

Date: December 16, 2022
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Strategic Planning Process

I met with UW-O staff on December 1st to review next steps in the strategic planning process. With the upcoming holidays, communications and exchange of information will be by email with a planned in-person meeting sometime in early 2023.

B. Bellhaven Lane Wet Pond Update

The attorneys for the Town and Bellhaven Homeowners Association are working on transferring the dry pond parcel to the Town. Soil borings and survey work will be completed this month. Phil and I met with the Brescia's and Gerhardt's on November 30th regarding an easement between their properties to install a new outfall pipe. They are willing to have the pipe installed that will also help resolve the drainage issues they are experiencing around the cul-du-sac and the grass swale leading to the lake. Phil has begun designing the outfall pipe and pond.

C. STH 21 and Leonard Point Road Roundabout

WisDOT staff recently received a conceptual layout and initial construction estimate from Westwood engineers for the roundabout. Westwood was hired by WisDOT to design and oversee the construction of the roundabout. The construction of the roundabout is scheduled for 2027. The initial construction estimate of the roundabout is \$2.8 million without engineering. The Town's portion is roughly 25% or \$770,000. The Town is also required to pay \$5,000 towards the preliminary engineering costs. WisDOT staff have provided the Town with the State/Municipal Financial Agreement (SMFA) and State/Municipal Maintenance Agreement (SMMA). *Copies of both documents are provided with this report.* Town Board approval of both agreements are agenda items.

D. Yard Waste Collection Final Numbers

The Grounds Guys collected yard waste on 10 scheduled dates in 2022. With weather and volume of yard waste, the crews often had to collect on multiple days within each respective week. They collected over 293 tons of yard waste. The tipping cost to dispose of the yard waste at the Winnebago County Solid Waste facility was \$9,453. Town staff held a pizza party for the crew members on December 2nd to say thank you for all of their hard work.

E. Leonard Point Road Funding Status

No official notification has been received from the Wisconsin Department of Transportation on whether or not Federal Bipartisan Infrastructure Law (BIL) funding was approved for the reconstruction of Leonard Point Road. If approved, reconstruction of the road would take place in 2026.

F. Recruitment Process for Treasurer Position

Sue has announced that she will be retiring from her Treasurer position at the end of April. She will leave behind big shoes to fill. Given the complex nature of the position, it is important to have some overlap between when the new person starts and Sue's last day. The position description and recruitment time table will be approved at the January 18, 2023 Town Board meeting. The recruitment materials will go out shortly thereafter. The Treasurer position is a part-time position with flexible working hours.