

Village Administrator
Status Report: for Village Board
As of April 9, 2024

- A. Prepared Evaluation for Lisa Kerstner CFO/Treasure for APC
- B. Prepared 2024 Evaluation Wage-Scale Budget Range for APC
- C. Prepared 2024 Road Maintenance Bid Packet Award for APC
- D. Prepared Budget Amendment Lift Station Maintenance for UC and APC
- E. Attended Adhoc Committee meeting regarding committee formation.
- F. Third party investigator for personnel claim is moving on to the next phase of staff & board interviews through the month of April 2024. Anticipate final interviews and recommendations through the end of May 2024.
- G. Developing Debt Management Policy with CFO/Treasurer with input utilities from auditors for future presentation to APC.
- H. Department Head review of latest version of Employee Handbook completed and prepared for APC.
- I. Continued review of 2023 budget over/under/balances with CFO/Treasurer
- J. Department Head Quarterly Budgets Reports scheduled for presentation to CFO/Treasurer on April 16, 2024.
- K. Prepared Capital Improvement Plan presentation for APC.
- L. Preparing the Municipal Building ADA Update Project for presentation to CLIPP and future APC to identify funding source. RFP being developed as well.
- M. Dan Mahoney mentoring meeting April 23, 2024 (HR, payroll with other subjects to be determined)

Ongoing Project Milestones:

- Railroad Accessibility Assessment Study (**Award pending funding**)
- 2024 Road Maintenance Bid Packet . (**Award pending APC & VB approval**)
- 90% Lift Station 8 & 4 Design submittal to DNR – **MARCH 2024** (received)
 - a. Drill rig was onsite April 1 for Geotech samples.
 - b. WDNR Submittal after 90% Plans: March 2024
 - c. Full Plan Set 100% Specifications: March 2024
 - d. Bid Project: March – Early April 2024
 - e. Award Contract: May 2024
 - f. Construction Start: summer 2024
- Municipal Center Roof Repair & Replacement Project (**Job walk Friday April 12**)
- Water Tank Maintenance – **Spring and Fall 2024**
- Parks Repairs and Maintenance Projects – **APRIL to JUNE 2024**
- Well 2 Shut Down (WTP Construction Project) – **APRIL 15 to APRIL 30, 2024**

- Well Water Treatment Plant Construction Project – Micro Meter install change order and Overhead change order approved.
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements - **JUNE 15, 2024**
 - a. **March 15, 2024:** Field work and Geotechnical work completed.
 - b. **April 15, 2024:** 2nd Utility Coordination Initiated.
 - c. **June 15, 2024:** 50% Plans, Specification and Preliminary Engineers Estimate
 - d. **August 15, 2024:** 90% Plans Specification and Engineers Estimate