

Date: January 14, 2022
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Strategic Planning

Staff from the University of Wisconsin-Oshkosh met with me on January 6th to discuss a strategic plan for the Town. Having a current strategic plan would encompass all aspects of the Town to help guide future investments in infrastructure, buildings, services, and staffing. It is anticipated that the Town will incorporate many of the goals and objectives within the Comprehensive Plan, CIP, and Stormwater Management Plan as part of the operational portion of the strategic plan. The strategic planning process is anticipated to start after the April elections and when the new Town Clerk starts later in April.

B. McMahon Associates, Inc. 2022 General Engineering MOU

For the past several years, the Town has retained McMahon Associates to provide engineering assistance. For 2021, those projects included Jones Pond, Honey Creek Road Culvert replacement, Irvine Pond, and general road maintenance. *A copy of the 2022 General Engineering MOU* is provided in your packet, along with their General Terms and Conditions and 2022 Fee and Reimbursable Schedules. Their hourly consultant rates increased 4 to 5% from 2021. Approval of McMahon Associates' 2022 General Engineering MOU is an action item on this agenda.

C. Sale of Town Land to Horicon Bank

Horicon Bank approached the Town last summer regarding purchasing two small slivers of land on the east end of Omro Road from the Town for the expansion of their parking lot. As noted on *the attached map*, it includes Parcel 91621580200 (.08 acres) and a portion of 002-008802 (estimated .07 acres). Final survey needs to be completed at the cost of Horicon Bank before finalizing the Offer to Purchase. Purchase price is \$500. The first page of the *draft Offer to Purchase and the addendum* are provided with this report. The conditional approval for the sale of the parcels is an action item on this agenda.

D. Recruitment of Town Clerk

With Deb's upcoming retirement, the recruitment process for a new clerk will begin this month. 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 needs to be established to oversee the process. *A draft Town Clerk Position Description* is provided in your packet. Approval of the position description is an action item on this agenda.

E. Building Permits 2021

For the year, there was a total of \$12,352,700 in new investment in the Town of Algoma. In 2020, that figure was 5,087,914. Projects consisted of installation of hot tubs, replacement of windows, basement remodels, new garages and outbuildings, plumbing and electrical work, new decks, and new homes. There were 27 new homes permitted to be built in 2021 (12 in 2020) with a total value of \$9,508,515 million or 80% of the total new investment made in the Town last year.