



MEMORANDUM

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

RECAP OF ACTIVITIES 09/14 through 10/03/2023

1. Attended staff meetings.
2. Met with Finance Director multiple times on the draft 2024 Budget.
3. In absence of Finance Director continued preparation of a draft 2024 budget document. Calculated an estimated levy limit for 2023 tax levy and prepared comparison for budget purposes.
4. Met staff/secretary for the Community Life, Infrastructure and Public Property Committee (CLIPP) and prepared CLIPP agenda items for upcoming meeting; emergency access alternate, researched with Marathon County, power plant, etc.; discussed/on site with Fire Chief, etc.
5. Met with staff/secretary for Administrative Policies Committee; RE: Ehlers contracts & need for budget amendments for TID #3 & #4 if approved; budget amendments – review recommendation – noted that there are more to consider. Finance Director is aware.
6. Finished the formal letter - offer of employment to Administrator – reviewed by Attorney.
7. Researched Kowalski Road for upcoming CLIPP meeting on 10/2/23 – response to ongoing discussion on truck traffic for next CLIPP meeting.
8. Met with new Director of Public Works & Utilities.
9. Met with Dirks Group – i.e.; poor recording & sound in Board room and upgrade to recording audio – also asked them to look at the control box for anything else we should be concerned with to potentially deal with it while they are here working on the upgrade.
10. Met with Finance Director – updates that Civic can provide the Village.
11. Worked on ordinance for Village Board – dog fee/fee schedule – review by Village Attorney.
12. Staff received a new insurance claim – forwarded to insurance company.
13. Prepared packet for the Ad Hoc Committee for Committee Structure on 9/26/23.
14. Follow up directive from Village Board – Ordinance & policy to APC for review; create draft budget policy for review.
15. Continued work on the agenda items/packet for APC 10/17/23 meeting – researched and created report on property sales from January through June 2023 for comparison purposes; researched Dept. of Revenue site for information on the current assessment ratio for the Village; prepared cover memo, etc. for the revaluation agenda item.
16. Met with staff and discussed with Village President the WPPA union contract, Article 1-0; Health & Welfare in regards to requests for health insurance. Ongoing.
17. Met with staff on current 2024 budget outlook and discussed the need for potential amendments to their original 2024 requests.

18. Set up meeting for initial Teamster Union negotiations kick off.
19. Overview of the 2022 draft audit document from CLA done and responded with questions.
20. Pulled from file audit entries samples for Finance Director for the 2023 audit process to aid her in preparing them for audit. (Prepaid expenses, accrued payroll, etc.)
21. Met with Court Clerk – Finance Director/Account Clerk’s process for deposits.
22. Contacted the Teamster Union representative on the 8 weeks waiting period for insurances for new hires – can this be changed.
23. Contacted Marathon County – research on complaint – county zoning requirements.
24. Responded daily to various emails regarding Village business.
25. Responded to multiple citizen contacts; in person or via phone.
26. Meetings Attended:
 - 09/19/2023 Administrative Policy Committee
 - 09/25/2023 Village Board
 - 09/26/2023 Ad Hoc Committee on Committee Structure
 - 10/02/2023 Community Life, Infrastructure and Public Property Committee

This list is intended to provide a recap of activity for the period but is not intended to be all inclusive.