

Date: May 14, 2020
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. WDNR Grant Application for Town Hall Park Improvements

The grant application for improvements to Town Hall Park was submitted on May 1st. The additional support materials, including an approved board resolution are due on June 1st. The estimated total project cost is \$127,215 with a grant amount of \$63,607 and town match of \$63,608. *Attached is the resolution* that follows WDNR language indicating approval by the Town Board to submit the application and that the matching dollars will be available, if the grant is approved. Given the timetable for approving the grants, the project would not begin until early spring 2021.

B. 2020 Road and Drainage Projects

In addition to the milling and paving of N. Oakwood Road, Tammy Road, and Wylde Oak Drive, several smaller projects will be undertaken this year. They include filling pot holes, replacing and straightening of signs, seal coating of several cul du sacs, gravel shouldering, culvert extensions and repairs, saw cutting and repairing of larger potholes (ex. Kewaunee Street), minor ditch work, and clean-up of the Town's lot south of the Town Hall on Witzel Avenue. The expenses for these maintenance items were approved in the 2020 Budget.

C. Omro Road Reconstruction Update

Design work on Omro Road continues to move forward. The 60% plan was completed by engineers from McMahan Associates and provided to all of companies with utilities located in the Omro Road right of way. The utility providers have until late summer to design and submit their plans to McMahan Associates. The Wisconsin Department of Transportation is working on concepts to make improvements to the STH 21 and Leonard Point Road intersection, as well as the Leonard Point Road and Omro Road Intersection. Engineers from McMahan Associates are working with representatives from the Oshkosh Area School District for adding a two-deep bus pick-up and drop-off lane on Omro Road for increased safety of students riding the bus to Oakwood Elementary School. The Town continues to be in communication with the Sanitary District regarding their water and sewer lines within the Omro Road right of way. There will be a second public meeting scheduled as soon as possible to give the public an opportunity to view the final engineering plan and to ask questions.

D. Tree Donation Policy

There are ongoing requests to donate trees to one of the Town's three parks. Currently, two residents would like to donate a tree to Jones Park in memory of a friend or family member. *Attached is a draft donation* policy that provides the steps and requirements for donating a tree. Roe Nurseries donated and planted the trees at Jones Park. They are willing to work with the Town and interested donors to purchase and plant the trees according to the planting diagram. Once the donation process has been established, other area nurseries can be added to the list of approved providers.

E. Jones Pond Construction

The construction of Jones Pond is scheduled to begin this summer with expected completion in November. Final landscaping will occur in Spring 2021. The pond will serve as a stormwater detention pond for the western end of the Omro Road reconstruction project. Jones Pond is necessary to help meet the Town's stormwater management goals that are monitored by the Wisconsin Department of Natural Resources.

F. Launch of New Website

After several months under construction, the Town has a new website. Staff from Blue Door Consulting assisted with the development of the site. It was important to have a website that is easy to navigate, full of information, and serves as an education tool for residents and property owners. We have found a photographer who is willing to provide photos for the website to help keep it fresh and provide a visual story for Algoma. If you notice any errors or gaps in information, please let me know. Rhonda and I are able to edit it as necessary.

G. Planning Commission Openings

There are two openings on the Planning Commission. If you know of anyone who may be interested in serving on it, please contact Chair Rasmussen. The Planning Commission oversees all land use, parcel, and zoning changes within the Town and makes recommendations to the Town Board to approve or not to approve the requests. This is a very important role to help ensure the Town develops in an orderly manner as defined in the Comprehensive Plan.

H. Maintenance Coordinator Recruitment

The recruitment for a Maintenance Coordinator began earlier this month. The deadline to apply is Friday, May 22nd. The position has varied responsibilities that range from overseeing the parks, monitoring roads and drainage, and assisting with developing budgets and service contracts. We will review the qualifications of those individuals who have applied and decide then on how to proceed with filing of this position.

I. Lakevista Estates

The development of Lakevista Estates is moving along very quickly. The infrastructure has been installed and roads are being marked with a couple already covered in gravel. The first building permit has been received, and it will be exciting to see the homes being built. The detention ponds will be built next and the extra soil from the development will be used to finish the sledding hill at Jones Park. This development is a real asset to the Town of Algoma.