

Date: May 14, 2021
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Town Hall Improvements

Since the Fire Department is no longer using their meeting room at the Town Hall, it can be used for additional office space. It is not in great condition, so some modifications will need to be made to the room and layout. It would make for a roomy treasurer's office. The building inspector could then move into the current small treasurer's office, which also needs some renovations. Tim Binder, from Binder Construction, has been asked to look at the rooms and give an estimate on renovations. Binder Construction has completed most of the renovations made to the Town Hall over the years. The Town Hall sign will also be receiving a make-over this summer.

B. Lakevista Estates Update

A walk through was held on May 12th to check the progress being made on Lakevista Estates. Currently, there are about 20 houses being built. With this level of progress, the developers have hired a contractor to pave and shoulder the roads, as well as construct curb and gutter in northwest portion of the subdivision. A portion of Addie Parkway that is owned by the Town will also be paved and shouldered when the other streets are being completed. The roadwork will start later in June and is scheduled to be finished by mid-July.

C. Rasmussen Road Certified Survey Map

The Town currently owns a small parcel at the end of Rasmussen Road. It is not a buildable lot now that there is a cul du sac encompassing a large portion of the lot. Originally, Rasmussen Road was going to connect with Westbreeze Drive. Due to the high cost of constructing a bridge, cul-du-sacs were added on Westbreeze Drive and Rasmussen Road. The wooden pedestrian bridge was then built to connect the two neighborhoods. The Binders just purchased the lot adjacent to the Town lot from the Johnson's and would like to purchase the Town lot to create a larger lot. Jim Smith from Martensen and Eisele prepared *the new attached certified survey map* (CSM). Jim noted that the CSM needed to join the Binder parcel with the Town parcel, and that the Town will need to make sure the Town is selling this portion to the Binder's before the CSM is recorded. In the meantime, the Town can formally approve the CSM with the approval contingent on the sale of the Town lot. This is an action item on the agenda.

Also noted on the CSM is the old cul du sac that was included as part of the original development plan for Olde Apple Acres. The Town is responsible for vacating the old-cul-du sac because it is Town right-of-way. I am working with Emily Dunham, Town's Attorney, to work through the process to properly vacate the cul du sac. Emily is preparing the resolution introducing vacation of temporary cul-de-sac on Rasmussen Road. It may be in your packet, or it will be brought to the meeting. Approval of the resolution is an action item on the agenda. The vacating of the cul du sac will need to come back to the Town Board for approval next month, along with the sale of the lot once it has been appraised.

D. Omro Road Reconstruction Update

The reconstruction of Omro Road is underway. There have been a few minor issues that needed to be addressed, such as coordinating with the crews from Soper Construction that are working on the water and sewer lines for the Sanitary District. Overall, the project is going smoothly. John Krinke from Michels Corporation, and Scott Hintz from Gremmer Associates are doing a great job coordinating work among the sub-contractors and addressing resident concerns as they arise. The Town's website is updated weekly to let residents and businesses know where and what type of work will be taking place along the roadway.

E. Honey Creek Road Culvert Replacement

The two large 72" metal culverts under Honey Creek Road will be replaced in late June or early July. The two large culverts will be replaced with one 6' concrete box culvert with concrete headwalls. Bids are being accepted until May 18th at 10:00 am. All bids with the Town engineer's recommendation for the project's general contractor will be provided at the meeting. The approval of a contractor for this project is an action item on the agenda. Winnebago County is covering 50% of the cost to replace the culverts.

F. Irvine Detention Pond Project

Advance Construction has begun working on the Irvine Detention Pond. The pond should be substantially completed by mid-July with final landscaping, the addition of a walking path, wetland restoration, etc. taking place through mid-fall.

G. MS4 Permit Requirements

Phil Kleman, the Town's engineer and stormwater expert, will be giving an overview of the permit and the related activities required to maintain the permit at the meeting.

The Town established a broad set of passive and activities to meet the requirements of the permit in these five areas: Public Education and Outreach; Public Involvement and Participation; Illicit Discharge Detection and Elimination; Construction Site Pollution Control; and Post-Construction Stormwater Management.