

Date: March 15, 2024
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Approval of 2023 MS4 Annual Report

The Town is required to complete, approve, and submit its annual Municipal Separate Storm Sewer System (MS4) Report to the Wisconsin Department of Natural Resources by March 31st of each year. *A full draft of the 2023 Annual Report is included in this packet.* Approval of the 2023 MS4 Annual Report is an action item on the agenda.

B. Approval of 2024 Road Paving Contractor

The repaving of Town roads is a part of the annual maintenance program. The bid specs for milling and paving of West Breeze Drive, Westview Lane, Meadowview Lane, and the northern section of Lake Breeze Road were put out to bid by McMahon in February. Bids were received up to 10:00 am. on March 13th. The bids were opened and reviewed by Phil Kleman. *The list of bids with estimates with Mr. Kleman's recommendation for approval is provided in your board packet.* The approval of the contractor is an action item on the agenda. The milling and paving will be completed by late-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. The cost of asphalt and sealing material and labor continues to go up therefore limiting the number of roads that can be repaired on an annual basis.

C. TIF District Meetings

Greg Johnson and his colleagues at Ehlers have been very helpful in getting the process confirmed for the creation of the Town's first Tax Incremental Finance District. The district is being created to facilitate the development of four parcels on S. Oakwood Road for an OSMS facility and the redevelopment of the Town Hall parcel and small parking lot. The Joint Review Board is scheduled to meet at 4:30 pm. and the Planning Commission will hold a public hearing at 6:00 pm. *A copy of the public hearing notice is provided for your reference.* There are a few more steps to be completed by June before the district is established.

D. Leonard Point Road Reconstruction Update

A public information meeting on the reconstruction of Leonard Point Road is scheduled for April 4, 2024 from 6:00 pm. to 7:30 pm. Meeting notice letters were sent directly to each of the property owners on Leonard Point Road who are within the project area. *A copy of the open house notice is provided in your packet.* The notice was also sent to the local newspapers, as well as information put on the Town's website. Engineers from McMahon Associates have prepared a preliminary design of the new roadway and will be available to answer any questions the residents and general public may have on the project. Their preliminary design also includes the initial design of the STH 21 and Leonard Point Road roundabout that was prepared by engineers from Westwood through a contract with WisDOT. The reconstruction of Leonard Point Road and the roundabout are WisDOT managed projects.