



Monthly Report: November 2021

Finance Director Position: As noted in previous emails and the NTK Newsletter, Kathy Kasza informed us on Thursday, November 4th of her intent to resign/retire as she looks to transition into a part time position for the Town of Farmington. Kathy will be working with us half-time (afternoons) in the interim and will ensure we stay up to date on all mandatory reporting deadlines throughout that time. We will also look to have Kathy execute the capital borrow within the next month to ensure we take advantage of favorable interest rates. Per the employee handbook the position will be posted internally on November 15th and externally on November 23rd. Once posted externally, we will promote through Gannet Multimedia, social media and the following professional associations.

- WCMA (Wisconsin City/County Managers Association)
- ICMA (International City/County Managers Association)
- WGFOA (Wisconsin Government Finance Officers Association)
- GFOA (Government Finance Officers Association)
- MTAW (Municipal Treasures Association of Wisconsin)
- PFA (Public Finance Authority)
- LWM (League of Wisconsin Municipalities)

The close date for the job positing is currently set for December 30th. With this being a Department Head position, I will work with Mayor Smith and an additional Council Member as the core hiring committee. Department Heads will be utilized in staff interview panels as soon as interviews begin.

Update on River North Neighborhood Plan: On October 28th and November 4th, the City held interviews with three housing development groups. The three developers were Mosaic Property Ventures, SC Swiderski and Hoffman Development Group w/ Cedar Corp. Interviews were productive and staff is continuing to work through proposals that could involve all three groups within the defined development area. Staff plans to meet again with Hoffman and Swiderski separately in early December.

Staff has had follow up conversations with Mosaic Property Ventures as they are specifically interested in a WHEDA Tax Credit project. With the WHEDA Tax Credit application deadline being December 11th, we are moving things forward to ensure we are eligible to submit an application by the deadline. In order to do that, we will be proposing a rezone of the City owned property in the River North Area from I-2 to R-3 by December 7th. We will also be bringing forward an option to purchase an approximate 5 acre area directly north of Fox Valley Area Technical College. Council will act on that "option to purchase contract" at the November 16th Council Meeting. The option to purchase will be contingent on Mosaic Property Ventures being awarded the tax credits and the option will expire in May of 2022.

Main Street Grand Opening/Halloween Event: The Main Street Celebration/Halloween Event Planning Committee had a debrief meeting on Friday, November 12. It was unanimously decided to repeat and build on the event in 2022. The event will be set for October 28th.

Signage Workshop: At the December 1st Plan Commission meeting we will be holding a sign regulation workshop. Sign regulations are outlined in Chapter 17 of our municipal code and this is a section in which staff gets frequent pushback from City businesses which can result in heavy amounts of staff time. Attorney Steve Sorenson will be giving a presentation to Plan Commission to educate us on why sign regulations exist, how to determine what is appropriate for your community, what steps may be necessary to get there, and the importance of working within the code once you do.

All Staff Luncheon: At noon on Wednesday, December 8th all staff is invited to an all staff luncheon that will be held at the old Health and Fitness Headquarters facility on the Recreation Center property. Department Heads will be preparing and serving the food and we will use this time as an opportunity to celebrate organizational accomplishments from this past year. All staff and elected officials are invited.

Grant Submissions: On November 10th, Greg submitted two additional grants requesting funds that would support (1) infrastructure associated with Phase 1 in the proposed River North Neighborhood and (2) a residential housing repair program. Neither of these grants have a match requirement and we expect to hear the result of the applications before the end of the year.

Employee Rewards Program: The department head team has been working together on drafting a potential employee rewards program that would monetarily award employees for positive performance. While we continue to inject input into the draft proposal, Kathy has planned to budget for its implementation in 2022. Details of the proposed program will be brought forward to Council in the near future.

Recent Notable Meetings And Events:

- October 14: Ribbon Cutting at Everyday Hometown
 - October 26: CVB Board of Directors Meeting
 - October 27: WCEDC Meeting
 - October 29: Halloween on Main Event
 - November 1: Business and Workforce Development Committee
 - November 1: Airport Board Meeting
 - November 2: Employee Retention Committee
 - November 2: City Council
 - November 3: Presented at Rotary
 - November 3: Plan Commission Meeting
 - November 8: Historic Society Steering Committee – Capital Campaign
 - November 10: CVB Board of Directors Workshop
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