Village Administrator
Status Report: for Village Board
As of February 28, 2024

A. Review of Riverside Ambulance Services Agreement
B. Code of Conduct amendment for the Village of Kronenwetter
C. Director of Public Works & Utilities Interviews March 7, 2024 from 4:00p.m. to 7:00p.m.
D. Preparing draft village administrator's hiring policy & procedure for APC
E. Developing a draft standardize employment off letter with VOK staff
F. Department head review of latest version of Employee Handbook to be scheduled with APC
G. HR – Evaluations and Professional Development Plans
H. HR – Standard Hours of Operations – Manager on Duty Assessment
I. Legal services budget amendment development with CFO/Treasurer
J. Railroad Accessibility Assessment Study bids due March 11, 2024 4:00p.m.
K. Citizen issue over payment for utilities laterals in review
L. Final review over/under/balances of 2023 budget with CFO due April 2024
M. Continued Village review of all current contracts
N. Continued weekly leadership meeting every Tuesday
O. Developing Agenda for Mentoring Meeting with Dan Mahoney March 19, 2024
   - Wis. Open Records Law
P. Attending Municipal Grant Workshop, Waukesha, WI February 22, 2024
Q. Attending Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI
R. Attending WCMA Region 2 meeting Rib Mountain Municipal Center March 2, 2024
S. Continuing Director of Public Works and Utilities duties
   - Created Emergency Water Well #2 Shut Down Procedure
   - Completing the FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation
   - Public Works Director Interviews March 7
   - GIS Package Award
   - Developing a Sewer Cleaning RFP
   - Reviewing Back-up Generator Plan
   - Railroad Accessibility Assessment Study
   - Well #2 Water Treatment Construction Project Management
   - Kronenwetter Drive Phase A and Phase B design
   - Lift Station 8 and 4 Design
   - Various utilities repair & replacement efforts, to include budgeted improvement
   - ADA updates for the Municipal Center