

Date: July 9, 2020
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Omro Road Reconstruction Update

The final design alterations for Omro Road are being made and will be completed by the end of summer. Over half of the property owners on Omro Road have returned their compensation forms. Every property owner is compensated a negotiated amount for landscaping that will be removed during the construction, as well as the use of their property for reconstructing the road and installation of curb, gutters, and sidewalks. WisDOT engineers are required to approve the final design plan by late fall, and WisDOT staff will be putting the project out for bid in early 2021 with bid openings scheduled for February/March 2021. Construction is scheduled to start around May 1st.

B. Construction of Jones Pond

The contractors began work on Jones Pond the last week of June with most of the pond construction schedule to be completed this month weather permitting. The installation of the storm sewer pipe from Omro Road to the pond will be finished by mid-August. The final grading of the pond will take place this fall with the rough landscaping, including erosion controls completed by winter. The remaining plantings and site restoration will be done in the spring of 2021.

C. Parks Update

The three parks are looking good with the addition of new trees and mulch. 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 has been finished and is currently being printed. These brochures will be 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.

D. Meeting at Bellhaven Estates

Phil Kleman (our Town engineer) and I plan to meet with residents residing in Bellhaven Estates sometime this month or early August regarding their poor drainage issues. They are an interested and involved group of residents. Phil is presenting the process that was followed for the remediation of drainage problems on Sheldon Drive. They would like to continue the discussion on finding solutions to their drainage concerns and future meetings will be scheduled as necessary. In addition, a resident on Willow Way contacted me regarding the poor drainage issues on that street. I mentioned the Sheldon Road project to him. He thought it might be a good mitigation option for them and that he would help get his neighbors together to learn more about Sheldon Road and other drainage mitigation options.

E. Staff Recruitments

The third recruitment for a Road and Drainage Coordinator (formerly Maintenance Coordinator) is underway. The deadline for the Building and Grounds Position just closed and interviews will take place next week. The position will oversee maintenance at the three parks, public landing, wooden bridge, and Town Hall. There are grant funds available through the Wisconsin City/County Management Association to help pay for an intern. Two individuals have expressed an interest in an internship who are currently enrolled in UW-Oshkosh's Master's in Public Administration Program. An additional person to assist with both administrative and community responsibilities would be a great help with the Omro Road reconstruction project starting early next year.

F. Project Updates

The milling and paving of N. Oakwood Road, Tammy Road, and a portion of Wylde Oak Drive are schedule to be completed this month. The Town is currently soliciting bids for asphalt patching of several streets that deteriorated over this past winter. 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 additional work will need to be done next year. Several drainage projects are being considered for funding, and priority list is being developed. One or two of those projects may be completed this year dependent upon the level of funding remaining in the road maintenance budget.

G. Comprehensive Plan Update

A meeting schedule is being finalized for the completion of the Town's Comprehensive Plan update. Each of the chapters need to be edited, the implementation table finished, and the future land use map to be updated. A full draft of the plan will be available for review at the Intergovernmental Meeting schedule for late August/early September. The Town Board is scheduled to approve the plan at their meeting on October 21st.

H. 2021 Budget Preparation Schedule

Sue Drexler presented a tentative schedule of workshops and meeting to prepare the Town's 2021 budget. It is also important to prepare an update to the current Capital Improvement Program (CIP) during the budgeting process. A current CIP is often an important piece to have in place when applying for grants.