

Date: February 12, 2021
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Lakevista Estates Progress

Several new homes are being built in Lakevista Estates with lots being purchased at a steady rate. With the very tight existing home market, individuals are opting to build a new home despite the long wait time and high material and labor costs. Town staff will be doing a walk through Lakevista Estates this spring with the engineers and developers to prepare for the paving of roads, installation of curbing and storm sewer inlets, and finishing the walking path.

B. Omro Road Reconstruction Update

An updated construction schedule is *attached* for your reference. The agreement between the Town and the City of Oshkosh for cost sharing and long-term maintenance of Omro Road is *provided with this report*. The Oshkosh City Council approved it at their February 9th meeting. The *attached* State Municipal Agreement (SMA) is Exhibit A of the agreement. The city owns 8.9% of Omro Road but has agreed to pay 10% of the Town's required cost, which is estimated to be \$2.8 million. The remaining 1.1% will be used for ongoing maintenance of the roadway to include sweeping and snow removal. The agreement is an action item on the agenda.

C. Irvine Pond Offer to Purchase

The approval of the Certified Survey Map is an action item on the agenda. It is anticipated that the Town will close on the lot later this month. The house and garage will be torn down and removed as soon as possible after closing, as well as the capping of the well. The solicitation for bids to construct the pond will take place early next month. Approval of the bid for demolition and removal of debris is an action item on the agenda. Any bids received prior to the meeting will be brought to the meeting for discussion and consideration.

D. Capacity Management Study

The *enclosed* Capacity Management Study was completed as a part of the Comprehensive Plan Update contract. Staff from the East Central Regional Planning Commission drafted this study to provide a current analysis and future projection of employees needed to address the long-term needs of the Town. The study is advisory in nature but creates some context for future staffing and departments.

E. Emergency Response Plan

Winnebago County is in its final stages of finishing its Hazard Mitigation Plan. Local units of government are encouraged to develop their own Emergency Response Plan (ERP) that builds on the county's plan. A draft Town ERP is *provided* with this report. As reflected in the plan, it is focused more on the Town's individual needs, resources, and protocols. Algoma completed its last ERP nearly 10 years ago, so it is very outdated. The Town Hall

serves an incident command center when there is a substantial natural or man-made disaster that impacts the Town. The ERP is necessary if the Town needs assistance from the county, and the county can then request assistance from the State of Wisconsin. The plan also helps to document damage and related costs that can be reimbursed, if an emergency declaration is declared at the Federal level. Approval of the Town's ERP is an action item on the agenda.

F. Designation of a Deputy Emergency Management Director and Assistant

With an updated Town ERP, the next step is to fill the Deputy Emergency Management Director and assistant positions. As defined in Chapter 26: Emergency Management in the Town's Code of Ordinances, "the Town shall appoint a Deputy Emergency Management Director, and the Deputy shall operate under the administrative direction of the County Emergency Management Director." A copy of the ordinance *is attached* for your reference. This item is for closed session.