

**Date:** December 15, 2023  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. McMahon Associates, Inc. 2024 General Engineering MOU**

For the past several years, the Town has retained McMahon Associates to provide engineering assistance. For 2023 those projects included submission of a WDNR grant application, planning for the Bellhaven pond, providing guidance on Lakevista Estates' drainage plan, general road maintenance. *The 2024 General Engineering MOU* is provided in your packet, along with their General Terms and Conditions and 2024 Fee and Reimbursable Schedules. Their hourly consultant rates increased 4 to 5% from 2023. Approval of McMahon Associates' 2024 General Engineering MOU is an action item on this agenda.

**B. Leonard Point Road Reconstruction Dashboard**

Engineers from McMahon Associates have prepared a dashboard noting each of the project steps to be accomplished through the end of 2025. *A copy of the dashboard is provided for your information.* The reconstruction of Leonard Point Road will be supervised by staff from the Wisconsin Department of Transportation (WisDOT). Once WisDOT staff have approved the road plans, specifications, and estimates (PS&E) in the fall of 2025, the project will be bid in early 2026. Construction will start around April 1<sup>st</sup> with expected completion by late November 2026. There are two planned public information sessions with one in early 2024 with the second scheduled for early 2025. A page will be created on the Town's website to keep residents up to date on what is happening with the project.

**C. Pond Maintenance Update**

Staff from McMahon Associates are coordinating the removal of trees and shrubs around the Jones Park Dry Pond and the Nelson Road wet pond. A tree removal company cut and chipped several trees, along with a bunch of brush. Some larger remaining trees stumps at the Nelson Pond outfall will need to be dug out once the ground is frozen enough to allow for larger equipment to get back to the pond. The dry pond was mowed last week to promote vegetation growth in the spring. Both ponds will be planted with a prairie seed mix that will be aesthetically pleasing and provide habitat for a variety of birds and insects. The Irvine Pond has had a number of aquatic plants die this summer due to the very dry conditions. Those plants will be replaced with the ones from more heavily vegetated areas that will need to be thinned out.

**D. Final Numbers for Yard Waste Collection**

The final numbers have been tabulated for yard waste collection. Crews from the Grounds Guys collected 293 tons of yard waste in 2023, which is the same tonnage as in 2022. With tipping fees at \$34 a ton, the total paid for disposal at the Winnebago County Solid Waste Facility was \$10,000. Since Algoma is required to maintain a stormwater quality permit through the Wisconsin Department of Natural Resources, the collection of yard waste is an important service to offer residents. Otherwise, the debris would likely collect and remain in the ditches, drainage easements, and creeks thus restricting the flow of surface water to the wet and dry ponds for treatment and then eventually into Lake Butte des Morts.