

**Date:**            **October 13, 2023**  
**To:**             **Town Chair and Supervisors**  
**From:**        **Richard Heath, Administrator**  
**Re:**            **Monthly Administrator's Report**

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**A. Wastewater Treatment Master Agreement**

For the past several months, the six sanitary districts that send their wastewater to the City of Oshkosh's facility for treatment have been negotiating a new service contract with the city. At this time, the City of Oshkosh is not approving the treatment of any additional wastewater flowing from the Town of Algoma until a collective agreement is approved among all of the parties. Due to that fact, it is holding up development in the Town of Algoma, especially the next housing phase in Olde Apple Acres, as well as the proposed developments east and west of Olde Apple Acres. The Town of Algoma may need to more involved in expressing its concerns, if an agreement is not reached in the coming months.

**B. Burning Postcard**

As discussed at the last meeting, Town staff and Board Members receive a large number of complaints when it comes to burning, especially the burning of leaves. An informational postcard on the do's and don'ts of burning was created and mailed to all the homes within the Town. Chief Sawicki provided input, so the fire department is also aware of the guidelines for burning in Algoma and is willing to assist in educating the residents on safe burning practices. It is hoped that residents read the postcard and are more aware of the burning ordinances' regulations for the health and safety of everyone. With some of the urban fires witnessed over this past year, there are areas of Algoma that are susceptible to these types of fires, and it is important to follow the rules to help avoid problems.

**C. Shoreland Zoning Appeal**

The Winnebago County Planning and Zoning staff have denied a permit for a retaining wall located within the shoreyard setback area. The applicant, JEL, LLC located at 4532 Bellhaven Lane, is appealing the county's decision due to what they believe is an error in administrating the zoning code. Winnebago County Planning and Zoning staff have asked the Town of Algoma to make a recommendation on the applicant's appeal to construct a retaining wall on their property. The packet of information provided by the Winnebago County Planning and Zoning staff is included with this report. The approval or denial or approval with conditions of the retaining wall is an action item on this agenda.

**D. 2024 Yard Waste Collection Agreement**

The Grounds Guys have agreed to provide yard waste collection for next year. They feel 11 collection days is sufficient but may need to occasionally carryover collection to the next day if there is a larger amount of yard waste to be collected. For the most part, residents are following the collection guidelines, which makes the process more efficient. *Copies of the Collection Calendar with Collection Guidelines and the agreement are provided with this packet.* The approval of the 2024 Yard Waste Collection Callender and Agreement is an action item on this agenda.

**E. City of Oshkosh Ambulance Agreement**

As of the preparation of this report, there has been no update provided on the Ambulance Service Agreement and/or addendum. City of Oshkosh staff were to prepare an addendum this past week with new costs for the 10 communities to review and approve. If additional information becomes available prior to the meeting, it will be shared with the Board members and appropriate action taken. The approval of the 2023 City of Oshkosh Ambulance Agreement is an action item on this agenda.