

Date: December 18, 2019
To: Town Chairman and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Outreach Activities

During this past month, I contacted a number of individuals who I will be working with on a continued and/or by project basis. I was able to schedule several in-person meetings during the past month, including the Oshkosh Chamber of Commerce, City of Oshkosh, Ray Palonen, Kevin Mraz, Craig Schuh from Ayers Associates, and staff from McMahon Group. I attended the New North Summit on December 5th in Green Bay and the Greater Oshkosh EDC End-of-Year Event on December 11th with Chair Rasmussen.

B. Comprehensive Plan Update

I met with Eric Fowle on November 27th to establish a schedule to complete the town's comprehensive plan. Several elements of the plan are still in draft format. I will edit portions of the elements before the committee's next meeting in January.

C. Marketing and Website Updates

Brian Mayer from Blue Door Consulting will be working with a small working group to create the town's new website. The town allocated \$4,000 to build the website and is the next step in executing the town's marketing plan. In addition, I have been working with staff at Image 360, Inc. in Oshkosh to provide some ideas and costs on new "Welcome to the Town of Algoma" signs to be installed at the main routes coming into the town. They will contain the logo and colors approved for all town marketing materials. The old wood sign in the green space between Omro Road and SR 21 will be removed once the new signs are installed.

D. Omro Road Updates

Design work on Omro Road continues to move forward. The McMahon Group developed the scope of work for the construction, as well as providing technical support for the funding and design process. Staff from McMahon worked with PSI-Intertek, Inc. to complete the soil borings for the proposed Jones Pond, which occurred on December 7th.

E. Honey Creek Pond and Dam

Town Attorney, Emily Dunham, was able to provide me a good overview of where the Honey Creek Pond and Dam situation stands in terms of current ownership and the possible transfer of ownership and ongoing maintenance of the pond and dam to the town as part of the Omro Road reconstruction project. Ms. Dunham has prepared an updated status letter regarding the pond and dam.

F. Jones Park and Town Hall Park

Craig Schuh from Ayers Associates, along with Chair Rasmussen and myself, conducted a site review of Jones Park on December 4th to identify solutions for drainage that has been a

persistent issue in the middle of the park. Craig took several photos and will work with his landscaping team at Ayers to identify solutions for the drainage problems. The wood chips have been added in the play area of Town Hall Park. Even though additional landscaping is needed, it can be used by the public in the meantime. Staff are working on plaques acknowledging the generous donations made by individuals to both Jones and Town Hall Parks. Some of these items will be on the January Parks Committee agenda.

G. Wisconsin DOT Grant Application

The town submitted an application on December 6th to the Wisconsin Department of Transportation for funding of Leonard Point Road improvements through the department's 2020-2012 Multimodal Local Supplement grant. This one-time program has a total allocation of \$73 million with \$28.7 million earmarked for towns. Rich Glen from JT Engineering, Inc. assisted the town in submitting the application for Leonard Point Road with a total funding request of \$6.7 million. If the town is successful in receiving the grant, it is a 90% grant and 10% local match requirement. Competition for the funding is expected to be very strong since there is very limited funding and all towns in the state are eligible to apply.

H. Lakevista Estates

Through various communications received over the past week, it was stated that the Lakevista Estates development will start sometime in 2020. Several people have expressed interest in the development, and it will be a good addition to the town.

I. Staffing Update

Rhonda Schrage has been hired as the town's new permanent administrative assistance. Rhonda has worked in a full-time temporary capacity for the past several weeks. She comes to us with a great deal of administrative experience, which will be valuable with several projects starting in 2020 and four elections.