

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

\*\*\*\*\*

**A. McMahon Associates, Inc. 2020 General Engineering MOU**

Over the past several years, the town has requested McMahon Associates provide an annual General Engineering MOU to assist with smaller projects (generally less than a \$10,000 fee) on an as-needed basis. A copy of the 2020 General Engineering MOU that includes their General Terms & Conditions and 2020 Fee & Reimbursable Schedules is provided for your reference and files. Emily Dunham has reviewed the MOU and stated it looks good and now needs board approval.

**B. Property Purchase from Jay and Dina Jones for Detention Pond**

As part of the Omro Road Reconstruction project, four stormwater detention ponds are being proposed along this 1.8 mile stretch of roadway. The western most planned detention pond is the Jones Pond adjacent to the storage units on Omro Road. This parcel is owned by the Jones Family. Phil Kleman from McMahon Associates and myself met with Jay Jones on January 6<sup>th</sup> to discuss the detention pond and easement through his property for building of the pond. The town will need to purchase 1.08 acres from the Jones Family for the pond. The initial offer to purchase made by the town was \$35,000. With the added .08 acre, the total cost to purchase is \$37,800, which has been approved by Jay Jones. Emily Dunham is working with Phil Kleman and me to get everything together for the town board to approve the purchase of this property from the Jones Family. If the land is purchased at the February or March board meeting, bidding will take place this spring with a majority of the construction on the pond to be completed by late fall.

**C. Winnebago County Natural Hazards Mitigation Plan**

Emergency Management Department staff are getting ready to update the *Winnebago County Natural Hazards Mitigation Plan: 2015-2019*. I will be serving on the Steering Committee tasked with updating the plan. The town had four projects in the current plan with each noting an "ongoing" status. It is important to have the town projects listed in the plan and addressed as appropriate. If the projects are not in the plan, the county/town cannot apply for funding from the Federal Emergency Management Agency to address them.

**D. 2019 Stormwater Project Updates**

The stormwater remediation project included Sheldon Drive, Kewaunee Street, Scenic Drive, Brooks Lane, and Milford Drive. Phil Kleman, who is the lead engineer for the project from the McMahon, stated that there are a few items that need to be completed this spring that did not get completed last fall. This includes asphalt paving, landscaping, and addressing any exposed culvert tension rings.

**E. Comprehensive Plan Update**

The next meeting of the Comprehensive Plan Committee is scheduled for January 22nd. Several of the required nine plan elements are still in draft form. They need to be edited prior to a full draft of the plan is assembled and available for review and comment. I would like to see the plan adopted no later than this fall. It is important to have the comprehensive plan, which serves as the overarching vision for the town, completed before work begins on updates to other plans, such as the Parks and Open Space Plan and the town's section of the county's natural hazard mitigation plan, among others. East Central Regional Planning Commission has extended the end date of the planning contract from its original timeline of 3/1/18 to 10/31/19 without any additional expense to the town. The original contract for the commission to complete the town's comprehensive plan was \$31,500.

**F. Marketing and Website Updates**

Staff from Blue Door Consulting will be assisting the town with the update to its website. The town allocated \$4,000 for updating the website. However, the cost for a complete update is \$10,000. The added cost is necessary to redo the entire website with features that will enable staff to do most of the ongoing updates to the website. Staff ability to maintain the contents of the website will save time and money over the long run. The planned completion and launch date for the website is April 1st. It is important to keep the website fresh with current information, notices, photos, etc. to ensure it serves as both an informational and educational resource. A copy of the revised proposal is attached. On another marketing effort, staff from Design 360 are in the process of creating some new "Welcome to the Town of Algoma" sign options for the staff and board to review at a later date.

**G. Omro Road Updates**

Design work on Omro Road continues to move forward. A project meeting with all of the stakeholders is scheduled for January 16<sup>th</sup>. This meeting is to work out any remaining hurdles associated with the design of the roadway and to ensure the project meets a number of critical pre-construction deadlines during 2020. The *Public Involvement Plan* distributed at the open house in March 2019 has been provided with my report.

**H. Honey Creek Pond and Dam**

Emily Dunham, Town Attorney, provided an updated letter prior to the December board meeting regarding the ownership status of the pond and dam. Ms. Dunham recommended that if the town wants to proceed with inquiring about the purchase of the pond and dam the original mandatory 39 landowners would need to be contacted. I agree with her recommendation. Since the homeowner's association dissolved in 2012, there is a lingering question as to what entity is responsible for the ongoing maintenance of the pond and dam, as well as the process to turnover or sell the pond and dam to the town. The town's interest in the pond and dam is for two primary reasons: 1) the pond would serve to store and treat stormwater that would be channeled from the Omro Road Reconstruction project, and 2) safety. It is important that the dam is inspected on a regular basis and maintained as needed. A copy of the letter was distributed at the last meeting and another copy of the letter is provided also with my report.

**I. 2019 Traffic Speed Survey**

Due to citizen complaints about drivers speeding down streets and through neighborhoods, the town asked the Winnebago County Sheriff's Department to conduct several speed surveys during July and August, 2019. Lt. Justin England of the Sheriff's Department completed the survey and the data on his findings is provided. This information is for continued discussion on if and how the town can identify appropriate solutions to reduce driver speeds. One resident would like to see speed humps as one solution.

**J. Parks and Recreation Updates**

There are a number of items that need to be addressed in the parks and recreation areas (i.e. boat ramp and town hall trail) once the weather permits. They include landscaping, plaques and bench engravings, drainage, along with some minor clean up and repairs. There has been some discussion on the replacement of the wooden bike and pedestrian bridge that connects Rasmussen Road and Westbreeze Drive. If the board approves to move forward with replacing the bridge at a future meeting, it can be bid this year and replaced in 2021.

**K. Staffing Update**

The Road and Drainage Coordinator position has been vacant since September. Chair Rasmussen has been serving in this role since early fall and is addressing issues as they arise. There has been some discussion on what expanded responsibilities this new position would encompass now that Jones Park is finished, the Town Hall and Kewaunee Parks have added new play equipment, and there is no one available to oversee the Town Hall as more and more people rent it out for weekend events. If the position has more responsibilities, does it become a full-time position and will the town need to purchase a vehicle and some equipment in order for the person to perform his/her job duties?