

**Village Administrator**  
**Status Report: for Village Board**  
**As of March 6, 2024**

- A. Director of Public Works & Utilities interviews March 7, 2024 from 4:00p.m. to 8:00p.m.
- B. Department Head review of latest version of Employee Handbook underway
- C. Legal services budget amendment preparation for APC March 19, 2024 meeting
- D. Continued review of 2023 budget over/under/balances wth CFO/Treasurer
- E. Continued weekly leadership meeting every Tuesday
- F. Working on Quarterly Budget Review process with department heads
- G. Working on Capital Improvement Planning process with department heads
- H. Dan Mahoney mentoring meeting March 19, 2024 for all staff – subject: Wisconsin Open Records Law
- I. Attended Municipal Grant Workshop, Waukesha, WI
- J. Attended Wisconsin City County Management Association Conference in Elkhart Lake, WI
- K. Attending WCMA Region 2 meeting at Rib Mountain Municipal Center March 12, 2024
- L. During my time off - March 13 thru March 15 - CFO Treasurer Kerstner will be the point of contact regarding day-to-day questions and/or concerns for the village administrator.

**Project Milestones:**

- Municipal Building ADA Update Project Bid Specs – **MARCH 2024**
- 90% Lift Station 8 & 4 Design submittal to DNR – **MARCH 2024**
- Confirm Municipal Center Roof Repair & Replacement Project schedule **APRIL 2, 2024**
- Water Tank Maintenance – **APRIL 2024**
- Parks Repairs and Maintenance Projects – **APRIL 2024**
- Well 2 Shut Down (WTP Construction Project) – **APRIL 15 to APRIL 30, 2024**
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements - **JUNE 15, 2024**