



PROJECTS/DUTIES

VILLAGE ADMINISTRATOR

Pete Kampfer, CPM

PROJECT

CURRENT ACTION

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| <ul style="list-style-type: none"> • New Village Ambulance Service | <ul style="list-style-type: none"> • Ramp up the project overview subcommittee. |
| <ul style="list-style-type: none"> • Public Works Director Recruitment | <ul style="list-style-type: none"> • Continue the advertisement and hiring process as directed by the Village President. |
| <ul style="list-style-type: none"> • Budget Work/Amendments | <ul style="list-style-type: none"> • Working with the Village Treasurer to resolve potential 2024 budget issues. |
| <ul style="list-style-type: none"> • Code of Conduct Ordinance | <ul style="list-style-type: none"> • Working on the ordinance with the Village Attorney as directed by the Village Board. |
| <ul style="list-style-type: none"> • Front Village Hall ADA Doors-RFP | <ul style="list-style-type: none"> • In RFP committee review for Board recommendations. |
| <ul style="list-style-type: none"> • Village SWOTS | <ul style="list-style-type: none"> • Village scan: Strengths, Weaknesses, Opportunities, Threats. |
| <ul style="list-style-type: none"> • Employee Wage Study | <ul style="list-style-type: none"> • Develop a new employee wage structure for Board consideration. |
| <ul style="list-style-type: none"> • Union Contract Discussions | <ul style="list-style-type: none"> • Current contract under review. |
| <ul style="list-style-type: none"> • Village Hall Records Retention
·Electronic/Paper | <ul style="list-style-type: none"> • Organize existing documents for additional storage or destruction. |
| <ul style="list-style-type: none"> • Department Head Training | <ul style="list-style-type: none"> • Continue department professional development. |
| <ul style="list-style-type: none"> • Village Board Retreat | <ul style="list-style-type: none"> • Organize the contingencies for an effective Board retreat and plan of action. |
| <ul style="list-style-type: none"> • Compose and circulate a Village-wide citizen survey | <ul style="list-style-type: none"> • Compose and disseminate as directed by the Board. |
| <ul style="list-style-type: none"> • Prepare a needs assessment for the Village Police Department | <ul style="list-style-type: none"> • Initiated via the Board, Administrator, and Chief of Police. |
| <ul style="list-style-type: none"> • Railroad RFP | <ul style="list-style-type: none"> • Under Administrator review. |
| <ul style="list-style-type: none"> • Custodian of Record - Ordinance Review | <ul style="list-style-type: none"> • Under Village attorney review with administrator in tow. |

[illegible]