

Date: November 13, 2020
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. November 3rd Election Summary

The November 3rd Presidential Election was very busy but was completed without any issues. The staff and poll workers did a great job and put in a lot of extra hours. There were 4,611 total votes cast with 3,073 of them absentee ballots. Of the 3,073 absentee ballots, 1,006 were in-person absentee ballots and 2,067 were mailed ballots. Despite long lines, staff were able to process approximately 36 in-person absentee voters per hour. On election day, most voters were able to get in and out within an hour during the morning hours. That wait time dropped dramatically as the day wore on. Overall, the residents were very supportive and thanked the staff and poll workers for their hard work. We have a chance now to rest before the potential February 2021 election.

B. Town Hall Cameras and Phones

Five new cameras have been installed by Accu-Com Security Solutions at the Town Hall at a cost of \$3,800. There are three cameras located inside the building and two outside cameras that focus on the playground and parking lot. An estimate to install new phones at the Town Hall is being requested from UniTel in Appleton. We are looking at 8 phones with the capability for everyone to get and receive voice messages. The system will also connect the Fire Department. A teleconferencing feature will be available to help facilitate meetings that are not in person. There is an option to purchase the phones or to lease them. A monthly leasing expense may be the best option instead of purchasing all of the phones and equipment at the outset.

C. Parks and Recreation Update

After several months of excavating, the sledding hill at Jones Park is finished. We need to determine if it will be open this winter since the hill was just seeded and matted. Curt Clark is doing a good job keeping the parks and the Town Hall area looking attractive. It is very helpful to have a person of his abilities overseeing the building and grounds. The glide rail at Jones Park will not be fixed until spring. The rail joints need to be welded since they are not aligned correctly, and it results in the wearing out of the rollers. Lastly, David Tenor Corporation will be installing a stormwater pipe along the southern edge of the park to redirect the sump pump water to the dry pond that is generated from the homes on Nelson Court. The water currently flows constantly through the middle of the park and creates a marshy area that is difficult to mow and maintain.

D. Omro Road Reconstruction Update

Several utility companies, such as Wisconsin Public Service, have already begun upgrading and/or improving their infrastructure along Omro Road. There are a few properties remaining that our property acquisition consultant is working with to acquire the necessary construction easements. At the recommendation of the Wisconsin Department of Transportation, a

company has been hired to conduct several soil borings on Omro Road to help determine the extent of hazardous materials left behind by the old trolley line. It is hoped that any contamination can be identified and a more accurate cost calculated for the removal and transport of any soil contaminants. The Town's attorney is still working with the TransCanada attorneys to determine the reimbursement cost that the Town will need to make to the company to lower the gas line crossing Omro Road near Willow Springs Road.

E. Elmhurst Lane Stormwater Project

A 42" stormwater pipe will be installed along the eastern edge of Elmhurst Lane from Omro Road with an outfall into Honey Creek Pond. An agenda item under Business is to approve a Quick Claim Deed for a small parcel on the north edge of Honey Creek Pond that is currently owned by the Honey Creek Economic Development Association. *A map is provided for reference.* The pipe will collect the stormwater collected from approximately ¼ of Omro Road once the new stormwater is installed. David Tenor Corporation submitted the low bid for the project. The Town Board will be asked to approve their estimate tonight under Business. Installation of the pipe is expected to begin in mid-December and completed within a few weeks weather permitting. Elmhurst Lane and the driveway aprons of the three houses impacted will be paved later in 2021 when Omro Road is scheduled to be paved.

F. Lakevista Estates Update

Despite significant weather delays, a majority of the infrastructure has been completed, including the two detention ponds. The developers are in the process of selling a number of lots with a few homes already being built. As outlined in the Developer's Agreement, the Town Board shall approve the reduction in developer liability as Lakevista meets certain completion levels in regards to infrastructure. As verified by the Town hired engineer from Ayers Associates and the Town Attorney, the development company has met their first benchmark and is requesting a reduction in liability. This is an action item under Business.

G. Irvine Pond Proposal

A formal offer to purchase has been presented to the Irvine Family for purchase of 4.5 acres for the construction of a detention pond at the southeast corner of Omro Road and N. Oakwood Road. The family is currently reviewing the offer to purchase. When built, the detention pond will serve the stormwater detention needs of a good portion of Omro Road, future development on the Irvine's remaining 16 acres, and the entire 196-acre watershed that encompasses that area of Algoma. The pond will be sized sufficiently to address the stormwater management needs of nearby parcels that are anticipated to be developed over the next few years.

H. Housing Development Presentation

The Town of Algoma has and continues to be a popular community for new development, especially housing. A developer has interest in buying and building homes on the 30-acres that are for sale near Olde Apple Acres. The developers will be presenting their plans to the Town Board for their input. This is a closed session item under Business.