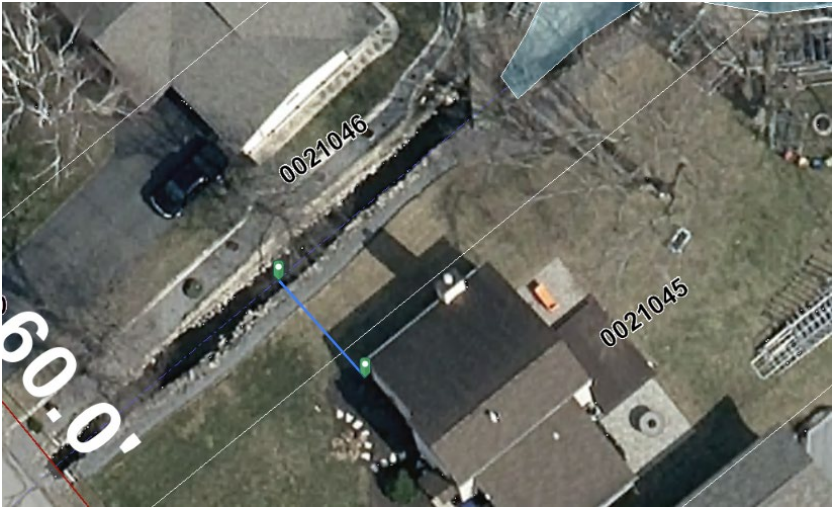
36 feet (1895 LPR)



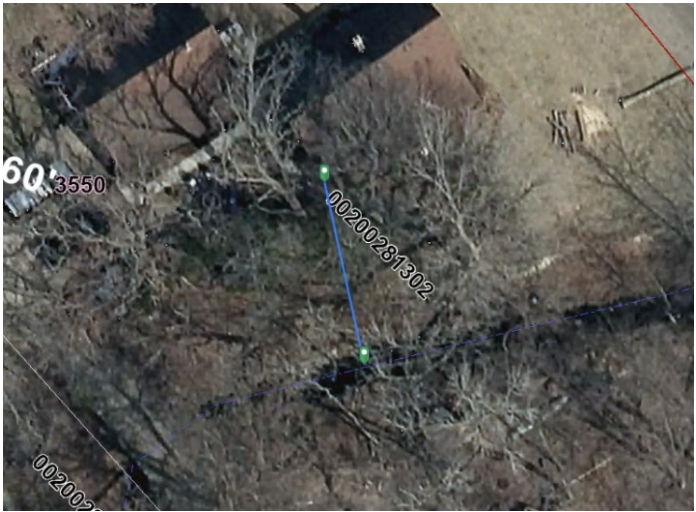
40 feet (1850 LPR)



22 feet on north (3500 LP Ln), 25 feet on south (2490 LP Ln)



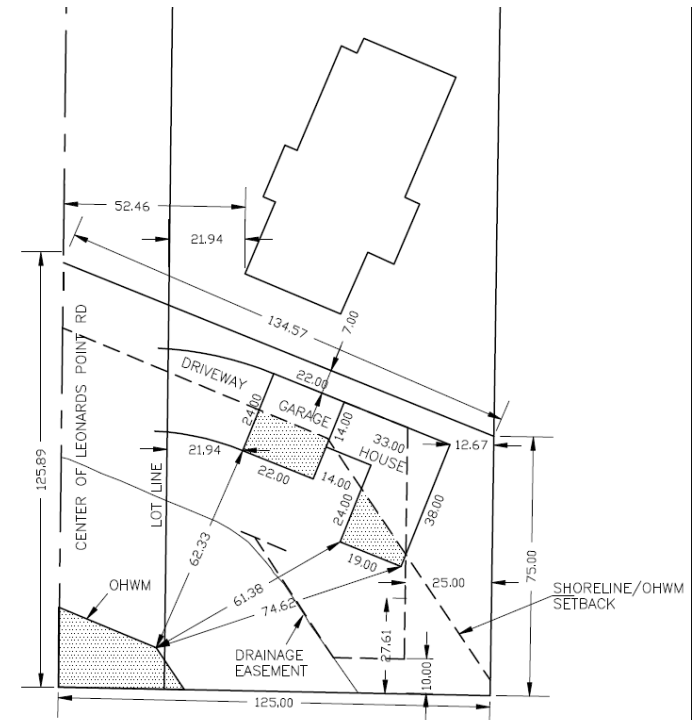
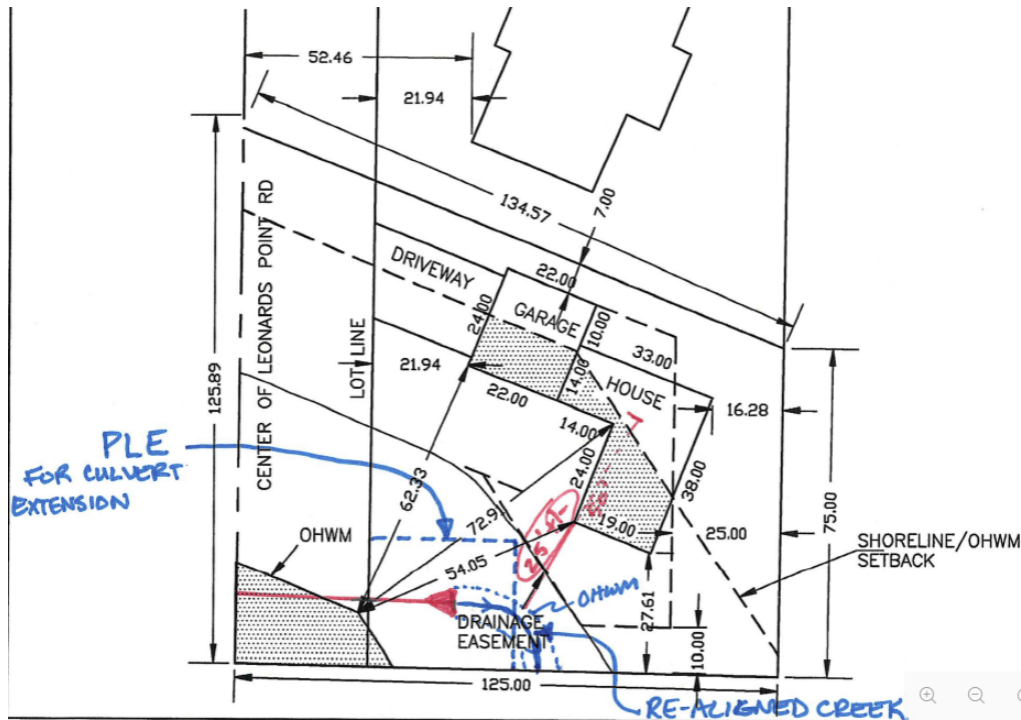
40 feet (3350 Bambi Ln)





Average of all 5 properties = 32.6 feet

Average minus 2 Leonard Point Lane properties = 38.7 feet



See new site plan on the right above where we asked the developer to shift the house to the north 10 feet (inline with the garage).

Looking at general area where the new drainage easement area will be, the new proposed location puts it ~7.33 feet further away, making it ~32.33 feet from the new drainage easement—this approximately the average distance for the 5 properties within the shoreland setback along this stream from above. This property is higher than the property to the south (the Martins).

## VARIANCE APPLICATION

Responses may be typed on a separate sheet and attached to this form.

Applicant, please fill out all of the questions in your own words.

**C-1 Describe your project, include the dimensions and proposed setbacks:**  
See attached site plan

**C-2 Describe how compliance with the requirement in question unreasonably prevents or restricts development of a permitted use on the property:**  
If we comply with the 75 Ft setback from the Ordinary high water mark, it renders the lot unbuildable.

**C-3 Describe the unique physical characteristics or limitations that prevent the property from being developed in compliance with the requirement in question:**  
Same as above in C-2 response

**C-4 Describe how the granting of the requested variance will not harm public interest or have adverse affects on surrounding properties. :**

The adjacent property is an existing non-conforming property, so there should not be an  
*affect on the neighborhood.*



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

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

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: Vienda Properties LLC Date: 2/27/26  
Petitioner's Address: P.O. Box 8042 City: Oshkosh State: WI Zip: 54903  
Telephone #: [REDACTED] Fax: ( ) [REDACTED] Other Contact # or Email: [REDACTED]  
Status of Petitioner (owner, representative, tenant, or prospective buyer): [REDACTED]

### OWNER INFORMATION

Owner(s): 1310 E Main Street LLC Date: 2/28/2026  
Owner(s) Address: PO Box 3911 City: Oshkosh State: WI Zip: 54903  
Telephone #: ( ) [REDACTED] Other Contact # or Email: [REDACTED]  
Ownership Status (Individual, Trust, Partnership, Corporation, or LLC): LLC

### 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: [REDACTED] Date: 2/28/2026

### SITE INFORMATION

Address/Location of Proposed Project: 002002804 Leonard Pt Rd.  
Current Use of Property: Vacant lot Zoning: R-1  
Land Uses Surrounding Your Site: North: Residential  
South: Residential  
East: Residential  
West: Residential  
Projected Timeline: Start June 2026 Completed October 2026  
Project Description: Residential - Sgl family home - 2-3 beds  
2 bathrooms & 2 car attached garage

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



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

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: 28

Development Area and Percentage: refer to site plan

# of Employees/# of Residential Units: 1

# of Proposed Parking Space: NA

Traffic Count Projections (attach documentation): NA

Percent Impervious (attach documentation): refer to site plan

Description of Required Landscaping (attach landscape plan): NA

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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\_\_\_\_\_

**OFFICE USE ONLY** JS Raddatz 3-2-2026

Received By:  Date: 2/28/2026 Fee: 350.00 Paid: ☒ Yes ☐ No

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



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: April 21, 2026

RE: Town Projects at 3695 Leonard Point Road

---

The town has submitted an application for review of a certified survey map (CSM) and zoning map amendment (rezoning) in order to proceed in the property acquisition at 3695 Leonard Point Road for the Leonard Point Pond Project. This memo serves as an overview to explain the project and reason for each action. Each request has a separate analysis memo and will be considered individually.

### **GENERAL INFORMATION:**

Petitioner: Maggie Mahoney, Town Administrator  
Town of Algoma  
15 N. Oakwood Rd  
Oshkosh, WI 54904

Owner: Bruce and Joan Donner  
3695 Leonard Point Road  
Oshkosh, WI 54904

**Past Town Board Discussion(s):** The pond project has been discussed as part of budget and capital planning discussions since at least 2023. In February 2026, a resolution to acquire this property was approved at a special elector meeting.

### **PROJECT OVERVIEW:**

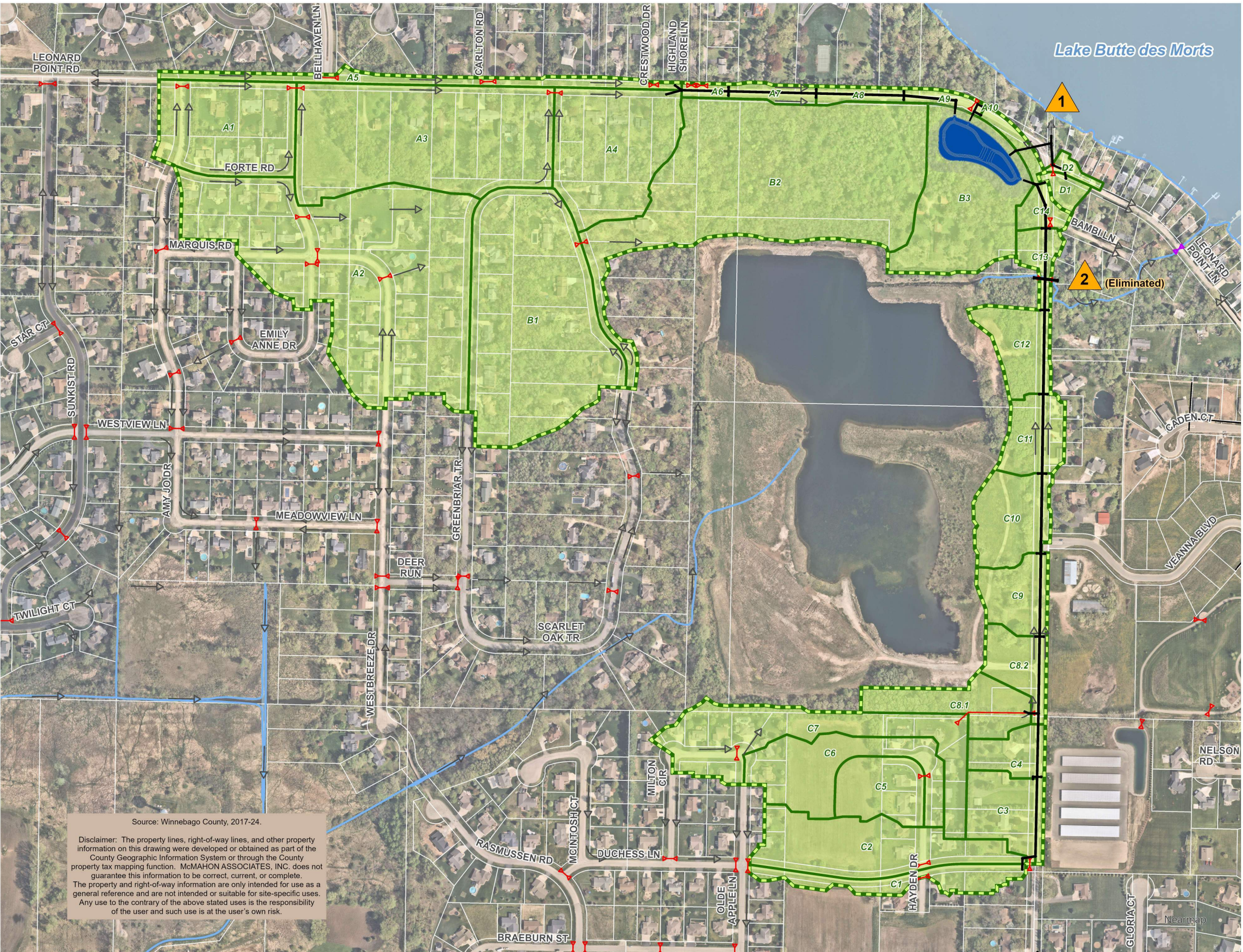
The town has a signed offer to purchase Outlot 1, ~2.6 acres, from the Donners to construct a regional stormwater detention pond (Leonard Point Pond). Outlot 2, ~.37 acres, is being created to simplify the legal description of the lands that will be purchased in the near future by the town for street right-of-way that are not a part of the storm water needs. This way the Donners will end up with a clean legal description of their remaining lands after all lands are purchased. The outlots must also be rezoned to conform to zoning standards for parcel size, lot width and road frontages. Both outlots will be purchased later this year.

Construction of the stormwater detention pond is planned for 2027.  
Reconstruction of Leonard Point Road is scheduled for 2028.

**ATTACHMENTS:**

1. Leonard Point Pond Drainage Map
2. Application

w:\PROJECTS\A0018\092400270\CADD\GIS\LeonardPointRoad.aprx\Fig3 PostDevDAs B March 4, 2026 kpk



Source: Winnebago County, 2017-24.

Disclaimer: The property lines, right-of-way lines, and other property information on this drawing were developed or obtained as part of the County Geographic Information System or through the County property tax mapping function. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The property and right-of-way information are only intended for use as a general reference and are not intended or suitable for site-specific uses. Any use to the contrary of the above stated uses is the responsibility of the user and such use is at the user's own risk.



Study Area

**Proposed Drainage System Improvements**

— Storm Sewer System

— Proposed Contours



Leonard Point Pond

**Existing MS4 Drainage System**

— Storm Sewer System

— Culvert

— Private Culvert

— Overland Flow Direction

**Other Mapped Features**

— Municipal Boundary

— Parcel Line

— Stream

— Surface Water



Outfall and ID



0 400 800 Feet

**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.

**FIGURE 3**  
**POST-DEVELOPMENT**  
**DRAINAGE AREAS**  
**LEONARD POINT POND**  
**STORMWATER**  
**MANAGEMENT PLAN**  
**TOWN OF ALGOMA**  
**WINNEBAGO COUNTY, WISCONSIN**

## Site Plan Review/Plan Commission General Application

### APPLICANT INFORMATION

Petitioner: Margaret Mahoney, Town Administrator Date: 3-23-26  
Petitioner's Address: 15 N. Oakwood Rd City: Oshkosh State: WI Zip: 54904  
Telephone #: (920) 235-3789 Fax: ( ) \_\_\_\_\_ Other Contact # or Email: townadmin@townofalgoma.org  
Status of Petitioner (owner, representative, tenant, or prospective buyer): prospective buyer

### OWNER INFORMATION

Owner(s): Joan Donner and Bruce Donner Date: 3-23-26  
Owner(s) Address: 3695 Leonard Point Road City: Oshkosh State: WI Zip: 54904  
Telephone #: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_  
Ownership Status (Individual, Trust, Partnership, Corporation, or LLC): individual

### Property Owner Consent (required)

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

Property Owner's Signature: \_\_\_\_\_ Date: 3-25-2026

### SITE INFORMATION

Address/Location of Proposed Project: 3695 Leonard Point Road  
Current Use of Property: residential and undeveloped agricultural Zoning: A-2  
Land Uses Surrounding Your Site:  
North: R-1  
South: A-2  
East: R-1, R-2  
West: A-2, R-1

Projected Timeline: Storm pond construction in 2027, road right-of-way for 2028 project

Project Description: Creating outlet 1 for a storm pond and outlet 2 for road right of way for LPR reconstruction. Town is purchasing all land from the Donners. Both outlets need to be rezoned from A-2 to R-1 to conform with zoning standards. This is a town application and these are town projects.

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



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

## Site Plan Review/Plan Commission General Application Continued

### SITE INFORMATION CONTINUED

Development Characteristics    Gross Acreage/ Square Feet: \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NA

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

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### OFFICE USE ONLY

Received By: M. Maly    Date: 3-23-26    Fee: waived    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.



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: April 21, 2026

RE: **Discussion and Possible Action re:** Certified Survey Map by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to create 2 outlots at 3695 Leonard Point Road, parcel 002-0021.

---

**Action Requested:** The town is requesting approval of the proposed Certified Survey Map on behalf of the property owner to create Outlot 1 and Outlot 2 on parcel 002-021.

**Property Location and Type:**

The property is just over 17 acres and zoned A-2 General Agriculture. The proposed outlots amount to ~3 acres of this property.

The parcel is in the protected area of the boundary agreement with the City of Oshkosh.

**ANALYSIS:**

The proposed CSM would create two outlots as described above that need to meet the dimensional standards of the proposed R-1 Rural Residential zoning district in Chapter 23: Town/County Zoning of the Winnebago County Municipal Code, Exhibit 8-2 as follows:

| 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 sewerer 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 sewerer lot                | 200 ft.                                                |
| Road frontage, minimum:                         | 33 ft.                                                                | 200 ft. for an unsewered lot; 33 ft. for a sewerer lot |
| Separation between detached buildings, minimum: | 10 ft.                                                                | 10 ft.                                                 |
| Yard setback: [6,7]                             |                                                                       |                                                        |
| Street yard, minimum:                           | 30 ft.                                                                | 30 ft.                                                 |

|                                                  |                                                                                                                                                        |                                                                                                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Side yard, minimum: [5]                          | 7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building                                            | 7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building |
| Rear yard, minimum:                              | 25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley                                                          | 25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley               |
| Building height:                                 |                                                                                                                                                        |                                                                                                             |
| Principal building, maximum:                     | 35 ft.                                                                                                                                                 | 35 ft. [4]                                                                                                  |
| Accessory building, maximum:                     | 18 ft.                                                                                                                                                 | 18 ft.                                                                                                      |
| Floor area ratio, maximum:                       | no limitation                                                                                                                                          | no limitation                                                                                               |
| Floor area:                                      |                                                                                                                                                        |                                                                                                             |
| Principal building, minimum:                     | 1,000 sq. ft. of living space                                                                                                                          | no limitation                                                                                               |
| Accessory area, maximum:                         | 1,800 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]; 1 percent of lot area for buildings related to household livestock | 1,500 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]                          |
| Number of detached accessory buildings, maximum: | no limitation                                                                                                                                          | 2 [2]                                                                                                       |

---

**The proposed outlots appear to meet the dimensional and requirements and do not conflict with any local, county, or regional plans.**

#### **PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their April 15, 2026 meeting. The Planning Commission passed the motion 6-0 to recommend approval for the proposed CSM.

#### **RECOMMENDED ACTION:**

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

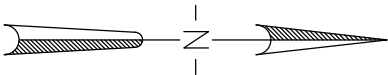
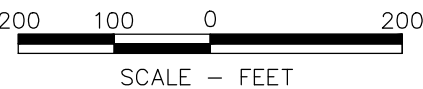
*“Motion to approve the Certified Survey Map by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to create 2 outlots at 3695 Leonard Point Road (parcel 002-0021).”*

#### **ATTACHMENTS:**

1. Proposed CSM to create Outlots 1 and 2

CERTIFIED SURVEY MAP NO. \_\_\_\_\_ SHEET 1 OF 3

PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4,  
SECTION 7, TOWNSHIP 18 NORTH, RANGE 16 EAST,  
TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN



LEGEND

- - 3/4" x 18" ROUND STEEL REBAR WEIGHING 1.5 lbs./lineal ft. SET
- - 3/4" STEEL REBAR FOUND
- - 1.315" O.D. IRON PIPE FOUND
- ⊕ - CERTIFIED LAND CORNER WINNEBAGO COUNTY
- S.F. - SQUARE FEET
- ( ) - RECORDED BEARING AND/OR DISTANCE
- ▭ - EXISTING BUILDING
- x- - EXISTING FENCE

BEARINGS ARE REFERENCED TO THE EAST  
LINE OF THE SOUTHEAST 1/4, SECTION 7,  
WHICH BEARS N00°52'34"E PER THE  
WISCONSIN COUNTY COORDINATE SYSTEM  
FOR WINNEBAGO COUNTY

CENTER OF SEC. 7,  
T.18N., R.16E.  
BERNTSEN MONUMENT  
FOUND

UNPLATTED LANDS  
OWNER: SPRINGHETTI'S  
REAL ESTATE LLC  
DOCUMENT NO. 1941936

UNPLATTED LANDS  
OWNER: BRUCE & JOAN DONNER  
DOCUMENT NO. 1909860

WEST LINE OF THE NE 1/4 - SE 1/4 SEC. 7

FOR:  
TOWN OF ALGOMA  
ATTN: RICH HEATH  
15 N. OAKWOOD ROAD  
OSHKOSH, WI 54904

CURVE TABLE  
C1  
RADIUS = 492.00'  
DELTA = 078°59'18"  
ARC LENGTH = 678.28'  
CHORD = S38°37'05"E  
625.82'  
TANGENT IN = S78°06'44"E  
TANGENT OUT = S00°52'34"W

C2  
RADIUS = 492.00'  
DELTA = 068°13'00"  
ARC LENGTH = 585.78'  
CHORD = S44°00'14"E  
551.79'

C3  
RADIUS = 492.00'  
DELTA = 010°46'18"  
ARC LENGTH = 92.50'  
CHORD = S04°30'35"E  
92.36'

SOUTHEAST CORNER  
SEC. 7, T.18N., R.16E.  
BERNTSEN MONUMENT  
FOUND

UNPLATTED LANDS  
OWNER: SPRINGHETTI'S  
REAL ESTATE LLC  
DOCUMENT NO. 1941936

UNPLATTED LANDS  
OWNER: JOSEPH CEFALU  
DOCUMENT NO. 1879240

- NOTE:
- OUTLOT 1 IS TO BE DEEDED TO THE TOWN OF ALGOMA FOR STORM WATER DETENTION POND PURPOSES.
  - OUTLOT 2 IS TO BE RESERVED FOR FUTURE ROAD RIGHT-OF-WAY PURPOSES.

LEONARD POINT ROAD  
DEDICATED TO THE PUBLIC  
13,657 S.F./0.314 ACRES

DRAFTED BY: AMY M. SEDLAR

**McMAHON**  
ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.  
1445 McMAHON DRIVE NEENAH, WI 54956  
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025  
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

asdlar, W:\PROJECTS\A0018\092400270\CADD\Civil3D\Survey Documents\CSM\Leonard Pt Road\_Donner CSM.dwg Plot Date: 3/23/2026 11:40 AM

PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, TOWNSHIP 18 NORTH,  
RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN

SURVEYOR’S CERTIFICATE

I, Douglas E. Woelz, Wisconsin Professional Land Surveyor S–2327, certify that I have surveyed, divided and mapped part of the Northeast 1/4 of the Southeast 1/4 of Section 7, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin containing 745,870 square feet (17.123 acres) of land and more fully described as follows:

Commencing at the Southeast corner of said Section 7; Thence N00°52’34”E, 1992.88 feet along the East line of the Southeast 1/4 of said Section 7 to the Northeast corner of Document No. 1879240 and the Point of Beginning; Thence N89°09’19”W, 200.00 feet along the North line of Document No. 1879240 to the Northwest corner thereof; Thence S00°52’34”W, 100.00 feet along the West line of Document No. 1879240 to the Southwest corner thereof and the North line of Document No. 1941936; Thence N89°09’19”W, 474.16 feet along the North line of Document No. 1941936; Thence N01°14’18”E, 219.13 feet along the North line of Document No. 1941936; Thence N89°09’19”W, 645.32 feet along the North line of Document No. 1941936 to the West line of said Northeast 1/4 of the Southeast 1/4; Thence N01°03’30”E, 504.36 feet along said West line to the South line of Volume 984 Page 185; Thence S88°37’10”E, 949.15 feet along said South line; Thence S59°22’11”E, 423.16 feet along said South line to the East line of the Southeast 1/4 of said Section 7; Thence S00°52’34”W, 404.39 feet along said East line to the Point of Beginning.

That I have made this survey by the direction of the Owner(s) of said Land.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with section 236.34 of the Wisconsin Statutes and the subdivision regulations of Winnebago County and the Town of Algoma in surveying, dividing and mapping the same.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Douglas E. Woelz, WI Professional Land Surveyor      S–2327

CERTIFICATE OF TREASURERS

I, being the duly elected, qualified and acting Treasurer, do hereby certify that in accordance with the records in my office there are no un–paid taxes or un–paid special assessments on any of the lands included in this Certified Survey Map.

\_\_\_\_\_  
Katherine Reinbold, Town Treasurer      Date

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

NOTES

THIS CSM IS ALL OF PARCEL NO. 002–0021  
THE PROPERTY OWNER OF RECORD IS BRUCE W. DONNER & JOAN E. DONNER  
THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN DOCUMENT NO. 1909860

SHEET 3 OF 3

## OWNER'S CERTIFICATE

Printed Name \_\_\_\_\_



## AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors

From: Maggie Mahoney, Administrator

Date: April 21, 2026

RE: **Discussion and Possible Action re:** Request by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to rezone Outlot 1 and Outlot 2 at 3695 Leonard Point Road, parcel 002-0021, from A-2 General Agriculture District to R-1 Rural Residential District.

---

**Action Requested:** The town is requesting approval of a zoning map amendment in order for the two outlots to conform to zoning standards for parcel size, lot width and road frontages.

**Subject Site:**

| <b>Existing Land Use</b> | <b>Zoning</b>                    |
|--------------------------|----------------------------------|
| Residential              | A-2 General Agriculture District |

**Adjacent Land Use and Zoning:**

| <b>Existing Land Uses</b> |             | <b>Zoning</b>                                                       |
|---------------------------|-------------|---------------------------------------------------------------------|
| <b>North</b>              | Residential | R-1 Rural Residential District                                      |
| <b>South</b>              | Residential | A-2 General Agriculture District                                    |
| <b>East</b>               | Residential | R-1 Rural Residential District<br>R-2 Suburban Residential District |
| <b>West</b>               | Residential | A-2 General Agriculture District<br>R-1 Rural Residential District  |

**Comprehensive Plan:**

| <b>Land Use Recommendation</b> | <b>Use Category</b>       |
|--------------------------------|---------------------------|
| Current Land Use               | Single Family Residential |
| Future Land Use                | Low Density Residential   |

**Zoning Definitions:**

**A-2 General Agriculture District** – This district is intended to accommodate both large and small-scale farms and hobby farms. Although scattered residential lots are allowed, agriculture is the

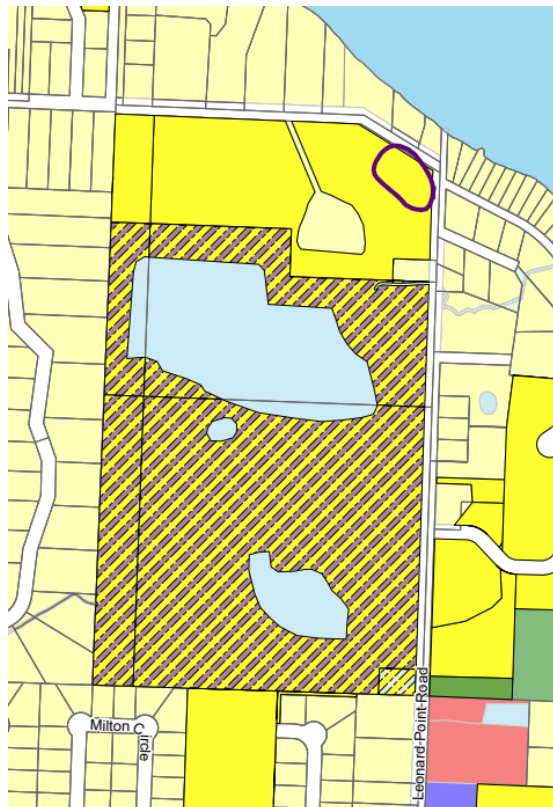
predominant land use. This district should be located in those areas suitable for agriculture, but not for large-scale agricultural operations, and adjacent to urbanizing areas.

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

### **ANALYSIS:**

The use of a municipal storm water detention pond is a permitted use in both the existing and proposed zoning districts. The proposed zoning change, as state above, is required to make the two outlots conform to the zoning standards for parcel size, lot width and road frontages.

The Town Comprehensive Plan future land use identifies this parcel as low density residential, which is consistent with proposed R-1 district.



## **Map 8-3 Town of Algoma Future Land Use**

### **City of Oshkosh Growth Areas**

3/1/2023 3/1/2043

#### **Future Land Use**

|                                                 |                |                          |
|-------------------------------------------------|----------------|--------------------------|
| Low Density Residential                         | Commercial     | Both                     |
| Mixed - Single Family/<br>Duplexes & Commercial | Agricultural   | Recreation               |
| Mixed - Duplexes &<br>Commercial/Retail         | Detention Pond | Municipal                |
|                                                 | Wetland        | Resource Protection Area |
|                                                 | Floodplain     |                          |

#### **Existing Land Use**

|                           |                          |                   |
|---------------------------|--------------------------|-------------------|
| Single Family Residential | Institutional Facilities | Planted Woodlands |
| Farmsteads                | Transportation           | General Woodlands |
| Multi-Family              | Utilities/Communications | Open Other Land   |
| Commercial                | Non-Irrigated Cropland   | Water             |
| Industrial                | Irrigated Cropland       |                   |
| Quarries                  | Recreational Facilities  |                   |

*The Town Comprehensive Plan and Future Use Map is available on the town website:*

<https://townofalgomawi.gov/planning/>

**For the reasons stated above, the proposed change is consistent with the Town Comprehensive Plan and future land use map.**

*The county will hold a public hearing on this zoning map amendment. As of the time of this memo the notice has not been received, but it will likely be in May.*

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission considered this item at their April 15, 2026 meeting. The Planning Commission passed the motion 6-0 to recommend approval for the proposed zoning map amendment.

**RECOMMENDED ACTION:**

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

*“Motion to approve the request by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to rezone Outlot 1 and Outlot 2 at 3695 Leonard Point Road (parcel 002-0021) from A-2 General Agriculture District to R-1 Rural Residential District.”*

**ATTACHMENTS:** None

# Operator's License Application

## LICENSE TYPE

Please select one:



**ORIGINAL**

**\$20.00**

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

Wis. Stats. § 125.17(1)(2)(3)



**PROVISIONAL**

**\$15.00**

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

Wis. Stats. § 125.17(1)(2)(3)



**RENEWAL**

**\$20.00**

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

Wis. Stats. § 125.17(1)(2)(3)



**TEMPORARY**

**\$10.00**

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

Wis. Stats. § 125.17(4)

## APPLICANT INFORMATION

Nadine Mayer

Full Name

[REDACTED]

Date of Birth

[REDACTED]

Social Security Number

[REDACTED]

Address

Appleton

City

WI

State

54915

Zip Code

[REDACTED]

Email Address

[REDACTED]

Phone Number

[REDACTED]

Driver's License Number

WI

Issuing State

08-28-2030

Expiration Date

F

Sex (as listed on ID)

Additional Names or Aliases

## EMPLOYMENT INFORMATION

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

Poplar Creek Barn

Employer or organization for whom you will be working for upon license issuance

## TEMPORARY LICENSE APPLICATIONS ONLY

Period\* for which license is sought:

Work Start Date

Work End Date

\*Temporary licenses are only valid for 14 days.

## APPLICANT HISTORY

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

YES

☐

NO

☒

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

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

☒
☒

Have you ever been convicted of a felony?

☐
☒

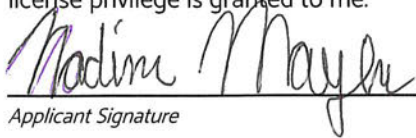
If you've answered yes to any of the above questions, please provide the date, location, and nature of the offense.

| OFFENSE DATE | OFFENSE LOCATION | NATURE OF OFFENSE |
|--------------|------------------|-------------------|
|              |                  |                   |
|              |                  |                   |
|              |                  |                   |
|              |                  |                   |
|              |                  |                   |

## SIGNATURE

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

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

  
Applicant Signature

4-10-26  
Date

## FOR OFFICE USE ONLY



COPY OF DRIVER'S LICENSE

\$20.00  
Amount Paid

Cash  
Check/Confirmation No.

License No.



COPY OF TRAINING CERTIFICATE\*

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

4-10-26  
Date Received

Date Approved by the Town Board

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



PASS



FAIL

NOTES

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## AGENDA MEMORANDUM

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

**From:** Katherine Reinbold, Clerk/Treasurer

**Date:** April 21, 2026

**RE:** Transient Merchant Permit Applications

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### SUMMARY:

Town of Algoma requires any transient merchant, direct seller or charitable solicitor engaging in direct sales or solicitation activities within the Town of Algoma to obtain a permit for that purpose via the municipal code.

- A&T Curbside LLC, Thomas Korn, is a repeat applicant. They sell Amish products, plants, vegetables, and preserves.
- Aiden's Butt & Other Cuts BBQ, LLC is a new applicant. This will be the sale of food from a health department approved food truck, owned and operated by the LLC. This is a local youth entrepreneur and award-winning pit master, Chef Aiden. (Note: This application was received on March 11, 2026, with a proposed start date of April 1, 2026; however, there was not enough time for review to have it placed on the March 18, 2026, agenda.)

Staff have reviewed the applications for both applicants. Based on the requests, Staff are recommending some conditions.

### RECOMMENDED ACTION:

*\*"Motion to approve transient merchant permit for A&T Curbside LLC, Thomas Korn, from May 1, 2026 – October 31, 2026, with the following condition:*

- *All signage, goods, materials, merchandise, and structures must be removed after October 31, 2026.*

*\*"Motion to approve transient merchant permit for Aiden's Butt & Other Cuts BBQ, LLC, Michelle Holland, from April 22, 2026 ~~April 1, 2026~~ – April 1, 2027, with the following conditions:*

- *Follow all parking regulations of the Town of Algoma code.*

- *The Town of Algoma Fire Department location can only be used if the Fire Department Chief has approved dates, times, and location that does not impede the operation of the fire department. The Fire Chief reserves the right to revoke any approvals granted at any time and without notice.*

**Attachments:**

- A&T Curbside LLC application
- Aiden's Butt & Other Cuts BBQ LLC application





# General and Transient Merchants

## LICENSE APPLICATION

### APPLICATION REQUIREMENTS

Each application must include a \$100.00 filing fee (payable to: Town of Algoma), a copy of the petitioner's photo ID, and a complete reproducible site plan, which includes, but is not limited to:

- ☒ All structures, parking, streets, and other manmade or natural features associated with the site.
- ☒ A north arrow.
- ☒ Map scale and distances.

### APPLICATION

#### PETITIONER

Aiden's Butt & Other Cuts BBQ, LLC

Petitioner Name

[REDACTED]  
Petitioner Phone Number

[REDACTED]  
Petitioner Address

Oshkosh  
City

WI  
State

54904  
Zip Code

#### OWNER (IF NOT PETITIONER)

Michelle Holland

Owner Name

[REDACTED]  
Owner Phone Number

[REDACTED]  
Owner Address

Oshkosh  
City

WI  
State

54904  
Zip Code

#### PROPOSED ACTIVITY LOCATION

Town of Algoma Fire Dept, BP Gas Station (omro Rd), Pan Lte street & cul de sac  
*front of lot* *front outside corner*

#### PROPOSED ACTIVITY DESCRIPTION

Sale of food (meats, sides, appetizers) from health department approved food truck, owned and operated by Aiden's Butt & Other Cuts BBQ, LLC. Local youth entrepreneur and award winning pit master Chef Aiden.

#### LICENSE DURATION

Period\* for which license is sought:

April 01, 2026 - April 01, 2027  
From Date To Date

\*Licenses may be requested for a period of up to one year.

#### SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

Michelle Holland  
Petitioner Signature

03/11/26  
Date

Michelle Holland  
Owner Signature (if the owner is not the petitioner)

03/11/26  
Date

## APPLICATION REQUIREMENTS RECEIVED

☒☒

11



11

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Last Updated: 2025-02-17



## AGENDA MEMORANDUM

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

**From:** Katherine Reinbold, Clerk/Treasurer

**Date:** April 21, 2026

**RE:** Operator License Approval Authority

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### **SUMMARY:**

Per current town code, the Town Board must approve all liquor licenses, tobacco licenses, and operator's licenses. Liquor licenses are the only licenses that are required to be passed through the Town Board and the only license that has a waiting period. Operator's licenses may be approved if they have supplied all required documentation and passed the required background check.

The Clerk/Treasurer's office is requesting authorization to approve operator's licenses that meet all applicable statutory and municipal requirements. This will reduce the board workload for routine licenses and make it possible for operators to receive their licenses faster instead of waiting for the next board meeting.

This will require ordinance amendments which are found in the attachments.

### **Attachments:**

- Current §105-11 Operator's (bartender's) Licenses.
- Recommended changes to §105-11.
- Ordinance No. 2026-01

## **THIS IS THE CURRENT CODE:**

### § 105-11. Operator's (bartender's) licenses.

Licenses shall be issued pursuant to § **125.17**, Wis. Stats. Applicants shall also be required to do the following:

A. Complete application form provided by the Town of Algoma.

B. New bartenders shall appear before the Town of Algoma Board when applying the first time.

C. The Town Clerk may issue a provisional operator's license to a person who has applied for an operator's license under this section and who is enrolled in a training course and has not previously been denied such a license by the Town Board. A provisional license shall be issued to a person who pays the applicable fee and files a certified copy of a valid operator's license issued by another municipality. A provisional license expires 60 days after its issuance or when an operator's license under this section is issued to the holder, whichever is sooner. If issued on the basis of a license issued by another municipality, it shall expire upon the expiration of the license issued by the other municipality. The Town Clerk who issues such a provisional license may revoke the license if he or she discovers that the holder of the license made a false statement on the application or upon denial of the application for an operator's license. If issued on the basis of a license issued by another municipality, it may be revoked if the Clerk determines that the license issued by the other municipality is not valid.

D. The Town Clerk shall have a record check performed on each applicant. Information shall specifically be requested through the Winnebago County Sheriff's Department, any other municipality in which the applicant resides, has resided or has been licensed, and any other sources the Clerk deems appropriate.<sup>[1]</sup>

*[1]Editor's Note: Amended at time of adoption of Code (see Ch. **1**, General Provisions, Art. **II**). Original Section 7e (of Ord. No. 115), regarding bartender ID cards, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. **1**, General Provisions, Art. **II**)*

## RECOMMENDED CHANGES:

### § 105-11. Operator's (bartender's) licenses.

Licenses shall be issued pursuant to § 125.17, Wis. Stats. Applicants shall also be required to do the following:

A. Complete application form provided by the Town of Algoma.

~~B. New bartenders shall appear before the Town of Algoma Board when applying the first time.~~

~~B.~~ The Town Clerk and/or Town Board designated staff may issue a license known as an “operator’s license”, which shall be granted pursuant to the Town’s discretion. Licenses shall be granted only to persons 18 years of age and over. An operator’s license shall be operative only within the limits of the Town of Algoma.

~~C.~~ All fees collected at the time of application.

~~D.~~ A list of issued operator licenses is to be provided to the Town Board at subsequent Town Board meetings.

~~C.~~E. The Town Clerk may issue a provisional operator's license to a person who has applied for an operator's license under this section and who is enrolled in a training course and has not previously been denied such a license by the Town Board. A provisional license shall be issued to a person who pays the applicable fee and files a certified copy of a valid operator's license issued by another municipality. A provisional license expires 60 days after its issuance or when an operator's license under this section is issued to the holder, whichever is sooner. If issued on the basis of a license issued by another municipality, it shall expire upon the expiration of the license issued by the other municipality. The Town Clerk who issues such a provisional license may revoke the license if he or she discovers that the holder of the license made a false statement on the application or upon denial of the application for an operator's license. If issued on the basis of a license issued by another municipality, it may be revoked if the Clerk determines that the license issued by the other municipality is not valid.

~~F~~ The Town Clerk may issue a temporary operator’s license, provided that;

- This license may be issued only to operators employed by, or donating their services to, nonprofit organizations.
- No person may hold more than one license of this kind per year.
- The license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.

~~D.~~G. The Town Clerk shall have a record check performed on each applicant. Information ~~shall~~ may specifically be requested through the Winnebago County Sheriff's Department, any other municipality in which the applicant resides, has resided or has been licensed, and any other sources the Clerk deems appropriate.<sup>[1]</sup>

**ORDINANCE NO. 2026-01**

**AN ORDINANCE AMENDING CHAPTER 105 OF THE CODE OF ORDINANCES FOR THE TOWN OF  
ALGOMA RELATING TO ALCOHOL BEVERAGES**

The Town Board of Supervisors of the Town of Algoma, Winnebago County, Wisconsin, do ordain as follows:

1. **AUTHORITY/ PURPOSE.** The Town Board of the Town of Algoma, Winnebago County, Wisconsin, has the specific authority under s. 125.17, Wis. stats., to adopt this ordinance. The purpose of this ordinance is to streamline efficiency while keeping the Town Board informed and keeping in accordance with the Wisconsin Statutes.

2. **AMENDMENT.** Section 105-11 of the Municipal Code for the Town of Algoma, Winnebago County, Wisconsin, are restated as follows:

**§ 105-11. Operator's (bartender's) licenses.**

Licenses shall be issued pursuant to § [125.17](#), Wis. Stats. Applicants shall also be required to do the following:

A. Complete application form provided by the Town of Algoma.

B. The Town Clerk and/or Town Board designated staff may issue a license known as an "operator's license", which shall be granted pursuant to the Town's discretion. Licenses shall be granted only to persons 18 years of age and over. An operator's license shall be operative only within the limits of the Town of Algoma.

C. All fees collected at the time of application.

D. A list of issued operator licenses is to be provided to the Town Board at subsequent Town Board meetings.

E. The Town Clerk may issue a provisional operator's license to a person who has applied for an operator's license under this section and who is enrolled in a training course and has not previously been denied such a license by the Town Board. A provisional license shall be issued to a person who pays the applicable fee and files a certified copy of a valid operator's license issued by another municipality. A provisional license expires 60 days after its issuance or when an operator's license under this section is issued to the holder, whichever is sooner. If issued on the basis of a license issued by another municipality, it shall expire upon the expiration of the license issued by the other municipality. The Town Clerk who issues such a provisional license may revoke the license if he or she discovers that the holder of the license made a false statement on the application or upon denial of the application for an operator's license. If issued on the basis of a license issued by another municipality, it

may be revoked if the Clerk determines that the license issued by the other municipality is not valid.

F. The Town Clerk may issue a temporary operator's license, provided that;

- This license may be issued only to operators employed by, or donating their services to, nonprofit organizations.
- No person may hold more than one license of this kind per year.
- The license is valid for any period from one day to 14 days, and the period for which it is valid shall be stated on the license.

G. The Town Clerk shall have a record check performed on each applicant. Information may specifically be requested through the Winnebago County Sheriff's Department, any other municipality in which the applicant resides, has resided or has been licensed, and any other sources the Clerk deems appropriate.<sup>[1]</sup>

### 3. EFFECTIVE DATE.

This ordinance is effective on publication or posting.

Adopted by the Town Board of Algoma, Winnebago County, Wisconsin on this \_\_\_\_\_ day of \_\_\_\_\_, 2026

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Joel Rasmussen, Town Chair

ATTEST:

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Katherine Reinbold  
Municipal Clerk/Treasurer

**TOWN OF ALGOMA  
WINNEBAGO COUNTY, WISCONSIN  
Resolution No. 2026-7**

**RESOLUTION AUTHORIZING APPLICATION FOR THE WISCONSIN ECONOMIC DEVELOPMENT IDLE  
SITES REDEVELOPMENT PROGRAM GRANT TO ASSIST WITH THE QUARRY PROPERTY ON LEONARD  
POINT ROAD**

**WHEREAS**, the Wisconsin Economic Development Corporation (WEDC) has monies available under the Idle Sites Redevelopment Grant program for the purpose of assisting communities in implementing redevelopment plans for large commercial, institutional, or industrial sites that have been idle, abandoned or underutilized for a period of at least two years; and

**WHEREAS**, the former quarry parcels, located on the west side of Leonard Point Road meet the criteria for eligibility for an Idle Sites Redevelopment Grant; and

**WHEREAS**, the Town of Algoma can facilitate the proposed redevelopment of the former quarry site as the Springhetti Lake residential development by applying to WEDC for funding from the Idle Sites Grant Program to assist with infrastructure and redevelopment of the former quarry parcels, located on the west side of Leonard Point Road; and

**WHEREAS**, WEDC requires the Town to enter into a development agreement with the site owner, Springhetti Real Estate LLC, which will establish the municipality as a pass-through entity for the WEDC funding; and

**WHEREAS**, the Town has approved the development to proceed and supports private investment in new housing and redevelopment of an underutilized former industrial property; and

**WHEREAS**, the Town of Algoma proposes to apply for grant funds up to \$250,000 to assist in infrastructure and redevelopment of the former quarry site as the Springhetti Lake residential development; and

**WHEREAS**, a copy of the Idle Sites Redevelopment Program application authored by the Town of Algoma is attached hereto as Exhibit A and incorporated by reference; and

**THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Algoma does hereby approve and authorize the application for the Idle Sites Redevelopment Grant; and

**BE IT FUTHER RESOLVED**, that the proper town official(s) be hereby authorized and directed to carry out the board's action, including, but not limited to, signing documents, implementing technical revisions to documents to effectuate the best interest of the Town, and correcting scrivener's errors.

Approved this 21<sup>st</sup> day of April, 2026.

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Joel Rasmussen, Chair  
Town of Algoma Board

ATTEST:

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Katherine Reinbold, Clerk/Treasurer  
Town of Algoma

# IDLE SITES REDEVELOPMENT GRANT PROGRAM



## BRINGING NEW LIFE TO IDLE SITES

Redeveloped idle industrial, institutional, and commercial sites can again become generators for economic development and an improved quality of life for the cities and communities where they are located. The Wisconsin Economic Development Corporation's (WEDC's) **Idle Sites Redevelopment Program** helps communities pursue this opportunity.

### How it works

The Idle Sites Redevelopment Program offers grants up to \$250,000 to Wisconsin communities to implement redevelopment plans for large commercial, institutional, or industrial sites that have been idle, abandoned or underutilized for a period of at least two years.

### Eligibility requirements

Grants may be made to cities, villages, towns, counties, tribal entities or governmental entities for idle industrial sites, commercial sites, or institutional parcels exceeding four acres in size where redevelopment is impeded due to existing site conditions. For commercial parcels in designated economically distressed communities or Opportunity Zones, parcels need to exceed two acres. For institutional parcels, properties less than four acres may be considered when the property is located within a commercial corridor.

### Eligible activities

Grant funds may typically be used for the following activities:

- Building rehabilitation or demolition
- Environmental remediation
- Infrastructure improvements

Successful applicants will be able to provide either:

- If a private developer is participating in the project, an officially approved development agreement that describes the project and its goals, anticipated outcomes, project timeline, and actions, obligations and investments to be made by each party
- If the project does not have a private developer, an officially approved resolution that describes the project and its goals, anticipated outcomes, project timeline, and actions, obligations and investments necessary to achieve redevelopment

## LEARN MORE

For more information about becoming eligible for the Idle Sites Redevelopment Grant Program, contact A WEDC regional economic development director.

You can find the list of regional directors and territories covered at [wedc.org/regional](http://wedc.org/regional).



## AGENDA MEMORANDUM

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

**From:** Maggie Mahoney, Administrator

**Date:** April 21, 2026

**RE:** Memorandum of Understanding between the Town of Algoma and the Algoma Sanitary District Regarding Right of Way Use

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### SUMMARY:

The town has a long working relationship with the Algoma Sanitary District #1 (ASD) as the water and sewer provider for the town. As of January 1, 2026, the town expanded its right of way program by adding specific permits and implementing new fees and processes managed by the Public Works Director. This is standard practice to track work done and restoration of the right of way.

The town attorney has been working with town staff and the district on a MOU for their work in the right of way to better serve both entities.

In sum, the MOU states:

1. Permit fees are waived for the district. In lieu of fees, the district will provide a \$3,000 financial guarantee with the town.
2. A permit is required for all work within the right of way.
3. For emergency work:
  - a. The permit may be submitted after the event.
  - b. Backfill shall be done immediately.

The final draft of the MOU is attached for your consideration.

**RECOMMENDED ACTION:** Staff recommend approval of the MOU as presented. Should the Town Board agree the following motion may be made:

*“Motion to approve the Memorandum of Understanding between the Town of Algoma and the Algoma Sanitary District Regarding Right of Way Use.”*

### ATTACHMENTS:

1. Memorandum of Understanding

## **MEMORANDUM OF UNDERSTANDING**

### **Between the Town of Algoma and the Algoma Sanitary District Regarding Right-of-Way Use**

This Memorandum of Understanding (“MOU”) is entered into by and between the Town of Algoma, Winnebago County, Wisconsin (“Town”) and the Town of Algoma Sanitary District No. 1 (“District”) (collectively, the “Parties”) for the purpose of establishing clear procedures and expectations governing the District’s activities within the Town of Algoma public rights-of-way (“ROW”).

#### **1. Purpose.**

The purpose of this MOU is to establish clear procedures and expectations governing the District’s activities within the Town’s ROW; ensure the District can respond promptly to emergency conditions within the Town’s ROW to protect public health and safety and prevent additional damage to public infrastructure; and to clarify permitting, notice, restoration, and financial security requirements applicable to any such work by the District within the Town’s ROW.

#### **2. Non-Emergency ROW Activities.**

The District shall obtain prior permit approval for all non-emergency operations and other activities within the Town’s ROW. The Town will waive its standard permitting fees for the District for the period of this agreement as long as the District is obtaining prior permit approval for non-emergency work in the ROW.

Notwithstanding the foregoing, the District shall not be required to obtain prior permit approval for minor work performed within the Town’s ROW, provided that such work is conducted in a safe manner and the ROW is restored promptly upon completion of the minor work. For purposes of this MOU, “minor work” means work that:

Does not involve cutting, breaking, or removing asphalt or concrete pavement;

Does not involve the installation of new utility facilities or connections.

Examples of minor activities include curb box adjustments and hand excavation or potholing necessary to expose or confirm the location of underground facilities, including for Diggers Hotline.

### 3. **Emergency Operations.**

A. The Parties acknowledge that the District provides essential public services that occasionally require an emergency response. Emergency conditions include, but are not limited to:

- Water main breaks
- Sanitary sewer failures
- Lift station failures
- Other conditions that clearly, require an immediate response based upon the information available at the time of the incident to protect the public health and safety, or to protect infrastructure

#### B. **Permit Requirements for Emergency Work.**

1. Waiver of Preapproval Permit. The Town agrees to waive the requirement that the District obtain a preapproved permit prior to commencing emergency operations or emergency repairs within the ROW.
2. Post-Emergency Permit Submission. It is acknowledged and agreed that a permit is still required for emergency work. The District shall submit the applicable permit application, on a form provided by the Town, on or before the next business day following the start of the emergency work.

#### C. **Notice Requirements.**

The District shall notify the Town's Public Works Director and/or Administrator of the commencement of emergency work as soon as practicable, but in no event more than twelve (12) hours after commencing emergency work within the ROW. Notice shall occur in writing via email either to [publicworks@townofalgoma.org](mailto:publicworks@townofalgoma.org) or [townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org).

### 4. **Excavation, Backfill, and Restoration**

A. **Backfill and Safety Measure.** The Town agrees to exempt emergency work from the standard seventy-two (72) hour inspection requirement prior to backfilling excavations. For emergency work, excavations shall be backfilled immediately and compacted to Town standards unless permission to maintain the excavation is granted by the Town Public Works Director or upon request of the Town Public Works Director for inspection prior to closing.

B. **Surface Restoration.** Permanent restoration shall be completed as soon as practicable and in coordination with Town staff and in compliance with the current town requirements for open-cut excavation - specifications. Temporary restoration methods

(including cold patch asphalt during winter conditions) may be used by the District until permanent restoration is feasible.

## **5. Escrow Account.**

As a condition of this MOU, the District shall deposit with the Town the sum of Three Thousand Dollars (\$3,000.00) as an escrow deposit (“Escrow Deposit”). The Escrow Deposit shall be held by the Town in a non-interest-bearing account and is required in lieu of right-of-way permitting fees otherwise applicable to both the District’s emergency and non-emergency work within the Town’s ROW.

The Escrow Deposit shall serve as financial assurance to guarantee the District’s proper repair and restoration of any Town ROW disturbed in connection with the District’s work. If the District fails to timely or adequately repair or restore the ROW to Town standards, the Town may, but is not obligated to, after first providing written notice of any failure or deficiency and an opportunity to cure in accordance with Section 10 below, complete or cause completion of such repair or restoration and reimburse itself for the cost thereof from the Escrow Deposit.

If the Escrow Deposit is reduced below Three Thousand Dollars (\$3,000.00) due to such reimbursements, the District shall replenish the Escrow Deposit to the original amount within forty-five 45 days of written notice from the Town.

Upon termination of this MOU, completion of all work covered by this MOU, and after written acceptance of the ROW restoration by the Town, any remaining balance of the Escrow Deposit shall be returned to the District within thirty (30) days.

## **6. Safety, Liability, and Indemnification.**

At all times during which the District is performing work within the Town of Algoma right-of-way, whether emergency or non-emergency, the District shall be solely responsible for implementing, maintaining, and enforcing all necessary safety controls. This includes, but is not limited to, traffic control measures, barricades, signage, lighting, and compliance with all applicable federal, state, and local safety regulations.

The District shall defend, indemnify, and hold harmless the Town, its officers, officials, employees, insurers, and agents from and against any and all claims, demands, damages, losses, liabilities, costs, or expenses, including reasonable attorney fees, arising out of or related to injuries to persons or damage to property caused by or resulting from the District’s activities, operations, or work within the right-of-way, except that the District shall have no obligation to indemnify the Town to the extent a claim is caused by the Town’s negligence. The District’s duty to defend shall apply upon assertion of a covered claim, subject to reallocation of defense costs to the extent it is determined that the claim, loss, or damage is attributable to the negligent acts or omissions of the Town. The Town shall not be obligated to pay any costs for defense or settlement allocating any portion of liability to the Town without the consent of the Town.

**7. Non-Waiver of Government Immunity & Liability Limits.**

No provision contained in this Memorandum of Understanding is intended to waive or estop either the Town or the District, or their respective insurers to rely upon the limitations, defenses, and immunities within Sections 345.05 and 893.80 Wis. Stats. To the extent indemnification is available and enforceable, neither party shall be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.

**8. ROW Restoration Responsibilities.**

The District shall complete all necessary ROW repairs and restoration resulting from its work in conformance with established Town standards. The Town agrees it will not contract for ROW restoration without first providing notice to the District and allowing the District a reasonable opportunity to complete the work to Town standards. If the District fails to complete restoration within a reasonable timeframe, the Town may perform the work and recover its costs from the District.

**9. Maintenance Period.**

The Parties agree that the District shall be responsible for maintenance of restored ROW areas for a period of one (1) year.

**10. General Provisions.**

This MOU reflects the current understanding of the Parties and is intended to prevent misunderstandings regarding ROW operations. It may be amended only by written agreement signed by both Parties. This MOU does not supersede applicable state law or municipal ordinances unless expressly stated.

**11. Termination by Town for Breach.**

In the event the District breaches any provision of this MOU, the Town may terminate the MOU upon thirty (30) days' written notice to the District. Notwithstanding the foregoing, the Town may terminate this Memorandum of Understanding immediately upon written notice if the breach involves public safety, failure to maintain required safety controls, failure to restore the right-of-way after providing a right to cure, or any other violation that, in the Town's reasonable determination, poses an immediate risk to persons or property. Termination under this section shall be in addition to, and not in limitation of, any other remedies available to the Town at law or in equity.

**12. Expiration and Renewal.**

This MOU shall commence upon execution by both Parties and shall remain in effect through December 31, 2027, unless earlier terminated in accordance with this Memorandum of Understanding. The MOU may be renewed thereafter by mutual written agreement of the Parties for successive two (2) year increments.

**Town of Algoma**

**Algoma Sanitary District**

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**Joel Rasmussen, Town Chair**

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**Chad Hayes, Sanitary District President**



## AGENDA MEMORANDUM

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

**From:** Maggie Mahoney, Administrator

**Date:** April 21, 2026

**RE:** Appointments

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**SUMMARY:** The following appointments are being made. Some require action and others do not as noted below:

**i. Discussion and possible action: Planning Commission Members**

The Town Chair recommends approval of the following appointments for the two member positions with terms expiring in April 2026. *The terms for both of these positions are 3 year terms.*

Sherri Maruska

Loren Potter

Should the Town Board the following motion may be made:

*"Motion to approve Sherri Maruska and Loren Potter for Planning Commission appointments for three year terms starting May 1, 2026 and expiring April 2029."*

**ii. Discussion and possible action: Confirm Fire Chief Kevin Sawicki**

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

*"Motion to confirm the annual appointment of Fire Chief Kevin Sawicki."*

**iii. Discussion Only: Town Board Members on Commissions and Committees**

**Planning Commission:**

Daniel Martin for a term of one year expiring in April 2027.

**Board of Review:**

Michael Brooks for a term of one year expiring April 2027.

**ATTACHMENTS:** None



## AGENDA MEMORANDUM

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

**From:** Jason Loduha, Public Works Director

**Date:** April 21, 2026

**RE:** 2025 MS4 Annual Report

---

**SUMMARY:** The MS4 annual report is a document that municipalities with Municipal Separate Storm Sewer Systems (MS4s) are required to submit annually to the WDNR to document their progress and compliance with stormwater permit requirements, including details on stormwater management programs and activities.

The town's report for 2025 was submitted by the due date of March 31. It is attached for your reference.

**RECOMMENDED ACTION:** None, for discussion only.

**ATTACHMENTS:**

1. Town of Algoma 2025 MS4 Annual Report

# Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

## Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

**Project Name:** 2025 Annual Report

**County:** Winnebago

**Municipality:** Algoma Town

**Permit Number:** S050075

**Facility Number:** 31075

**Reporting Year:** 2025

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

## Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

### Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Construction Site Pollution Control Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Pollution Prevention Annual Report Summary
    - Leaf and Yard Waste Management
    - Municipal Facility (BMP) Inspection Report
    - Municipal Property SWPPP
    - Municipally Property Inspection Report
    - Winter Road Maintenance
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
  - Storm Water Management Program
    - Public Education and Outreach Program
    - Public Involvement and Participation Program
    - Illicit Discharge Detection and Elimination Program
    - Construction Site Pollutant Control Program
    - Post-Construction Storm Water Management Program
    - Pollution Prevention Program
      - Municipal Storm Water Management Facility (BMP) Inventory
      - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  - Total Maximum Daily Load documents (*\*If applicable, see permit for due dates.*)
    - TMDL Mapping\*
    - TMDL Modeling\*
    - TMDL Implementation Plan\*
    - Fecal Coliform Screening Parameter \*
    - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
    - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

## Municipal Contact Information- Complete

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

**Note:** Compliance items must be submitted using the Attachments tab.

### Municipality Information

**Name of Municipality** Algoma Town

**Facility ID # or (FIN):** 31075

**Updated Information:**

☐ Check to update mailing address information

**Mailing Address:** 15 N Oakwood Road

**Mailing Address 2:**

**City:** Algoma Town

**State:** WI

**Zip Code:** 54904

xxxxx or xxxxx-xxxx

### Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☒ Select to **create new** primary contact

**First Name:** Jason

**Last Name:** Loduha

☒ Select to **update** current contact information

**Title:** Public Works Directo

**Mailing Address:** 15 N. Oakwood Road

**Mailing Address 2:**

**City:** Oshkosh

**State:** WI

**Zip Code:** 54904

xxxxx or xxxxx-xxxx

**Phone Number:** 920-235-3789

Ext:

xxx-xxx-xxxx

**Email:** Publicworks@townofalgoma.org

### Additional Contacts Information (Optional)

☐ I&E Program

☐ IDDE Program

☐ IDDE Response Procedure Manual

**Individual with responsibility for:  
(Check all that apply)**

- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☒ Pollution Prevention Program
- ☒ Post-Construction Program
- ☐ Winter roadway maintenance

**First Name:** Mathew

**Last Name:** Goldthwaite

**Title:** Erosion Control Tech

**Mailing Address:** 112 Otter Avenue

**Mailing Address 2:**

**City:** Oskosh

**State:** WI

**Zip Code:** 54904      xxxxx or xxxxx-xxxx

**Phone Number:** 920-232-3344      Ext:      xxx-xxx-xxxx

**Email:** mgoldthwaite@winnebagoountywi.gov

**Municipal Billing Contact Person (Authorized Representative for MS4 Permit)**

☒ Select to **create new** Billing contact

**First Name:** Jason

**Last Name:** Loduha

☒ Select to **update** current contact information

**Title:** Public Works Director

**Mailing Address:** 15 N. Oakwood Road

**Mailing Address 2:**

**City:** Oshkosh

**State:** WI

**Zip Code:** 54904      xxxxx or xxxxx-xxxx

**Phone Number:** 920-235-3789      Ext:      xxx-xxx-xxxx

**Email:** Publicworks@townofalgoma.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes    ☐ No

☒ Public Education and Outreach    Northeast Wisconsin Stormwater Consortium

☒ Public Involvement and Participation    Northeast Wisconsin Stormwater Consortium

☒ Illicit Discharge Detection and Elimination    McMahon Associates

☒ Construction Site Pollutant Control    Winnebago County Planning and Zoning Department

- ☒ Post-Construction Storm Water Management Winnebago County Planning and Zoning Department
- ☒ Pollution Prevention
- ☒ Storm Water Management Facility Inspections: McMahon Associates-Winnebago County Planning and Zoning Dept.
- ☐ Public Works Yards and Other Municipally Owned Properties: \_\_\_\_\_
- ☒ Street Sweeping/Cleaning Program: Winnebago County Planning and Zoning Department
- ☐ Catch Basin Sump Cleaning Program: \_\_\_\_\_
- ☒ Leaf Collection Program: Private Contractor - The Grounds Guys
- ☒ Winter Road Management: Winnebago County Planning and Zoning Department
- ☒ Internal Staff Education & Communication: Public Works Director
- ☒ Storm Sewer System Map: McMahon Associates and McMahon Associates

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes ☐ No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

| Public Education and Outreach Delivery Mechanisms (Active and Passive)                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Active/Interactive Mechanisms                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Passive Mechanisms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> Education activities (school presentations, summer camps)<br><input type="checkbox"/> Information booth at event<br><input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)<br><input type="checkbox"/> Government event (public hearing, council meeting)<br><input type="checkbox"/> Workshops<br><input type="checkbox"/> Tours<br><input checked="" type="checkbox"/> Other: <input type="text" value="Town Board presentation"/> | <input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)<br><input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.<br><input type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)<br><input type="checkbox"/> Social media posts<br><input type="checkbox"/> Signage<br><input checked="" type="checkbox"/> Website<br><input checked="" type="checkbox"/> Other: <input type="text"/> |

| Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Target Audience                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Illicit discharge detection and elimination<br><input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing<br><input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application<br><input type="checkbox"/> Stream and shoreline management<br><input type="checkbox"/> Residential infiltration<br><input type="checkbox"/> Construction sites and post-construction storm water management<br><input checked="" type="checkbox"/> Pollution prevention<br><input type="checkbox"/> Green infrastructure/low impact development<br><input checked="" type="checkbox"/> Other: <input type="text" value="Iron Enhanced Sand Filter"/> | <input checked="" type="checkbox"/> General Public<br><input checked="" type="checkbox"/> Public Employees<br><input checked="" type="checkbox"/> Residents<br><input checked="" type="checkbox"/> Businesses<br><input checked="" type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input checked="" type="checkbox"/> Public Officials<br><input type="checkbox"/> Other: <input type="text"/> |

- e. Will additional information/summary of these education events be attached to the annual report?  
☒ Yes ☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

**Minimum Control Measures - Section 2 : Complete****2. Public Involvement and Participation**

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

| Topics Covered                                                                                                                                                                                                                                                                     | Target Audience                                                                                                                                                                                                                                                                                                                                                                                                    | Estimated People Reached (Optional) | Regional Effort (Optional)                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> MS4 Annual Report<br><input type="checkbox"/> Storm Water Management Program<br><input type="checkbox"/> Storm Water related ordinance<br><input checked="" type="checkbox"/> Other:<br><input type="text" value="Iron Enhanced Sand Filter"/> | <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/><br>Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input checked="" type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input checked="" type="checkbox"/> Public Officials<br><input type="checkbox"/> Other | 51-100                              | <input type="radio"/> Yes <input checked="" type="radio"/> No |

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☒ NA (Individual Permittee)

| Topics Covered        | Target Audience                                                                                                                                                                                                                                                                                                                                                        | Estimated People Reached (Optional) | Regional Effort (Optional)                         |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------|
| Volunteer Opportunity | <input type="checkbox"/> General Public<br><input type="checkbox"/> Public Employees<br><input type="checkbox"/> Residents<br><input type="checkbox"/> Businesses<br><input type="checkbox"/> Contractors<br><input type="checkbox"/> Developers<br><input type="checkbox"/> Industries<br><input type="checkbox"/> Public Officials<br><input type="checkbox"/> Other | Select...                           | <input type="radio"/> Yes <input type="radio"/> No |

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

**Minimum Control Measures - Section 3 : Complete****3. Illicit Discharge Detection and Elimination**

|                                                                     |                                 |
|---------------------------------------------------------------------|---------------------------------|
| a. How many total outfalls does the municipality have?              | <input type="text" value="59"/> |
| b. How many major outfalls does the municipality have?              | <input type="text" value="14"/> |
| c. How many outfalls did the municipality evaluate as part of their | <input type="text" value="15"/> |

routine ongoing field screening program?

- d. From the municipality's routine screening, how many were confirmed illicit discharges?
- e. How many illicit discharge complaints did the municipality receive?
- f. From the complaints received, how many were confirmed illicit discharges?
- g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation

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

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Winnebago County monitors and issues citations for any construction site within the Town. Staff from McMahon Associates conduct the annual field screening program and report results of any issues.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 4 : Complete

### 4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- ☒ Verbal Warning

- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation
- ☒ Stop Work Order
- ☒ Forfeiture of Deposit
- ☐ Other - Describe below

|   |
|---|
| 0 |
| 2 |
| 0 |
| 0 |
| 0 |
| 0 |
|   |

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Staff from Winnebago County Planning and Zoning monitor and issue citations as necessary for any construction within the Town. Contracted engineers provide oversight and suggest the need for any corrective action based on their county reports.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 2  
\*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 11  
Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No
- e. Does MS4 have maintenance authority on these privately owned BMPs?  
☒ Yes ☐ No
- f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- |                                                                       |   |
|-----------------------------------------------------------------------|---|
| <input checked="" type="checkbox"/> Verbal Warning                    | 0 |
| <input checked="" type="checkbox"/> Written Warning (including email) | 0 |
| <input checked="" type="checkbox"/> Notice of Violation               | 0 |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation           | 0 |

|                                                            |                                |
|------------------------------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Forfeiture of Deposit  | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Complete Maintenance   | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below            | <input type="text"/>           |

- g. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Winnebago County oversees and monitors post-construction storm water management for the Town.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices.
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- Basin structure, outfalls, and inlets, as well as the overall condition and any need for maintenance such as trapping muskrats, weed and invasive eradication, etc.
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Check for sediment buildup, erosion, clogging, drainage issues, vegetation condition, debris, and structural damage to ensure the practice works properly and identify maintenance needs.

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)\* ☒ Not Applicable

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- i. Did the municipality conduct street sweeping during the reporting year?
- ☒ Yes ☐ No

- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- ☒ Yes - Explain frequency monthly May to September and as needed in the fall
- ☐ No - Explain \_\_\_\_\_
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No
- w. Where are the residents directed to store the leaves for collection?
- ☐ Pile on terrace ☐ Pile in street ☒ Bags on terrace
- ☐ Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?
- Eleven times from April through November
- y. Is collection followed by street sweeping? ☒ Yes ☐ No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

The town contracted with Grounds Guys to collect residential yard waste bags eleven times in 2025 for a total of 220 tons.

Winter Road Management ☐ Not Applicable

\*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.)

- ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

| Product              | Oct                            | Nov                            | Dec                             | Jan                             | Feb                              | Mar                             |
|----------------------|--------------------------------|--------------------------------|---------------------------------|---------------------------------|----------------------------------|---------------------------------|
| <u>Salt</u>          | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="19"/> | <input type="text" value="10"/> | <input type="text" value="11"/>  | <input type="text" value="18"/> |
| <u>Salt/sand mix</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="42"/> | <input type="text" value="51"/> | <input type="text" value="104"/> | <input type="text" value="0"/>  |

Liquids (gallons) (ex. brine)

|              | Oct                            | Nov                            | Dec                              | Jan                              | Feb                               | Mar                              |
|--------------|--------------------------------|--------------------------------|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <u>Brine</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="378"/> | <input type="text" value="605"/> | <input type="text" value="1026"/> | <input type="text" value="220"/> |

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No

- ad. Have municipal personnel attended salt reduction strategy training in ☒ Yes ☐ No the reporting year?

| Training Date | Training Name               | # Attendance |
|---------------|-----------------------------|--------------|
| 12/3/2024     | Winnebago Winter Safety Day | 55           |

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

The town contracts with the Winnebago County Highway Department for snowplowing and winter road maintenance. A private contractor plows snow on municipal properties and cul-desacs and does not apply salt, sand or brine.

### Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ☐ Yes ☒ No

If yes, describe what training was provided (250 character limit):

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Town Board members at regular monthly board meetings

Municipal Officials

Planning Commission members at their scheduled meetings

Appropriate Staff ( such as operators, Department heads, and those that interact with public)

Town Administrator, Public Works Director

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The town has a very small staff so education is completed one on one, publications, and resources offered by NEWSC.

Form 3400-224 (R8/2021)

## Minimum Control Measures - Section 7 : Complete

### 7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☐ Yes ☒ No

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☐ Storm pipes

- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Excel Underground handles Town's location tickets and maintains the storm sewer map. McMahon updated Town's BMP Inventory mapping under a UNPS&SW Planning grant

**Final Evaluation - Complete****Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

| <b>Annual Expenditure</b><br>Reporting Year | <b>Budget</b><br>Reporting Year | <b>Budget</b><br>Upcoming Year | <b>Source of Funds</b> |
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|
|---------------------------------------------|---------------------------------|--------------------------------|------------------------|

**Element:** Public Education and Outreach

|     |      |      |                             |
|-----|------|------|-----------------------------|
| 500 | 2000 | 2000 | <u>General revenue fund</u> |
|-----|------|------|-----------------------------|

**Element:** Public Involvement and Participation

|     |      |      |                             |
|-----|------|------|-----------------------------|
| 500 | 1000 | 1000 | <u>General revenue fund</u> |
|-----|------|------|-----------------------------|

**Element:** Illicit Discharge Detection and Elimination

|      |      |      |                             |
|------|------|------|-----------------------------|
| 2900 | 5000 | 5000 | <u>General revenue fund</u> |
|------|------|------|-----------------------------|

**Element:** Construction Site Pollutant Control

|      |      |      |                             |
|------|------|------|-----------------------------|
| 2000 | 2500 | 2500 | <u>General revenue fund</u> |
|------|------|------|-----------------------------|

**Element:** Post-Construction Storm Water Management

|      |      |      |                             |
|------|------|------|-----------------------------|
| 3500 | 3500 | 3500 | <u>General revenue fund</u> |
|------|------|------|-----------------------------|

**Element:** Pollution Prevention

|      |      |      |                             |
|------|------|------|-----------------------------|
| 1000 | 1000 | 1000 | <u>General revenue fund</u> |
|------|------|------|-----------------------------|

**Other (describe)**

|                                                                |  |  |  |
|----------------------------------------------------------------|--|--|--|
| Update of 2018 Stormwater Plan (WDNR Grant and Gen Fund match) |  |  |  |
|----------------------------------------------------------------|--|--|--|

|       |       |       |                             |
|-------|-------|-------|-----------------------------|
| 19600 | 43200 | 43200 | <u>General revenue fund</u> |
|-------|-------|-------|-----------------------------|

**Other (describe)**

|                     |  |  |  |
|---------------------|--|--|--|
| Storm Sewer Mapping |  |  |  |
|---------------------|--|--|--|

|      |      |      |                             |
|------|------|------|-----------------------------|
| 2000 | 3000 | 3000 | <u>General revenue fund</u> |
|------|------|------|-----------------------------|

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

**Water Quality**

**a:** Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure      If Yes, explain below:

**b:** Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure      If Yes, explain below:

**c:** Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

**d:** Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

### Storm Water Quality Management

**a.** Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

**b.** If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

### Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

**Requests for Assistance on Understanding Permit Programs**

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☒ Public Education and Outreach
- ☒ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

**Required Attachments and Supplemental Information**

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

**\*Required Item**

**Note:** To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

**Attach - Other Supporting Documents**

AR EO

 File Attachment

[All NEWSC Fliers in front office 2025.pdf](#)

AR EO

 File Attachment

[Water Quality Resources town website.pdf](#)

AR EO

 File Attachment

[T. Algoma TMDL Planning Presentation 2026-02-18.pdf](#)

AR EO

 File Attachment

[Fox-Wolf Watershed.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

**Attach - Permit Compliance Documents**

IDDE Program

 File Attachment

[2025 ILLICIT DISCHARGE DETECTION.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

**Sign and Submit Your Application**

**Steps to Complete the signature process**

- 1. Read and Accept the Terms and Conditions
- 2. Press the Submit and Send to the DNR button

**NOTE:** For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

**Terms and Conditions**

**Certification:** I hereby certify that I am an authorized representative of the municipality covered under Algoma Town MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☒ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority ( Form 3400-220 ) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

|               |                       |
|---------------|-----------------------|
| <b>Name:</b>  | Jason Loduha          |
| <b>Title:</b> | Public Works Director |

Authorized Signature.  
☒ I accept the above terms and conditions.

Signed by : i:05.t|mywisconsin id|publicworks@townofalgoma.org on 2026-03-2...  
**You have already signed and submitted this application to the DNR.** Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.