



# STAFF PROJECTS/DUTIES

## VILLAGE ADMINISTRATOR

<b>Public Works</b>	<b>Finance</b>	<b>Community Development</b>	<b>Village</b>
<u>Pete Wegner,</u> <u>Director</u>	<u>Lisa Kertner,</u> <u>Finance</u> <u>Director</u>	<u>Pete Wegner,</u> <u>Director</u>	<u>Bobbi Jo Birk-</u> <u>LaBarge,</u> <u>Village Clerk</u>
<u>Kim Coyle,</u> <u>Utility Clerk</u>	<u>Sarah Fisher,</u> <u>Account Clerk</u>	<u>William Gau,</u> <u>Planning Tech</u>	<u>Jennifer</u> <u>Poyer,</u> <u>Administrative</u> <u>Assistant</u>

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**CLICK STAFF MEMBER  
TO VIEW LIST**

# DAN MAHONEY - INTERIM VILLAGE ADMINISTRATOR

VILLAGE ADMINISTRATOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day to day Village operations												
Leading Village staff												
Village Polices												
Ordinance and Amendment changes												
Grant research/applications												

PROJECT	CURRENT ACTION
TID 2 development	Working with Community Development Director to move forward with Phase 2 proposed project, before TID expenditure period expires.
Utility rate increase	Ehlers has begun work on this study.
Policy changes	Working with Village Attorney on HR001 and HR006 as directed by the Village Board. (on current agenda)
Village administrator recruitment	Move forward with advertisement and hiring for Village Administrator position as directed by Village President.
Water Treatment Facility	Becher Hoppe approved for construction management services. Ken Ligman will give update at July 6 Utility Committee meeting.
Audit/Budget work	Audit submitted. Working with Treasurer to resolve outstanding 2023 budget issues.
Tax District Increment Update	Joint Review Board Annual Meeting set for June 28, 2023.

# PETER WEGNER - PUBLIC WORKS DIRECTOR

DIRECTOR OF PUBLIC WORKS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day-to-day operations												
Hiring seasonal parks staff												
Yearly invoices												
CLIPP, Utility Committee meetings												
Schedules infrastructure maintenance and repairs on equipment												
Creates/submits Public Works, Sewer, and Water budgets to the Village												
Grant applications, inventory ordering, MA4 Permits and other state required forms.												

PROJECT	CURRENT ACTION
Creek Road culvert project	Received culverts. Working on establishing construction schedule.
Building maintenance repairs	Dun-Rite needs to finish siding and fascia. Work is scheduled.
New facility meeting	Discuss need for space study with APC/VB. If approved in 2024, study would be in spring 2024.
Recycling grant	Completed and submitted.
Vac truck	Deferred to a later date due to lack of storage space.
Lift station assessment report	Report will be ready end of August. In the process of scheduling meetings with UC and VB to review.
Review sewer deficiencies list and establish priority improvement	Develop Capital Improvement Plan and review with UC and VB.
Well 3 study	5/30/2023 DNR approved with conditions. Will schedule meeting within 6 to 8 weeks to present.
Utility rate increase study	Treasurer provided Ehlers with additional info.
Ice skating rink	Staff set to construct rink in winter of 23-24. Brad Jacobson will present details to CLIPP in August.

# PETER WEGNER - PUBLIC WORKS DIRECTOR

<b>PROJECT</b>	<b>CURRENT ACTION</b>
Water Treatment Plant	Becher Hoppe approved for construction management services. Ken Ligman will give update at July 6 Utility Committee meeting.
Hazard Mitigation Plan Update	Resolution set to go before CLIPP on July 5.

# LISA KERSTNER -FINANCE DIRECTOR

DIRECTOR OF FINANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Village budget												
Annual audit												
Property taxes												
Managing day to day financial information												
Monitoring bank balances												
Manages debt service												
Manages petty cash												
Report to Village regarding financial status of ongoing and concluding projects												

PROJECT	CURRENT ACTION
Research new CDs with high yield interest rates for investment	
Village audit	Assisting auditor - remote capital assets and sytart of TID. PSC completed.
Utility rate increase	Working with Ehlers to get missinginfo so they can work on water/sewer rate study.
Water Filtration Plant	Working on short-term finance options
Civic transfer	Preparing reports for onboarding software
Joint Board of Review Annual Meeting	Preparing TIDs spreadsheets and annual report
Onboarding	Updating payroll

# PETE WEGNER - COMMUNITY DEVELOPMENT DIRECTOR

COMMUNITY DEVELOPMENT DIRECTOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Developing relationships with area businesses, municipalities, etc.												
Manages community development and zoning projects												
Prepare and administer department budget for Community Development Dept. and the Tax Increment District budgets												
Supervise building inspection operations												
RDA, CLIPP, Kowalski Interchange, Plan Commission												
Supervise citizen complaint resolutions												
Building permits, conditional use permits, rezones, CSMs, CUPs												

PROJECT	CURRENT ACTION
Floodplain ordinance	DNR approved latest draft 5/5/2023; discussed with Planning Commission 5/15/2023; Village Attorney has reviewed. Discussing with the Planning Commission on 6/29/2023.
Oak wilt ordinance	Rewriting based on changing language to guidance vs. enforcement per VB decision
Redevelopment of TID 2	Have updated info on TID 2. Will take info to Planning Commission and Village Board.
Kowalski Interchange AD Hoc Committee	Corresponded with John Bierberitz regarding proposal to re-study the possibility of a Kowalski Interchange. Waiting to hear back from Bierberitz. He will provide process and cost.
Village development	Signed development agreement. Received second proposal for development of TID 2.
Cell tower	Planning Commission Public Hearing held 5/15/2023
Amending Future Land Use Plan	Need to gather all pending and proposed rezones that require amendment to the Future Land Use Plan.

# PETE WEGNER - COMMUNITY DEVELOPMENT DIRECTOR - 2

PROJECT	CURRENT ACTION
Fee Schedule update	Reviewing
Zoning Permit vs. UDC Permit	Needs to be discussed with trustees
Permit review, revision	ONGOING - Meeting with staff, currently considering road access permit
Research Each TID	In the process of gathering information
520-109 Comprehensive Plan Amendments	Proposed ordinance change striking "...the Village will consider Comprehensive Plan amendments only once per calendar year."
Rezone and comprehensive Plan revision request form	Need to develop form



# BOBBI JO BIRK-LABARGE - VILLAGE CLERK

VILLAGE CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Payroll												
Elections												
Village Board, Board of Review clerk role												
Liquor/Kennel/Cigarette, etc. licensing												
Custodial duties of all Village records												
Organizes citizen appointments for committees and commissions - develops training packet												
Review and approve disbursements from the Village Treasury												

PROJECT	CURRENT ACTION
Multiple software transfers	Assisted staff and board members in navigation of Municode. Attended training for HeyGov! Civic transfer is underway with July date set
Open Records Request	Filled multiple requests
Alcohol & tobacco licensing	Processing bartenders licenses, alcohol licenses
Employee files	Organizing and cleaning
Human Resources	New hire paperwork - 1 KPD officer; Dept. of Revenues Forms, OSHA forms, workplace injury forms
Training	Attended Clerk/Treasurers conference in Green Bay
Village custodian	Created schedules for custodian
Village events	Helped take down projector equipment at Movie Under the Stars
Emergency preparedness	Attended WPS Tornado Tabletop Exercise
Joint Review Board	Contacted members, working with finance director regarding info, creating schedule, establishing meeting date, publishing date and info



# WILLIAM GAU - PLANNING TECH

PLANNING TECH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Issuing building permits												
Handling Village complaints												
Community Events												
Plan Commission, RDA, BOA, Kowalski Interchange clerk role												
Under Comm. Dev. Director - administer the Village's zoning ordinances												
Record requests												

PROJECT	CURRENT ACTION
Floodplain communications	Assisted residents on the new floodplain map info, working to put together an informational meeting after DNR approves new ordinance.
Farmers Market 2023	Contracted with four musicians and working on securing two more before the end of the event.
Movies Under the Stars	<p>Completed first movie event. Minor issues with set-up, but the event was a success. The Village is still taking donations for the Women's Community until July 9.</p> <p>Two more movies are set. TDS is sponsoring and donating food for Peyton's Place.</p>
UWSP class project	Contacted Matt Block about building trails, grants, etc. Waiting to hear back.

# KIM COYLE - UTILITY CLERK

UTILITY CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Utility billing/past due/disconnections												
Utility Committee clerk role												
Schedule work orders												
Manage private well inspections												
Customer service for utility residents												
Payment reconciliation												
Collect/reconcile US Bank receipts												
Mandatory run water program												
Elections clerk												
Office support/Tech support												

PROJECT	CURRENT ACTION
Well inspections	Communicating with residents regarding well inspections. Recording documentation as received.
Interim/employee technical transition	Set-up computers, technical troubleshooting for new employees
Consumer Confidence Report	Completed 2023 report for DNR
Audit	Providing reports.
TDS service transition	Setting up appointment for onsite surveys and in progress of laying fiber optic cable.
Public Works transition	Working to organize, store and move documents from Dan Hekrdle's computer and office.

# SARAH FISHER - ACCOUNT CLERK

ACCOUNT CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily administration of the accounts payable and accounts receivable processes												
Assists with financial recordkeeping, reporting, reconciliation												
Administrative Policy Committee clerk role												
Administrative support to Finance Director												
Manages front office												
Property tax processing												
Dog licensing												
Waste management accounts												

PROJECT	CURRENT ACTION
Village policy changes	APC continues to review policies
Audit	Assisting Village Treasurer with audit.

# JENNIFER POYER - ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
E-newsletters												
Printed newsletters												
Social media management												
Write and manage press releases												
Website management												
Community Room/Park Shelter/Athletic Field reservations												
Community events marketing/management												
CLIPP Committee clerk role												
Deputy Clerk - elections												
Marketing for various department projects												
Front office support/taxes/permits/licenses												
Administration support for Village Clerk/Administrator												

PROJECT	CURRENT ACTION
Deep edit of VOK website	On-going; awaiting and training on new software additions (CivicsPlus, HeyGov!); editing as requests for changes are received
Ribbon-cutting for Kronenwetter mural	<ul style="list-style-type: none"> <li>Set date, communicated with PW, KPD, Geri Kowalski, Jessica Kopacky, Emil Wasniewski, Kronenwetter Lions Club and the Mosinee Area Chamber</li> <li>Interviewed Wasniewski and Kopacky for story to help advertise mural ribbon-cutting.</li> </ul>
Summer/Fall printed newsletter	Working on rundown; compiling and writing stories On hold for update on TIDs and water treatment facility
Mini printed newsletter	Wrote and developed mini printed newsletter to be sent out with water utility bills.
HeyGov!	Attended training
Community Garage Sale	Developed marketing materials; sent press release; marketed event on social media, newsletters and website
Emergency Preparedness	Attended WPS Tornado Tabletop Exercise

# JENNIFER POYER - ADMINISTRATIVE ASSISTANT - 2

PROJECT	CURRENT ACTION
Movies Under the Stars - June 15	Developed marketing materials; wrote and sent press release; marketed event on social media, newsletters and website; attended event and took photos; created video of event; communicated with sponsor
Movies Under the Stars - July 13, Aug. 10	Developing marketing materials and press releases, marketing event on social media, newsletter and website
Marketing for Farmer's Market	Advertising for vendors, musicians and market-goers on social media, website, newsletters
Garden event 2024	Failed to recruit gardens for Master Gardeners Garden Walk. Will move forward to create a local garden event for 2024.
Village coverage	Attended KPD, KFD, Village events, took photos, developed posts for social media, newsletter content; planned and wrote and published posts recognizing departments during municipal recognition weeks
Village hiring	<ul style="list-style-type: none"> <li>• Posted Public Works Director/Utility Superintendent position on Indeed, website, Facebook, LinkedIn, League of Municipalities, WI County Association, WI Rural Water Works and WI Public Works Association</li> <li>• Posted Village Administrator position on Indeed, website, Facebook, LinkedIn, League of Municipalities, WI County Association</li> </ul>