

**Date:** August 13, 2020  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. Construction of Jones Pond**

The dry and warm weather has allowed the contractor to complete the construction phase of the pond a few weeks ahead of schedule. The outer areas of the pond have been graded, top dressed with topsoil, and seeded. The required plantings and final site restoration will be done in the spring of 2021. Jones Pond is designed to take and treat stormwater from the western end of Omro Road once it is reconstructed next year.

**B. Lakevista Estates**

The large detention pond and the roads are nearing completion so residential construction can begin. The developers plan to start building a spec home at the corner of Kelsea Way and Addie Parkway now that Kelsea Way has been proof rolled and covered in gravel. There has been a great deal of interest in Lakevista Estates up to this point and that is certain to grow once the first few homes are built.

**C. Honey Creek Pond and Dam Update**

A meeting with the former Honey Creek Homeowners Association members (39 properties) has been scheduled for Monday, August 17<sup>th</sup> at 6:30 pm. Town Board members are encouraged to attend. If individuals are not comfortable meeting in-person, arrangements will be made to meet with them individually, in small groups, by phone, or via email. As noted previously, the meeting is an opportunity to gain their thoughts and ideas on the Town acquiring Honey Creek Pond and Dam for its stormwater management goals. If acquired, the town would then be responsible for maintaining the pond and dam and scheduling the required inspections on the dam.

**D. Parks Update**

The three parks are looking good with the hiring of the new Building and Grounds position. A new utility shed was brought in and placed by the porta john shelter at Jones Park. It will also have electricity to charge tools and have the space to store supplies and to work on anything that breaks at the park. There has been interest among residents who intend to buy and plant a tree at Jones Park through the Memorial Tree Program. The Jones Park Donation brochure is available at Jones Park, as well as Town Hall. Anyone who would like to donate to Jones Park can do so through the Oshkosh Area Community Foundation.

**E. Meeting at Bellhaven Estates**

Phil Kleman (our Town engineer) and I met with residents residing in Bellhaven Estates on July 23<sup>rd</sup> to discuss their poor drainage issues. Phil presented the process that was followed for the remediation of drainage problems on Sheldon Drive. They recently conducted a survey of residents to identify where the greatest drainage problems are located and how long they have been in existence. Phil will evaluate those locations and have a survey crew take

some topographical readings in a few locations that have the greatest drainage issues. There is a dry pond on the end of Bellhaven Lane that may need some modifications to aid in the drainage. Future meetings will be scheduled as necessary.

**F. Staff Recruitments**

The third recruitment for a Road and Drainage Coordinator (formerly Maintenance Coordinator) was not successful. A solution may be to bring in an intern to train and eventually handle these issues.

**G. Project Updates**

The milling and paving of N. Oakwood Road, Tammy Road, and a portion of Wylde Oak Drive was completed in July. Asphalt patching of several streets that deteriorated over this past winter will be done later this month. The Winnebago County Highway Department is working on several maintenance projects, including installing new signs, cleaning out ditches, trimming trees, and replacing culverts. Fahrner Asphalt Sealers has been hired to crack seal and seal coat several cul-du-sacs and short stretches of street throughout the Town. These projects will help maintain Town roads but work will need to be done every year to improve and maintain the roads. Bids came back on August 13<sup>th</sup> for the Nelson Road drainage easement project. The lowest bid was nearly \$100,000, plus there will be additional costs for engineering and utility relocations or modifications. That bid is higher than anticipated, so the approach may be to allocate any carryover funds from this year's budget to the project with the remaining amount included in the 2021 budget.

**H. Comprehensive Plan Update**

The next meeting of the Comprehensive Planning Committee has been scheduled for Monday, August 24<sup>th</sup> at 6:00 p.m. All of the chapters have undergone major edits to include the goals and strategies and future land use map. The committee will review half of the chapters at this upcoming meeting and the future land use map. The remaining chapters, the revised future land use map, and implementation strategies will be reviewed at the September meeting. A full draft of the plan will be available for review at the Intergovernmental Meeting schedule for late September/early October. The Town Board is scheduled to approve the plan at their meeting in November or December.

**I. Economic Development Committee**

The committee is looking to begin meeting on a more regular schedule due to some potential economic development projects on the horizon. The committee has at least four openings. If you know of anyone interested in serving on the committee, please have them contact me for more information.

**J. Omro Road Reconstruction Update**

The final design alterations for Omro Road are being made and will be completed by the end of summer. Some 75 percent of the property owners on Omro Road have returned their compensation forms. WisDOT engineers will be approving the final design plan by late fall. WisDOT staff will then oversee the project with it going out for bid in early and bid openings schedule for March 2021. Construction is scheduled to start around May 1<sup>st</sup> with the bulk of construction completed by the end of November.

**K. Grass and Weeds Ordinance**

There are several vacant properties that need to be mowed and maintained. *The Town's current ordinance is attached.* The issue with the current ordinances is how to resolve the situation when the Town does not have its own department of public works with the capacity to mow these lots. *Also provided is a grass ordinance from the City of Ripon that very clearly describes the process.* I will be communicating with the Town's attorney on how to better clarify the Town's ordinance and how to enforce it.

**L. 2021-2024 Capital Improvement Plan**

Several future capital improvement projects have been identified and will be included in the 2021-2024 Capital Improvement Plan (CIP). A draft of the CIP will be discussed at the next 2021 budget workshop scheduled for October.