

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

A. Update on Town Treasurer Recruitment

After a four-week recruitment process, applicant reviews, and an interview, no candidate was found for the part-time Treasurer position. The Town Board will need to provide input on how to proceed with filling this position. Options may include reposting it as a part-time position, a full-time position, or rearranging current staff responsibilities for the short or long-term.

B. Approval of 2022 MS4 Annual Report

The Town is required to complete, approve, and submit its annual Municipal Separate Storm Sewer System (MS4) Report to the Wisconsin Department of Natural Resources by March 31, 2023. Phil Kleman assisted with the completion of the report and provide an update on the implementation activities for the 2018 Stormwater Management Plan. Phil will also be presenting information for submission of a WDNR Planning Grant to update the 2018 Plan. *A full draft of the 2022 Annual Report is included in this packet.* Approval of the 2022 MS4 Annual Report is an action item on the agenda.

C. WDNR Planning Grant Application

The Wisconsin Department of Natural Resources has funding available for updating of stormwater plans, ordinances, etc. Last year, the Town received a construction grant to convert the Bellhaven Lane dry pond to a wet pond. For this grant cycle, there is planning grants available for the Town to update its *2018 Stormwater Management Plan*, update stormwater mapping, as well as any necessary ordinances, agreements, and processes. The approval of resolutions for submission of the grant, and the Town's intent to abide by the rules in which to fulfil the grant obligations are action items on the agenda. *Copies of both resolutions are provided with this board packet.*

D. Leonard Point Road Reconstruction Update

With the approval of funding for the reconstruction of Leonard Point Road, the next step is to approve a design agreement with McMahon Associates. McMahon Associate staff also serve as the Town's contracted engineering firm. Since Leonard Point Road will have the same urban design as Omro Road, McMahon engineers have experience with that type of reconstruction and a very good working knowledge of the Town, staff, and board. The approval of their proposal is an agenda for approval by the Town Board. *A copy of the design proposal is provided with this report.*