

**Date:** April 15, 2020  
**To:** Town Chairman and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

\*\*\*\*\*

**A. Parks and Recreation Update**

McMahon Associates prepared a draft concept plan for Town Hall Park. *A copy of the concept plan is provided with this report.* Please let me know your thoughts as soon as possible so a cost estimate can be given for the park improvements. I will work with Chair Rasmussen and Treasurer Drexler to ensure there is money in the budget in which to provide the 50% grant match requirement, if the town is successful in receiving the grant funds. At this point, the grants are still due to the WDNR by May 1<sup>st</sup>.

**B. Update on 2019 Projects to be Completed**

As spring approaches, there are a few left-over projects from 2019 that need to be completed. They include crack filling and sealing of several streets, curb repair in Belle Haven, ditching on Collier Court, and the drainage project that encompasses Sheldon Drive, Kewaunee Street, Scenic Drive, Brooks Lane, and Milford Drive.

**C. Omro Road Reconstruction Update**

Design work on Omro Road continues to move forward. A final plan was completed by engineers from McMahon Associates. That plan will be provided to all the utility providers so they can begin designing/engineering their relocation plans. There will be a second public meeting scheduled as soon as possible to give the public an opportunity to view the final engineering plan and to ask questions. The Town continues to be in communication with the Sanitary District regarding their water and wastewater lines within the Omro Road right of way. The board needs to approve the Omro Road Plat to begin acquiring temporary and permanent construction easements and to purchase land for the town's 66' right-of-way. *The following link can be used to access the current road plans and the RW Plat:* <http://files.mcmgrp.com/public/87adce>. In addition, the Town Board needs to approve the Certified Survey Map (*in the packet*) for the creation of an Outlot to construct a detention pond on the Jay and Dina Jones Property (Parcel #002-01440301).

**D. MS4 Annual Report Approval**

Each year, the Town is required to complete and submit its annual Municipal Separate Storm Sewer System (MS4) Report to the Wisconsin Department of Natural Resources. Municipalities, such as the Town of Algoma, are permitted under the MS4 Wisconsin Pollutant Discharge Elimination System (WPDES) because it discharges pollutants to Lake Butte des Morts and the various streams running through the Town. Within Algoma's 2018 Stormwater Management there are a series of goals and measures the Town is working towards meeting. Those five areas are: Public Education and Outreach; Public Involvement and Participation; Illicit Discharge Detection and Elimination; Construction Site Pollution Control; and Post-Construction Stormwater Management. Phil Kleman from McMahon Associates assisted with the completion of the report. *A full draft report is provided in this packet.*

**E. Mill and Pave Bid Approval**

Aside from ongoing maintenance of streets and ditches, the Town has taken the approach of approving one larger road repair project and one more comprehensive drainage project each year. In 2020, the street repair project includes milling and repaving Oakwood Road between SR21 and Omro Road; milling and paving of Tammy Road; and milling and paving of Wylde Oak Drive between Scenic Road and Westmoor Drive. The constructions bids were due April 9<sup>th</sup> and handled by McMahon Associates. *Information for the three bidding companies is enclosed.* After reviewing the three project bids, Phil Kleman recommends approving the bid from Kartechner Brothers, LLC in the amount of \$97,145.00. The Town received a Local Road Improvement grant in the amount of \$23,000 that will be applied to that total cost. The milling and paving of these three roads will be completed by early summer.

**F. Jones Pond Construction Bid Approval**

The process to obtain construction bids was handled by McMahon Associates. The bid deadline was April 2<sup>nd</sup>. *Information for the five bidding companies is enclosed.* After reviewing the five project bids, Phil Kleman recommends approving the bid from Advance Construction, Inc. in the amount of \$221,779.48. Construction will begin in June with most of the pond completed by November. Final planting and landscaping will be completed in the spring of 2021.