

Date: July 19, 2023
To: Town Chair and Supervisors
From: Richard Heath, Administrator
Re: Monthly Administrator's Report

A. Commission and Committee Compensation

The amount of compensation for individuals serving on the Parks Committee and Planning Commission was approved in 2016. *Copies of Chapter 9 from the Town's Ordinances for the Parks Committee and Planning Commission are provided for your review.* These two ordinances will need to be amended to increase compensation and payment schedule. The amendment of these two ordinances is an action item on the agenda.

B. Town Hall Rental Update

The Town Hall is being rented on a regular basis for a variety of different events. From January 1st thru the 4th of July weekend, the hall was rented 23 times generating nearly \$6,000 in revenue. The cost to rent the facility on either Saturday or Sunday is \$200.00 for residents and \$225.00 for nonresidents. The cost to rent the Town Hall on Friday Evening is \$125.00 for residents and \$175.00 for nonresidents. There are very few instances where all or part of the security deposit is withheld due to damage or the Town Hall is left a mess. The rental revenue is used to purchase supplies, pay staff to check the condition of the Town Hall between events, purchase items such as tables, and pay for improvements to the Town Hall.

C. Bellhaven Pond Update

The easement for the outfall pipe has been finalized and the parcel transferred from the Bellhaven Homeowners Association to the Town. With the high-water table at that location, the proposed wet pond design has been put on hold at this point. There is a new stormwater treatment facility that may be a better fit for this particular site/pond, which is an iron enhanced sand filter. Given the smaller contributing watershed to the existing dry pond (~22 acres), there are concerns about the proposed wet pond becoming stagnant during dry periods similar to what we are experiencing now. An underdrain system will then collect stormwater runoff and safely transport it downstream via the storm sewer along the Brecia's property and out to the lake. DNR is hoping to have the technical standard completed by the end of 2023. As such, this project has been delayed and will likely be constructed during the spring/summer of 2024. The Town's remaining balance of its original allocation of ARPA funds has been earmarked for this project.

D. WDNR Stormwater Management Planning Grant Approved

The Town was notified by the Wisconsin Department of Natural Resources that it was one of 26 applications funded this grant cycle. The grant funds will be used to update the Town's *2018 Stormwater Quality Management Plan*. The total cost to update the plan is \$120,040 and the grant amount is \$43,200. *WDNR's notification letter and list of approved projects is provided with this report.*

E. Proposed Town Expenditures for Winnebago County Spirit Funds

Winnebago County Communities were recently notified that the funds previously approved by the Winnebago County Board of Supervisors is now available for use by the local municipalities. The county committee overseeing the Spirit Funds (ARPA Funds) has provided each community with a set of guidelines in which to request the \$145,000 in funding. *The county's notification letter is provided in this packet.* A list of proposed projects in which this money can be used to pay for is an action item on the agenda.

F. Tax Incremental Finance District Meeting

Representatives from the developer, Ehlers, Town, GoEDC, and the Algoma Sanitary District are scheduled to meet on July 19th to discuss the proposed medical facility, the creation of the Tax Incremental Finance District, project eligible grants, draft contents for the developer's agreement, and to begin the process 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. An update from that meeting will be given at the Town Board meeting.