

**Date:** June 21, 2023  
**To:** Town Chair and Supervisors  
**From:** Richard Heath, Administrator  
**Re:** Monthly Administrator's Report

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**A. Commission and Committee Compensation**

As discussed during the May meeting, committee and commission member compensation should be increased from the 2016 approved amounts. Town Attorney, Emily Dunham, recommended that the ordinances for the Parks Committee and the Planning Commission be amended to reflect the increase in compensation, as well as payment schedule. If the Town Board elects to continue the Economic Development Committee, it will need to create an ordinance similar to the one for the Parks Committee. *Copies of Chapter 9 from the Town's Ordinances for the Parks Committee and Planning Commission are provided for your review.* These ordinances will need to go through an amendment to increase compensation and payment schedule, which could occur in July.

**B. Road Maintenance Update**

The repaving and repair of Town roads has been completed. Emily Anne Drive, Marquis Road, Forte Road, and Mary Jo Drive were repaved and shouldered. Other roads were patched, chip sealed, or crack sealed to include the Melrose Park area (Sheboygan, Sherrin, Conrad, Kewaunee, and Oneida); Wylde Oak Drive and Court; Olde Apple Lane, Milton Circle, and Duchess Lane. The Winnebago County Highway Department has been contracted with to mow, repair potholes, shoulder, replace street signs, etc. Even though the Town is behind in maintaining its roads, the work that was completed this month helped to get some of the greatest problem areas repaired.

**C. Stormwater Pond Improvements and Maintenance**

Stuart Boerst, Senior Ecologist with McMahon Associates, prepared a condition report for the Jones Park Dry Pond, Butte des Morts Wet Pond (Nelson Road), and the Irvine Wet Pond. In addition, Mr. Boerst provided some options to improve the look and function of the ponds. *His condition report, proposed improvements, and costs are provided with this report.* The clearing out of invasive species, grasses, trees, etc. would be the first step. The planting of prairies at each pond would add to their aesthetics, as well as reduce the need for more in-depth and expensive annual maintenance.

**D. Tax Incremental Finance District Update**

The contracted engineer for the Algoma Sanitary District prepared a cost estimate to extend municipal water from the pipe that ends at the Town Hall south some 1,200' to the four vacant parcels on S. Oakwood Road. The worst-case cost scenario is \$740,000. The developer indicated that his client will be submitting an offer to purchase for the land with an anticipated closing by August. Representatives from the Town, Sanitary District, developer, and GoEDC will be meeting in mid-July to discuss the project, timeline, financing options, and begin work on a developer's agreement.