

**Date:** December 10, 2021  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. Omro Road Reconstruction Update**

The reconstruction of Omro Road is finished. Several people have been very complimentary of the construction process and the design and function of the new road. The property owners on Omro Road were sent a letter last month that included the recently approved Sidewalk Snow and Ice removal Ordinance. In addition, the letter highlighted a number of items that property owners need to be mindful of to include not parking their cars in the driveway that block the sidewalk, not putting their trash and recycling carts in the bike lane, and not removing the matting until the grass has taken root and is growing. The Omro Road Construction webpage will remain up for a few more month for informational purposes.

**B. Lakevista Estates Development**

A list of items that still need to be finished prior to the Town accepting Lakevista has been created and will be shared with the developers later this month. A meeting is being scheduled for January with all of the stakeholders to review the items within the Developer's Agreement to ensure they are fully completed or have a timeline for completion.

**C. Approved 2021-2026 Capital Improvement Plan**

*Included with this report* is the approved copy of the Capital Improvement Plan for 2021-2026 from January of this year. Given the Town's consistent residential growth, stormwater quality requirements, road repairs, and infrastructure improvements, many of these projects will be necessary to facilitate efficient and sustainable growth. It is important to have this plan updated annually in the event state and/or federal funding is or becomes available to help cover the cost of the projects. A draft updated CIP will be presented for discussion at the January meeting.

**D. Strategic Planning**

Staff from the University of Wisconsin-Oshkosh will be meeting with me in early January to discuss a strategic plan for the Town. Having a current strategic plan encompassing all aspects of the Town will help guide future investments in infrastructure, buildings, departments, and staffing. It is anticipated that the Town will build off of and set an implementation strategy for the Comprehensive Plan, CIP, and Stormwater Management Plan as part of the strategic plan. The strategic planning process would start after the April elections and the hiring of a new Town Clerk.

**E. Recruitment of Town Clerk**

With Deb's upcoming retirement, the recruitment process for a new clerk will begin in January with the approval of the position description and salary range at the January 19<sup>th</sup> Board meeting. The goal is to have the new clerk hired at the March Board meeting with a start date no later than the third week of April. This may also be the time to review the administrative assistant position description to help balance some of the office responsibilities. A hiring committee will need to be established to oversee the process.

**F. Reappointment of Town Clerk and Town Treasurer**

The Town Board reappoints the Town Clerk and Town Treasurer every three years. As of 2021, the appointments for both positions have expired. The Board will need to reappoint these two positions for 3-year terms at this meeting. The reappointment of the Clerk and Treasurer are action items on this agenda.