

**Date:** July 16, 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 has finished shaping the 3.5 acre detention pond. The outfall pipe at Owen Lane and Omro Road is now connected. Water from the pond will outfall in to the drainage easement located between Kewaunee Street and Willow Springs Road. The storm sewer pipe was installed across N. Oakwood Road to collect surface and underground water flowing north that originates south of STH 21. Final landscaping, construction of a walking path, wetland restoration, etc. is continuing through July. A web page has been created to keep the public up to date on this project complete with photos and weekly progress notes.

**B. Omro Road Reconstruction Update**

The reconstruction of Omro Road is now in its fourth month. The contractor hired to install storm sewer beginning at Brooks Lane has reached N. Oakwood Road. Michels is removing the old concrete and laying down new gravel starting at Brooks Lane and moving to the west. They are checking for hazardous materials as they excavate the road. So far, there has not been an abundance of hazardous materials that needs to be disposed of at a separate dumping location. On the east end of Omro Road, the road is finally taking shape. The next steps will be the installation of curb and gutter, stormwater inlets, asphalt paving and sidewalks from N. Oakwood Road to Brooks Lane. Installation of the storm sewer pipes and road excavation will continue towards Leonard Point Road from N. Oakwood Road. The stretch from N. Oakwood Road and Brooks Lane is scheduled to be completed first. 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. Traffic Impact Analysis at STH 21 and Leonard Point Road**

According to WisDOT staff, the Leonard Point Road intersection needs a Traffic Impact Analysis (TIA) because there is a potential for local development to occur that may add a 4th (southern) leg to the intersection. The potential addition of a 4th intersection leg and associated local development will completely change the operations of the intersection since a four-leg intersection is much different than a three-leg intersection. The data from the TIA is essential for determining the appropriate type of intersection control. If the development south of the intersection does not occur, the intersection will stay as a 1-way stop. Mike Simon from McMahon Associates has completed some preliminary work on the analysis. A meeting with all stakeholders is being scheduled to review the outline and scope of the TIA.

**D. Honey Creek Road Culvert Replacement**

Highway Landscapers have replaced the two old 72" metal culverts with one large concrete box at the north end of Honey Creek Road. Since Honey Creek is a navigable stream, any work within the stream channel is permitted and monitored by the Wisconsin Department of Natural Resources. The creek cannot be completely blocked, so the contractor installed

cofferdams to control the amount and flow of water and setup pumps to pump water past the culverts while the old culverts were being removed and the new one installed. The project is scheduled to be completed by the end of July weather permitting. A web page has been created to keep the public up to date on this project complete with a photo diary.

#### **E. Lakevista Estates Road Paving Update**

A walk through was held again last month to check the progress being made at Lakevista Estates. The three roads are in the process of being paved. The base layer was put down a few weeks ago and the top layer is being added as weather permits. Shouldering will take place after the roads are paved. Several ditches will need to be regraded to meet the development plan. The ditch on Addie Parkway in front of Jones Park will need to be regraded, matted, and seeded once the shouldering is completed.

#### **F. Rasmussen Road Lot and Vacating of Cul-du-Sac**

Stephanie and Craig Binder have agreed to purchase the Town lot on Rasmussen Road for \$5,000. The sale of the property was on the Elector's agenda. The property is 10,324 sq. ft. of Parcel No. 002-3461 and will be joined to their neighboring parcel with the recording of a new certified survey map. It is a non-conforming lot which means a house or structure could not have been built on it. The Town's Attorney, Emily Dunham, prepared the Offer to Purchase that was presented to the Binder's last week. The approval of selling the lot is an action item on the agenda.

The resolution to vacate the old cul-du-sac on Rasmussen Road in the Olde Apple Acres development was passed at the May 19<sup>th</sup> Town Board Meeting. The notice stating when and where the Resolution will be acted on was published as a Class 3 Notice on June 30<sup>th</sup>, July 7<sup>th</sup>, and July 14<sup>th</sup>. The Public Hearing on the resolution is scheduled to take place prior to the Town Board Meeting. Approval of the vacation is an action item on the agenda

#### **G. Parks Update**

Several individuals who use the pickle ball court at Jones Park signed and gave the Town a thank you card for installing the wind screen around the court. At the Town Hall Park, the volleyball poles were straightened and a volleyball net put up. Two new soccer nets are also available for residents and visitors to use. Since the playground area at Town Hall Park receives all day sun, three umbrellas are being installed to help shade the benches and picnic table.

#### **H. Pedestrian Path on Leonard Point Road**

There has been growing interest in constructing a pedestrian path on the east side of Leonard Point Road from Duchess Lane and the path leading to Jones Park. Currently, residents have to negotiate traffic and/or walk in the grass to get from Olde Apple Acres to the park. Jason Ideus, who owns the storage units on Leonard Point Road, encouraged the Town to build the path on his side of the road to give pedestrians a safe place to walk. Mr. Ideus said he would help maintain the path. Zillges Spa, Landscape, and Fireplace submitted an estimate for \$12,784 to build the path within the Town's road right of way. That estimate was signed and work will begin later this month.

**I. 2021 Road and Ditch Maintenance and Improvements**

The milling and paving of Scenic Court, Elmhurst Lane, Abraham Lane, a short stretch of Honey Creek Road, and Snowdon Drive will take place when Omro Road is paved this fall. Northeast Asphalt was the approved company for this work. In addition, sealing, crack sealing, and patching for several roads will occur later this month and in to August. Fahrner Asphalt Sealers will be completing this road maintenance. Both companies are very good about communicating with the residents as to where and when they will be in their neighborhood and working on their streets. The Winnebago County Highway Department replaced three culverts in the Town. Their crews continue to replace signs, patch potholes, mow ditches, and regrade ditches. Since WisDOT has a policy to only mow areas along state highways once a summer, the Town received permission from WisDOT to mow areas along STH 21 including the lot SE of the N. Oakwood Road and STH 21 intersection. The Winnebago County Highway Department will be contracted by the Town to get these areas mowed.

**J. City of Oshkosh EMS Contract**

Town staff met with Chief Mike Stanley from the City of Oshkosh Fire Department on June 17th to discuss the upcoming 5-year ambulance contract with the city. We wanted to know if he anticipates any changes to the contract or service and what the new rate is projected to be for 2021. Traditionally, every community that receives this service from the City of Oshkosh pays a per capita rate. Since the Town pays the city in 2021 for 2020 services (year delay), that rate was \$2.70 per capita (based on a population of 6,939) for a total of \$18,735.30. It was also important to let Chief Stanley know the Town is very pleased with their service.

**K. Comprehensive Plan Implementation Strategies**

The Town Board approved the *Town of Algoma Comprehensive Plan Update 2040* at their December 2020 meeting. Within that plan, there are several goals, objectives, and strategies to be addressed within the next 10-15 years. The Implementation Table from the plan is *provided in your packet*. Many of the strategies listed in the table are also strategies in other plans, such as the *2018 Storm Water Management Plan*. The Town's *2009 Park and Open Space Plan* will be updated in 2022 and several of the strategies from the Comprehensive Plan will be included in that document. The comprehensive plan is a living document and will be reviewed annually for any needed updates with a full revision scheduled in 2030.

**L. Current Project List**

The projects referenced in this report are just a few of the projects underway and/or in either the pre-planning or planning stage. *A list of projects is provided for your reference*. There is always a study or plan to be updated, a park enhancement to be made, a storm water improvement to be constructed, and a road to be maintained or rebuilt. Grant funds to help pay for these projects are always being sought.

**M. 2022 Budget Workshop Schedule**

Staff have started to gather information for the Town's 2022 Budget. A budget workshop schedule has been prepared to begin building the budget for next year to include financing arrangements. That meeting schedule will be discussed and finalized at the meeting. A resolution awarding bonds is an action item on this agenda. The resolution being prepared by the bank will be presented at the board meeting.