

Date: April 14, 2023
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Update on Town Treasurer Recruitment

After a second four-week recruitment process, one application was received by the due date and time for the Treasurer Position. The person is currently working full-time for another municipality and wanted to work from home. 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 at a higher wage rate, making it a full-time position, or rearranging current staff responsibilities to complete the core position responsibilities for the short or long-term. If the Treasurer would become full-time, the Board would have to allocate between \$75,000 to \$85,000 for salary and benefits. Currently, for the part-time Treasurer position, the budgeted amount is \$30,000. The filling of the Treasurer position is an action item on the agenda.

B. Improvements to the Town Hall

The remodeling of the former Fire Department meeting room continues. The Clerk will occupy the new office and a meeting area will be set-up for smaller meetings, tax collections, etc. The new Treasurer will move to the front office. The Fire Department will use the current Treasurer's office for storage. Rural Mutual insurance has assigned an adjuster to look at the roof, which is leaking in several locations. There was a registered hail event from April 2022 that may have damaged the roof and vents that has resulted in the ongoing leaking.

C. Class B Liquor License

Oshkosh Festival, Inc. is the new owners of the property that has served as the venue for Country and Rock USA for many years. The company plans to revitalize both events within the next two years. The land is located in the Town of Niekimi, Since the Town of Niekimi does not have any Class B Liquor Licenses available, it is requesting that the Town of Algoma sell them one of its available licenses. The sale of the license to the Town of Niekimi is an action item on the agenda.

D. Establish a Tax Incremental Finance District

A developer approached the Town several weeks ago regarding the four vacant parcels on S. Oakwood Road. The developer has a client who would like to build a medical facility at the location. The greatest hurdle to developing the property is the lack of municipal water. The municipal water pipe ends at the Town Hall and does not extend to the south on S. Oakwood Road. The best option to pay for the water line to be extended to the four parcels is to create a Tax Incremental Finance District (TID) that would include the Town Hall and vacant lot parcels. After many discussions with Greg Johnson at Ehlers, he found that the Town met the criteria to establish a redevelopment TID for this area. *A map of the proposed TID and information on Tax Incremental Financing is provided along with this report.* The approval of the Ehlers Written Municipal Advisor Client Disclosure with the Town of Algoma is an action item on the agenda.