

**Date:** September 10, 2020  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. New Phones and Security Cameras**

We are working with a company to give us an estimate for a new phone system that will include the Fire Department. It will be cloud-based and offer features our current system does not have like a calling tree and voicemail for individual staff. This company also offers cloud-based security cameras for installation at the Town Hall. We occasionally get reports of problems at Jones Park, and we will check the cost to install cameras there as well. It is doubtful the phone system and cameras will be installed by the November 3<sup>rd</sup> election.

**B. Honey Creek Road Bridge Replacement**

The bridge on Honey Creek Road (just south of Omro Road) has a deepening dip in it. Chair Rasmussen did an inspection, and noticed that the two metal culverts were rusting and the cement was cracking. Engineers from McMahon Associates gave an initial estimate for replacement to be around \$160,000. The county has funds to provide a 50/50 match for replacing the bridge and culverts. The Town has asked the county to include the matching funds in their 2021 budget. The Town's share will be allocated during the preparation of the 2021 budget. If the funding from the county is available, the bridge and culverts will be replaced the summer of 2021. Since Honey Creek is a navigable stream, the bridge cannot be replaced until after fish spawning season ends in mid-June.

**C. Honey Creek Pond and Dam Update**

Preparations are ongoing to have a second meeting with the former Honey Creek Homeowners Association members (44 properties with the five condo units included). The initial meeting was held on Monday, August 17<sup>th</sup>. It was well attended by individuals who wanted to learn more about the status of the association and the Town's intentions to acquire the pond and dam. As a follow-up to the August meeting, a FAQ sheet was prepared to help explain the history of the pond and dam, the process to transfer them to the Town, and what can be expected from the Town and former Association members going forward. A copy of the FAQ is attached for your reference.

**D. Jones Park Update**

The final stage of excavation is taking place on the sledding hill at Jones Park. Weather permitting, the top soil will be added and the hill seeded before the end of September. If the seeding is completed by October 1<sup>st</sup>, we can open the sledding hill this winter. If seeding happens at a later date, the hill may need to be closed for the 2020-21 winter season. A small utility shed was placed at the park in order to store all of the tools and equipment in one location. The Glide Rail has not worked well since it was installed in 2018. The President of the company that sold the Town the Glide Rail looked at it last week. He has contacted the

company to see if there is a temporary fix to get through the winter and then have more major repairs done to it next year.

**E. Project Updates**

The road maintenance season is starting to wind down. The Winnebago County Highway Department is continuing to work on several small maintenance projects, such as regrading ditches, trimming trees, patching pot holes, and flushing culverts. Fahrner Asphalt Sealers has some minor crack sealing and dip filling locations to finish this month. Northeast Asphalt has been hired to do about 1,200 sq. yards of asphalt repair in several locations with most of the work being done on Conrad, Kewaunee, and Sheboygan streets.

**F. Comprehensive Plan Update**

The next meeting of the Comprehensive Planning Committee has been scheduled for Monday, September 14<sup>th</sup> at 6:30 p.m. The committee will have a chance to edit all of the chapters at this meeting, as well as the implementation strategies, and future land use map. An Intergovernmental Cooperation meeting is scheduled for Monday, September 28<sup>th</sup>. Invitations will be sent to the county and all of the communities that share a boundary with Algoma. The plan will go out for the required 30-day review in early October with the final committee meeting to be held in early November. If all goes well, the Town Board is scheduled to approve the plan at their meeting in November.

**G. Omro Road Reconstruction Update**

The utility companies are finishing their engineering plans for Omro Road. The final Plan, Specifications, and Estimates (PS&E) is scheduled to be completed by November. At that point, WisDOT Staff will sign-off on the plan and take over the project. Bids will go out early in 2021 with construction starting around May 1<sup>st</sup>. In regards to stormwater management, Jones Pond will handle stormwater collected from the western 1/3 of Omro Road. If the utilization of Honey Creek Pond or the Irvine Pond are not available to handle stormwater in the central and eastern portions of Omro Road, other more expensive stormwater management options will need to be explored.