

Date: February 10, 2023
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Update on Recruitment for Town Treasurer

The position is being advertised from January 27th through February 22nd on four municipal websites, Town's website, in addition to other areas. The ad has also run in the *Oshkosh Herald* on February 1st, 8th, and 15th. The deadline to apply is February 22nd at 5:00 p.m. As of the preparation of this report, zero applications have been received. Applicant Interviews will take place the week of March 6th; and the selection and hiring will take place at the March 15th Board meeting; and anticipated start date the week of April 17th.

B. Strategic Planning Process

Staff are reviewing the materials provided by the UW-Oshkosh staff earlier this year. With board members on vacation and not attending the March and April meetings, the next strategic planning meeting will be scheduled for May.

C. Annexation of Properties to the City of Oshkosh

Parcels located along 9th Street that are east of Clairville (north and south side of the road), Linden Oaks Drive, Meadowbrook Road, east side of Clairville Road (south of 9th Street), Windsong Terrace, and north and south of 20th Street east of Clairville Road will be annexed in to the City of Oshkosh on March 1, 2023. *This section is highlighted in red on the attached map.* It was noted in the 2004 Boundary Agreement between the city and Town. The assessed value of all these parcels is \$12,620,200, which is a loss in Town tax revenue of \$20,192. The loss of tax revenue will not be seen until 2024. The annual development taking place in the Town's protected area will offset this loss of revenue. The previous two annexations took place in 2015 and 2018. The next annexation will take place in 2043 and will encompass the land west side of Clairville Road that is south of 9th Street and north of 20th Street as shown on the map in orange.

D. 2023-2028 Capital Improvement Plan

Included with this report is a draft/proposed copy of the Capital Improvement Plan (CIP) for 2023-2028. A detailed list of projects with estimated costs/expenses is important to have on file for financial planning and grant writing reasons. With the Town's steady residential growth, increasing stormwater quality requirements, necessity to invest in amenities and facilities, and approved large infrastructure projects, this plan provides an investment roadmap for the next several years. It is important to have a CIP updated annually in the event state and/or federal funding is or becomes available to help cover the cost of the projects. The approval of the updated CIP is an action item on this agenda.

E. Horicon Bank Offer to Purchase Amendment

The sale of properties to Horicon Bank to facilitate the expansion of their building and parking lot is being finalized. There are a number of steps still to be completed, and as a result, the closing date listed on the Offer to Purchase has been extended to April 28, 2023 (from January 31, 2023) and all other conditions remain the same, including the sale price of

\$5,236.62. The City of Oshkosh still needs to get the approved easements recorded, the bank has to get the certified survey map updated to reflect the easements, the city and Town will then need approve the new CSM, and a closing date will then be scheduled. *The revised Offer to Purchase noting the date of April 28, 2023 is provided with this report.* The approval of the amended Offer to Purchase is an action item on the agenda.

F. Bellhaven Lane Pond Update

The soil samples have been completed and there is not a layer of bedrock impeding the digging of the pond but the parcel has a high-water table that will need to be addressed during construction. The transfer of the parcel from the Bellhaven Homeowners Association to the Town of Algoma is almost finished. Most of the survey work has been completed and the design of the pond and outfall pipe will be finished next month. The storm sewer easement agreement has been drafted by Emily Dunham and presented to the Brescia's for their approval. The location of the storm sewer pipe will be located only on their property. The engineer has designed the pipe with inlets that will allow for both the Brescia's and Gerhardt's to connect their sump pumps and roof drains to it. *A copy of the easement document with maps has been provided with this report.* The approval of the agreement is an action item on the agenda.

G. Leonard Point Road Federal Funding Approved

WisDOT staff notified the Town late last month that funding has been awarded for the reconstruction of Leonard Point Road from STH 21 to Highland Shore Lane. This is a 1.3 mile stretch that will be reconstructed in 2026 with the same profile as Omro Road. The total cost of the project is \$5.564 million excluding design engineering or easement and land acquisition, which will be paid for solely by the Town. The Town's portion of the "eligible" expenses is 20% or \$1.412 million and Federal/State share is \$4.153 million that equates to 80% of the cost. The State/Municipal Agreement for the STP-Urban project is on the agenda for approval by the Town Board. *A copy of the agreement is provided with this report.*