

Date: September 15, 2022
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Strategic Planning Process

The Town Board met on August 15th to finalize the vision and mission statements and began working on a list of values and strategic directions or themes. The next strategic planning meeting is September 19th to finalize these items and start working on the priorities under the strategic directions and themes.

B. Town Hall Improvements

There have been several improvements made to the interior and exterior of the Town Hall over the past few months. The trees and shrubs were trimmed, old shrubs and the plastic edging removed and added fresh mulch and five new bushes. The Town's vacant lot south of the Town Hall was also cleaned-up. Many thanks to Petey and her fellow Master Gardeners for maintaining the new shrubs and keeping the flowers located under the sign attractive. The parking lot was seal coated and stripped and a new air conditioning unit was installed in the front office in July. The old ceiling light fixtures were replaced with new energy efficient LED lights earlier this month. The pine tree on Witzel Avenue is scheduled to be removed and that area reseeded to provide a clearer view of the Town Hall. Binder Construction will be remodeling the former Fire Department room in November to make an office for the Treasurer. The current Treasurer's office will be freshened-up to create office space for the Town's Building Inspector.

C. Bellhaven Lane Detention Pond

The Bellhaven Homeowners Association approved the transfer of Parcel 002-2932 that is currently owned by Bellhaven Estates LTD to the Town of Algoma at their August 22nd meeting. The existing dry pond will be converted to a wet pond. The Wisconsin Department of Natural Resources provided \$62,500 in grant funding for the project. The transfer of the parcel from the association to the Town will occur this fall, along with final design of the pond. The installation of a new pond outfall pipe is going to be problematic given the condition of the existing pipe and trying to find an easement to trench in another pipe. Construction of the pond will begin in the spring of 2023 with completion in late fall. The second phase will include planting of prairie grass and aquatic plants in 2024. The conversion of the pond will help the Town meet its water quality goals established by the Wisconsin Department of Natural Resources.

D. WDNR MS4 Permit Compliance Audit

Staff from the Wisconsin Department of Natural Resources conducted a compliance audit of the Town's stormwater permit on August 30th. They reviewed the Town's annual report and took a tour of the Town with emphasis on the wet and dry ponds and Lakevista Estates. Overall, the audit went well. WDNR staff offered some suggestions on how to better meet

the plan's implementation goals. WDNR staff will be auditing Winnebago County later this month. Once that audit is completed, they will prepare a summary of their findings and provide it to the Town for its records.

E. Leonard Point Road Funding Status

According to Alex Dums, Local Program Manager for the Wisconsin Department of Transportation's Northeast Region, Federal Bipartisan Infrastructure Law 2023-26 projects will be selected by mid-September. Municipalities will then be notified later in September that their submitted project has been funded. WisDOT staff anticipate sending out State-Municipal Agreements in late September/early October.

F. STH 21 and Leonard Point Road Roundabout

Engineers from Westwood has begun laying out a preliminary design for the roundabout. This preliminary layout is needed to develop an initial construction estimate that will be used as a basis for the State/Municipal Financial Agreement (SMFA) between WisDOT and the Town. Westwood staff plan to have a Phase 2 Intersection Control Evaluation completed by this November and a construction estimate slightly prior to then. As soon as this estimate is available, the SMFA will be drafted and sent to the Town of Algoma for approval. Town of Algoma will be responsible for 25% of construction cost for the roundabout and engineering work, which includes the design cost. *An email chain with Bill Bertrand, WisDOT Project Manager, is provided for your reference.*

G. Lakevista Estates Development Update

Town Attorney, Emily Dunham, has been working with the developers of Lakevista Estates and their loan manager to get a reduction on their line of credit. *The attached email* written by Emily outlines the line of credit, lien waivers, and reimbursement to the Town for the work completed by the Winnebago County Highway Department and paid for by the Town. The reduction in the line of credit for Lakevista Estates is an agenda item.

One outstanding issue is the construction of the large and small detention ponds within the development. Originally, the ponds were to be built with rip rap around the perimeter as shown in the approved design plans. The engineer and developers sometime during the fall of 2019 eliminated the rip rap and the ponds were built without it. The rip rap is designed to protect the pond walls from erosion and to keep the adjacent property owners from having to mow down to the water line. The developers are proposing only to plant the safety shelf of the large pond with ongoing maintenance completed at the cost of the association members. Given the complexity of the situation, a Planning Commission meeting is being scheduled for next month that will also include a public hearing on the ponds and the design of the ponds. Residents of Lakevista Estates will then be able to hear about the ponds and ask questions.