

**Date:** May 12, 2023  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. Strategic Planning Update**

Staff from UW-O's Center for Customized Research and Services provided some minor updates to the strategic plan information for the board members to review. *The latest copy of the strategic plan is provided with this report.* The university is in process of making cuts and other cost-savings decisions to save money and the center's future existence is in limbo. June is likely the last opportunity for university staff to be available to finalize the strategic plan.

**B. Fulfillment of Town Treasurer Responsibilities**

After four months of trying to hire a part-time Town Treasurer, it was decided to divide the Treasurer's responsibilities between Katie and Rhonda on a temporary basis. Sue has been working with each of them over the past month to get them familiar with her specific duties and processes. Katie has agreed to assume the Clerk-Treasurer role and Rhonda has agreed to become the Deputy Clerk-Treasurer until a part-time Treasurer is hired. The approval of Katie Reinbold as the Town's Clerk-Treasurer is an action item on the agenda.

**C. Board, Commission, and Committee Compensation**

The last time the compensation was reviewed for Town Board members, Planning Commission members, Board of Review members, and Parks Committee members was in 2014 that took effect in 2016. *A copy of the current compensation rates and payment schedule is provided for your review, along with the 2023 budgeted amount for each one.* Salaries for the Town Board members and Town Chair are set at the annual meeting. The discussion and approval of compensation levels for the four committees is an action item on the agenda.

**D. Approval of 2023 Road Paving Contractor**

The repaving of Town roads is a part of the annual maintenance program. The bid specs for milling/pulverizing and paving four roadways was put out to bid by McMahon in April. Bids were received up to 10:00 am. on May 10th. The bids were opened and reviewed by Phil Kleman. *The list of bids with estimates with Mr. Kleman's recommendation for approval is provided in your board packet.* The approval of the contractor is an action item on the agenda. The milling and paving will be completed by late-September. In addition to milling and paving of these roads, other roads will be chipped sealed, seal coated, or crack sealed to extend their lifespan. The cost of asphalt and sealing material and labor continues to go up therefore limiting the number of roads that can be repaired on an annual basis.

**E. Lakevista Development Lot Grade Checks**

The Lakevista Estates Development has experienced a great deal of development since breaking ground in February of 2020. With this level of development, the Town of Algoma

wants to make sure at this point each lot and the overall development is being completed according to the approved stormwater drainage plan and Town Ordinance 135-22: Lot Grade Checks. Each property owner paid as part of their original building permit fees a deposit of \$1,000 that is being held by the Town until yard grades are correct. The Town has hired surveyors from McMahon Associates to make sure all the yard grades were put in according to the plan. It is important that the yard grades are correct to avoid drainage issues in the future. Surveyors will be working in the development this month confirming lot grades and setting stakes for areas that need to be filled or regraded. Once the yard grades have been confirmed as being correct, the \$1,000 deposit will be returned to each respective homeowner.

**F. Repairs Needed for Public Landing**

The winter and strong winds from the north damaged the Town's public landing at the north end of N. Oakwood Road. The landing will need to be replaced and area at the access end of the dock needs to be repaired to stop the ongoing erosion issues. *Photos of the landing are provided with this report for your reference.* The landing sees limited use and the cost to repair it will be several thousand dollars. A decision will need to be made on the future of the landing, which could be reconfigured to eliminate the boat landing but enhance the dock. There is no parking lot and those individuals wanting to use the landing or dock are limited to parking on N. Oakwood Road.

**G. Tax Incremental Finance District Update**

The Algoma Sanitary District has directed their engineers to prepare a cost estimate to extend municipal water from the pipe that ends at the Town Hall south to the four vacant parcels on S. Oakwood Road. Once the cost has been estimated, the process will begin to draft a term sheet or pre-development agreement between the developer, sanitary district, and the Town of Algoma. The developer indicated that he needs some assurance that the water line will be extended south to the lots that are planned to be combined and developed for a medical facility. More information is being gathered and a draft agreement will be available for the June Town Board meeting.