

Date: February 11, 2022
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Town Website Refresh

The Town's current website was completed in April 2020. It needs a complete refresh regarding layout, photos, and features. Staff from Blue Door Consulting, LLC designed the current website, and they will be assisting with the refresh. Please take a few minutes to review the Town's website and let Rhonda or me know if you see any areas that need a cleaner layout, more detailed content, or features.

B. Garbage and Recycling Totes and Lids

Harter's has asked for clarification regarding the replacement of lids and totes that have been broken. In the past, the residents would call the Town Hall and report a broken lid or tote, and in turn, the Town would bill the company for the replacement cost. However, many of the totes are older and there is a question as to which entity is responsible for the damage and for paying the cost to replace any damaged lids and totes. Lids are \$35.00 and totes are \$62.00 for a medium and \$70.00 for a large. The Town started selling totes to residents in 2005, and there is not an accurate accounting of all the totes that sold over the past 16+ years.

In addition to damaged totes and lids, the Town is unable to get new garbage and recycling totes in a timely manner. Our current inventory of totes is very low, and it is unknown when the order for totes placed in August 2021 will arrive. With tote supply issues, storage costs, and staff time, this may be the time to make a decision on whether or not the Town remains in the tote business. The same totes the Town uses can be purchased at Menard's, Lowe's, and Home Depot. Any future damage to totes and lids would then be between the residents and Harter's. Staff is seeking some direction on how to proceed with this situation.

C. Update on Recruitment for Town Clerk

The position is being advertised from January 21st through February 18th on four municipal websites, including the Town's website. The ad also ran in the *Oshkosh Herald* on February 2nd and 9th. The deadline to apply is February 18th at 1:00 p.m. As of the preparation of this report, three applications have been received. Applicant Interviews will take place the week of February 28th; finalist interviews (if necessary) week of March 7th; selection and hiring at the March 16th Board meeting; and anticipated start date the week of April 18, 2022.

D. Town Asset Inventory

The Town has not taken a formal inventory of physical assets in recent memory. To get a better understanding and accounting of Town assets, a company or companies would need to be hired to find a fair market value for land, buildings, vehicles, and equipment. The annual financial audit contains book value estimates but not fair market values. Having an accounting of assets, would help provide some valuable information as the Town undertakes its strategic planning process.

E. Strategic Planning

Dr. Jeff Sachse and Carrie Rule from the University of Wisconsin-Oshkosh will be in attendance to discuss the strategic plan and the planning process. *A copy of the planning process and agreement* are provided with this report. The strategic planning process is anticipated to start in late April. The approval of the Strategic Planning Agreement with the University of Wisconsin-Oshkosh is an action item on this agenda.

F. Infrastructure Funding Opportunities

Phil Kleman, Town Engineer, will present two upcoming funding opportunities that can pay for some of the Town's planned infrastructure projects. The first is a \$150,000 grant through the Wisconsin Department of Natural Resources to plan, design, and construct detention ponds, stabilize streambanks and shorelines, restore wetland basins, and improve filtration trenches. These funds could address flooding in the Sheldon Road area and the planning for a new detention pond in Bellhaven. The Town can submit more than one application but there is a 50/50 state to local match breakdown. The second grant is from the Federal Bipartisan Infrastructure Law with funds being passed through the Wisconsin Department of Transportation. Leonard Point Road and the Clairville Extension may be projects that fit under this grant. The application deadlines for both programs are fast approaching.

G. Regional Planning Commission Resolution

East Central Wisconsin Regional Planning Commission (ECWRPC) approved a resolution to amend its Articles of Organization and Bylaws to modify the Board Composition for the Commission on April 30, 2021. Winnebago County Board of Supervisors has also approved a resolution in support of amending the Commission's Articles of Organization and the Bylaws on September 25, 2021. At this point, a majority of the local units of government within the East Central Region will need to consider and potentially approve a resolution in order for this modification of the Commission's Board Composition to take effect. The primary change to the Articles of Organization and Bylaws is the removal of the Gubernatorial appointments because of the extreme delays in obtaining these appointments to the Commission Board. *A copy of the resolution and correspondence* are provided with this report. Complete copies of proposed changes to both the Commission's Articles of Organization and the Bylaws are available, if you would like to review them. The approval of the resolution is an action item on this agenda.

H. Appointment to Planning Commission

The Town's Planning Commission currently has two openings. Ben Szilagyi previously served on the commission and resigned when he moved out of the Town. Mr. Szilagyi has since moved back in to Algoma and wants to serve on the commission. His appointment to the Planning Commission is an action item on this agenda. If you know of anyone interested in serving on the commission, please contact Chair Rasmussen.

I. Approval of Town Hall Cleaning Contract

Lynn and Tom Footit have been cleaning the Town Hall for a number of years. They will be retiring at the end of the month after many years in the cleaning business. The staff will definitely miss them coming in once a week to clean. Two companies submitted proposals: Accu Clean Professional Services and Diane's Cleaning Service, LLC. Their proposals were very close in monthly cost, as well as their list of cleaning services. The monthly charge page from each of their proposals is provided. Their complete proposals are available, if you would like to review them. Approval of the cleaning company is an action item on this agenda.