

**Date:** June 11, 2021  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. Irvine Detention Pond Project**

Advance Construction is in the process of digging the 3.5 acre detention pond. N. Oakwood Road will be cut next month for the installation of a storm sewer pipe that will capture water coming from the south along the east side of N. Oakwood Road and then cross to the west side and outfall in to the pond. The project is on schedule with the pond substantially completed by mid-July with final landscaping, the addition of a walking path, wetland restoration, etc. taking place through mid-fall.

**B. Omro Road Reconstruction Update**

The reconstruction of Omro Road is now in its third month. Work crews are trying to stay ahead of the dust by watering the roadway multiple times a day. The greatest challenge continues to be the temporary 3-way traffic light at the STH 21 and Leonard Point Road intersection. There have been several accidents at that location since the traffic lights were installed. Speed is a contributing factor. Due to the recent accidents, WisDOT installed or will be installing orange flags, orange barrels to restrict traffic to one lane coming from both directions through the intersection, repositioning the lights, and adding more visible lights. The traffic lights are scheduled to remain at that intersection through the end of the project. 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.

**C. Lakevista Estates Road Paving Update**

A walk through was held last month to check the progress being made at Lakevista Estates. Currently, there are about 20 houses being built with more in the permitting stage. Contractors added concrete curbing to a portion of the development earlier this month. The asphalt paving will start the week of June 14<sup>th</sup> and is scheduled to be finished by mid-July. This paving includes a section of Addie Parkway that is owned by the Town. Road shouldering will take place after the roads are paved. Once the Town signs off on the roadways, ditches, etc., the developers will be asking for a reduction in their line of credit at the July board meeting.

**D. Parks Update**

Several individuals who use the Pickleball Court at Jones Park have asked for some type of screening to reduce the impact of wind while playing. 150' of screen was ordered and installed on the east, west, and north sides of the court. Four new replacement trees will be planted at Jones Park in the coming weeks and several other trees will be mulched, supported, and trimmed as needed. Staff from the Algoma Fire Department will be watering the trees weekly or as needed. Tim Binder is preparing a quote to build a pergola at both Town Hall Park and Jones Park. The intense sun makes the play equipment unusable for much of the day. Jones Park has proven to be very popular with residents living in the area.

**E. 2021 Road Paving Estimates**

The repaving of Town roads is a part of the annual maintenance program. The milling and paving for several stretches of roads was put out to bid by McMahon earlier this month. Bids were received up to 10:00 am. on June 9<sup>th</sup>. The bids were opened and reviewed by Phil Kleman. As *provided in your packet*, Phil recommends approving the bid estimate provided by Northeast Asphalt for \$58,483. Since the estimate was very favorable, Snowdon Drive will be added for approval at a cost of \$49,252. The total cost is \$107,735. The Town has worked with this company in the past, and they have done a good job. The approval of the bid estimate submitted by Northeast Asphalt is an action item on the agenda. The milling and paving will be completed by mid-September. In addition to milling and paving of these roads, other roads will be chipped sealed, seal coated, or crack sealed to extend their lifespan. This work will be put out for bid in the coming weeks.

**F. Municipal Building Reservation Agreement**

With the opening up of meeting venues, the Town Hall will be available to rent by late June. Since the rental rates and policies have not be revised for a few years, it was time to update them. A draft reservation agreement *is provided in your packet*. Due to increasing cost of supplies and wear and tear on amenities, rental rates should be increased for both residents and non-residents to cover ongoing expenses.

Current rental rates are for Saturday and Sundays-\$100.00 for Resident; \$125.00 for Non-Resident with a \$50.00 damage deposit. For Friday night rentals, the current rates are \$50.00 for Residents; \$65.00 for Non-Residents; and \$50.00 damage deposit. Friday with a Saturday rental rate was added to the revised Friday Rental Agreement.

The Town Board approved Algoma firefighters and first responders who are on standby for Saturdays and Sundays to monitor the Town Hall at a rate of \$40.00 for one person each day. Approval of the reservation agreement is an action item on the agenda.

**G. Leonard Point Road and STH 21 Intersection Resolution**

For the past several years, there have been many conversations on how to address the safety and traffic problems at the Leonard Point Road and STH 21 intersection. WisDOT has proposed conducting a STH 21 corridor study to include this intersection but little has been done up to this point. The extension of Clairville Road north to Leonard point Road has also been a standing goal in the Town's comprehensive land use plan for the past 20-years. The owners of the property south of the intersection would like to develop their land but cannot without having access from STH 21. The Town is in the early stages of completing a Traffic Impact Analysis to determine whether or not a roundabout or 4-way stop is the best alternative at that location. To restart the discussion, the Town has prepared a resolution that will be submitted to the Winnebago County Board of Supervisors to gain their support in addressing this issue. The thought is having a safe intersection at this location is important for the entire county. A draft resolution is *provided in your packet*. Approval of the resolution is an agenda item on the agenda.