

Village Administrator

Status Report: for CLIPP and Utility Committees

As of May 1, 2024

- A. CIP Kick-off scheduled with staff on May 9, 2024
- B. Preparation of "Duties & Responsibilities Presentations for APC, CLIPP, RDA and UC to be presented first regular meeting in May 2024,
- C. Municipal Center Facility Expansion Assessment Underway
- D. Municipal Center Roofing completed
- E. Municipal Center carpet cleaning target May 25th and May 26th.
- F. Budget Amendment 3 Lift Station Maintenance approved
- G. Assisting CFO in the Development of a Debt Management Policy for future presentation to APC.
- H. Job Description Review all positions underway.
- I. Employee Handbook review in progress for future presentation to APC.
- J. Mock 1st Quarter Department Head Quarterly Budgets Report presented to CFO
- K. Continued development of a Capital Improvement Plan approved
- L. Preparation of Municipal Building ADA Update Project request for funding through CLIPP committee – to be moved onto APC

Ongoing Legal Review Activities

- Class B Liquor License Request review
- Enforcement Case Nonconforming Structure
- Web based agreement termination
- Third party personnel claim investigation
- Code of Conduct review
- Upcoming open records policy draft review
- Upcoming Employee handbook review
- Wisconsin Elections Commission complaint
- Ongoing Writ of Mandamus

Public Works & Parks

- 2024 Road Maintenance Bid Packet awarded
- Parks Repairs and Maintenance Projects Underway
 - a. Slide replacement & repair
 - b. Replacement baseball field dugout roofs
 - c. Picnic table replacements
 - d. Play ground backhoe replacements
- Kronenwetter Dr. & Misc. Road Way Improvements Initiated

- a. Geotechnical information has been transmitted and RPS has reduced the data and will soon provide a summary document to display that information.
- b. The DSR (Design Study Report) initiated and RPS evaluating existing road characteristics against current standards. Alignment, turning radii, etc.
- c. Utility coordination has been started and underway
- d. RPS has completed culvert inspections and are also reducing that data for hydrohalic calculations,
- e. 25% plans have been initiated but more concentration is on the DSR - Underway
- f. Preparation of a PIP (Public Involvement Plan) - Underway
- g. 50% plans, specifications, & Engineer Estimate – June 15, 2024
- h. 90% Plans Specification and Engineers Estimate – August 15, 2024

Water & Sewer Utilities

- Water Tank Maintenance – Spring and Fall 2024
- 90% Lift Station 8 & 4 Design submittal to DNR – Substantial savings discovered through alternate design option.
 - a. Alternative Plan valued engineering with saving to be presented to RDA
 - b. WDNR Submittal after 90% Plans: June 4, 2024
 - c. Full Plan Set 100% Specifications: July 1, 2024
 - d. Bid Project: March – August - September 2024
 - e. Award Contract: October 2024
 - f. Construction Start: Pending favorable 2024 conditions or 2025
- Capital Projects
 - a. Sewer Lift Station Rebuild Program (\$50k budget) – Upgrade Back-up Controller on priority lift stations TBD.
 - b. Lift Station Updates (\$100k budget) – Upgrade Lift Station #6
 - c. Generator Update (\$100k) – Lift Station #2

Water Treatment Plant Construction Project

- Well 2 Shut Down (WTP Construction Project) – May 5th through May 10th
- Upcoming Construction Change Order Request for overhead door and process equipment delays
- MEP Rough-in Process Piping June 3, 2024 to June 28, 2024
- Doors and Door Hardware July 5, 2024 to July 10, 2024
- Test and Balance July 11, 2024 to July 24, 2024
- Target Final Punchlist August 5, 2024

