

Date: March 18, 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 an additional stormwater detention component of the Omro Road Reconstruction project. The offer was accepted on March 5th. The bidding for pond construction will take place this month with bid openings scheduled for next month. Construction will begin this summer.

B. Lakevista Estates

The development is moving along very quickly. The infrastructure is being installed at this time. The town has hired Ayers Associates to oversee the development to ensure the infrastructure is being installed according to the approved plans. The cost for this oversight is being paid for by the developers as outlined in the developer's agreement signed by the developers and the town.

C. Wisconsin DOT Grant Application

The town submitted an application to the Wisconsin Department of Transportation in December for funding of Leonard Point Road improvements through the department's 2020-2021 Multimodal Local Supplement grant. This one-time program had a total allocation of \$73 million with \$28.7 million earmarked for towns. Towns across Wisconsin submitted a total of 1,036 applications and only 84 were funded. The Town of Algoma was unsuccessful in receiving funding; however, a comprehensive budget and narrative have been prepared for any future grant applications or funding opportunities.

D. Marketing and Website Updates

The launch of the town's revamped website will take place later this month. Rhonda and I have had ongoing trainings from Blue Door Consulting staff on how to maintain the site. As board members, please let me know how you would like to be contacted by the public. The current option is for an individual to complete a short comment section that is submitted through a central intake portal. Their message is then directed to one or multiple board members. As a board member, you would then have the option to respond through the town provided email, personal email, or by a personal phone number. Fox Graphics has digitized the town's new logo and can embroidery it on any clothing item. If you as board members would like any clothing item embroidered with the town's logo, please let me know by the end of March. The larger the order the greater the savings to embroider each item.

E. Honey Creek Pond and Dam Update

A letter was sent to the 39 homeowners determined to be mandatory members of the Honey Creek Homeowners Association earlier this month. A public meeting with those residents will take place on March 23rd at 6:30 pm. here at the Town Hall. 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.

F. Parks and Recreation Update

The Parks Committee met on February 29th. The committee members did recommend that the board approve the building of a Gaga Pit in Jones Park by Ryan Gohde as part of his pursuit of an Eagle Scout Medal and Badge. The committee also recommended to the board to prepare one or two separate applications for state grant funding through the Wisconsin Department of Natural Resources to expand amenities at Town Hall Park and possibly Kewaunee Park. The committee will review a draft list of projects with estimated costs and maps at their March 25th meeting. The board will approve any applications for funding at their April 15th meeting. Grant applications are due to the WDNR by May 1st.

G. Weekend Coverage of Town Hall

As noted last month, Chief Groth confirmed that those individuals covering weekend shifts for the fire department are willing to check on the Town Hall during their scheduled Saturday and Sunday shifts. The Town Hall is rented most weekends, and it is important to have someone assigned who can stop by to make sure there are no problems. My recommendation is that the town compensate one individual \$40 each day for their time to make sure the facility is well maintained and operational. A list of responsibilities has been provided with this report. Rhonda Schrage will provide Chief Groth the rental schedule, and he can assign one person per shift to check on the Town Hall.

H. Committee Openings

There are two anticipated openings on the Planning Commission and one opening on the Parks Committee. The Economic Development Committee has not met in several months, but it can be expected that there will be openings on it as well once the committee begins a more consistent meeting schedule.

I. Position Description

A position description has been drafted for what was the former Road and Drainage Coordinator Position. A copy of the job description has been provided in this packet for your review and comment. Please provide your input and comment to me as soon as possible. I would like to get the position description finalized and posted by the mid-April with expected hiring by the end of May.

J. Town Hall Security Cameras

Estimates are being sought for installing security cameras at the Town Hall. Plans are to install three cameras inside the building, one focusing on the main area of the parking lot, and a third covering the playground. With increased rental of the facility on weekends and anticipated use of the new playground equipment, the security cameras will serve to deter problems, as well as capture any problems or incidences that may need to be reviewed.

K. Omro Road Reconstruction Update

Design work on Omro Road continues to move forward. A final plan for the road will be completed by engineers from McMahon Group by the end of March. There will be a second public meeting scheduled for late April or early May to give the public an opportunity to view the final engineering plan and to ask questions. As part of the project, there are four potential detention ponds to be added and/or constructed to meet the town's wastewater management plan goals. As noted on the map in the packet, they are Jones Pond, Honey Creek Pond, and FKC with another detention pond possibly constructed in the future on the Irvine Property. The Town has been in communication with the Sanitary District on the relocation of their water and wastewater lines within the Omro Road right of way. The latest correspondence between the town's attorney and the Sanitary District's attorney are provided in the packet.