

Village Administrator
Status Report: for Village Board
As of February 28, 2024

- A. Review of Riverside Ambulance Services Agreement
- B. Code of Conduct amendment for the Village of Kronenwetter
- C. Director of Public Works & Utilities Interviews March 7, 2024 from 4:00p.m. to 7:00p.m.
- D. Preparing draft village administrator's hiring policy & procedure for APC
- E. Developing a draft standardize employment off letter with VOK staff
- F. Department head review of latest version of Employee Handbook to be scheduled with APC
- G. HR – Evaluations and Professional Development Plans
- H. HR – Standard Hours of Operations – Manager on Duty Assessment
- I. Legal services budget amendment development with CFO/Treasurer
- J. Railroad Accessibility Assessment Study bids due March 11, 2024 4:00p.m.
- K. Citizen issue over payment for utilities laterals in review
- L. Final review over/under/balances of 2023 budget with CFO due April 2024
- M. Continued Village review of all current contracts
- N. Continued weekly leadership meeting every Tuesday
- O. Developing Agenda for Mentoring Meeting with Dan Mahoney March 19, 2024
 - Wis. Open Records Law
- P. Attending Municipal Grant Workshop, Waukesha, WI February 22, 2024
- Q. Attending Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI
- R. Attending WCMA Region 2 meeting Rib Mountain Municipal Center March 2, 2024
- S. Continuing Director of Public Works and Utilities duties
 - Created Emergency Water Well #2 Shut Down Procedure
 - Completing the FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation
 - Public Works Director Interviews March 7
 - GIS Package Award
 - Developing a Sewer Cleaning RFP
 - Reviewing Back-up Generator Plan
 - Railroad Accessibility Assessment Study
 - Well #2 Water Treatment Construction Project Management
 - Kronenwetter Drive Phase A and Phase B design
 - Lift Station 8 and 4 Design
 - Various utilities repair & replacement efforts, to include budgeted improvement
 - ADA updates for the Municipal Center

