



MEMORANDUM

To: Village of Kronenwetter Board
From: Kim Manley, Interim Administrator
RE: Interim Administrator's Report

LIST OF ACTIVITIES 8/28 through 09/13/2023

1. Attended staff meetings.
2. Met with Finance Director – 2024 Budget – multiple.
3. Met with Administrative Assistant/Deputy Clerk/Media Specialist – secretary for the Community Life, Infrastructure and Public Property Committee (CLIPP) and prepared CLIPP agenda items for upcoming meeting.
4. Researched Kowalski Road for CLIPP – response to ongoing discussion on truck traffic.
5. Discussed with Fire Chief – truck repair versus replacement – advised it be placed on CLIPP for directive.
6. Met with Finance Director – reviewed current assessment ratio – advised contacting assessor for contract options – revaluations.
7. Worked on ordinances for Village Board – claims and donations – with Village Attorney.
8. Prepared agenda, packet and attended the Ad Hoc Committee for Committee Structure as Secretary.
9. Follow up directive from Village Board – Village Administrator Interviews with Clerk.
10. *Off week of September 4th through the 8th.*
11. Met with acting Director of Public Works and Utilities on hydrant flushing and other items.
12. Worked with staff to prepare interview packets for Village Board meeting September 11, 2023.
13. Attended Village Board meeting 09/11/23.
14. Contacted applicant for Administrator as instructed by Village Board.
15. Received notice from Teamster's Union – contract negotiations for 2024. Will be taken to Administrative Policy Committee 09/19/2023.
16. Responded daily to various emails regarding Village business.