

Date: February 19, 2020
To: Town Chairman and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Property Purchase from Jay and Dina Jones for Detention Pond

An offer to Purchase in the amount of \$37,800 was presented to Jay and Dina Jones to purchase a 1.08-acre parcel for the construction of a detention pond as part of the Omro Road Reconstruction project. The offer is contingent upon approval by the electorate and board. Phil Kleman from McMahan is preparing bid paperwork so construction can begin this summer. A majority of the pond is scheduled to be completed by late fall.

B. Lakevista Estates

Construction on Lakevista Estates started this month. The lots and roads have been surveyed and excavation of the roads is underway. The utilities will be installed this spring. The sale of lots will also start this spring, as well as the duplexes/condos. There has been a great deal of interest shown in purchasing lots within the development. A timetable for development has been provided with this report.

C. Town of Algoma Emergency Response Plan

Winnebago County has begun updating their Natural Hazards Mitigation Plan encompassing the years 2015-2019. Linda Kollmann, Emergency Management Director, provided each community with a new template for updating their respective Emergency Management Plans. The town's current Emergency Management Plan is from 2011. Chief Groth will be assisting me in completing the town's plan. Once the plan is in full draft form, staff and board members will be able to provide their comments before the board approves the plan this spring.

D. Comprehensive Plan Update

The Comprehensive Plan Committee met on February 12th. A summary of where each of the plan elements are at this time is provided for our review. The updated plan is still on schedule to be adopted later this fall.

E. Marketing and Website Updates

Staff from Blue Door Consulting have been assisting the town with the update to its website. They have been able to transfer much of the current website's content to the new site and have begun reformatting the menus and pages. The Website Committee met February 11th with Blue Door Consulting staff to provide input on some remaining formatting and content questions. The new website will be launched in March. There was some discussion on other social media options, such as a Facebook page, as well as a quarterly or bi-annual electronic or print newsletter.

F. Honey Creek Pond and Dam Update

Emily Dunham, Town Attorney, has prepared a draft letter to be sent to the 39 homeowners identified as being members of the now dissolved homeowner's association. Phil Kleman will be providing his input, and I will ask Clerk Deb and Chair Rasmussen to provide input before the letter is mailed to those residents. An information meeting is planned for the middle of March to discuss the town's plans for the pond and dam and ask for their thoughts.

G. Parks and Recreation Update

The Parks Committee is scheduled to meet on February 29th. The committee has a long list of items to discuss including landscaping, plaques and bench engravings, drainage, along with some minor clean up and repairs to the town's park and recreation areas. There are funds available through the Wisconsin Department of Natural Resources' Stewardship and Recreational Trails Programs for improving the recreational facilities. Grant applications are due May 1st. The funding is very competitive so a strong development/improvement plan with associated costs is a very important baseline in which to prepare and submit and an application. Fill and top soil from Lakevista Estates will be provided to finish the sledding hill at Jones Park.

H. Staffing Update

Chair Rasmussen and I have been working on a job description for a new Road and Drainage Coordinator equivalent type of position. Once issue has been how to incorporate weekend supervision of the town hall when it is being rented out by the public for events. Chief Groth said that those individuals covering weekend shifts for the fire department are willing to stop by the town hall to check and make sure everything is okay. My recommendation is that the town compensate these individuals for their time to make sure the facility is well maintained and operational.

I. Creation of the 2020 Projects List

A list of possible projects is being generated and will be discussed at the March meeting. It is important to use the town's limited financial resources to both maintain and improve the infrastructure and recreational assets.

J. Schedule for Completion of 2019 Projects

These include two maintenance projects that were not completed last year but are scheduled to be finished by early summer. They are the stormwater remediation project that included Sheldon Drive, Kewaunee Street, Scenic Drive, Brooks Lane, and Milford Drive, and crack filling and sealing on town roads to include Nelson Road.

K. Omro Road Reconstruction Update

Design work on Omro Road continues to move forward. There are a few remaining hurdles associated with the design of the roadway and to ensure the project meets a number of critical pre-construction deadlines during 2020. As an example, a meeting has been scheduled for February 20th with Oshkosh School District representatives to ensure the stretch of Omro Road along Oakwood Elementary School is completed in a safe and accommodating manner for buses, drivers, and students.