

Village Administrator

Status Report: for Village Board

As of April 18, 2024

- A. Municipal Center Roofing Thursday April 18 thru Thursday April 25, 2024
- B. Municipal Center carpet cleaning target May 25th and May 26th.
- C. Prepared Evaluation for Lisa Kerstner CFO/Treasure for Village Board
- D. Prepared 2024 Road Maintenance Bid Packet Award for Village Board
- E. Prepared Budget Amendment Lift Station Maintenance for Village Board
- F. Developing Debt Management Policy with CFO/Treasurer with input utilities from auditors for future presentation to APC.
- G. Employee Handbook review for future presentation to APC.
- H. Department Head Quarterly Budgets Reports presented to CFO/Treasurer on April 16, 2024.
- I. Continued review of 2023 budget over/under/balances with CFO/Treasurer
- J. Department Head Quarterly Budgets Reports presented to CFO/Treasurer on April 16, 2024.
- K. Prepared Capital Improvement Plan presentation for Village Board
- L. Upcoming preparation the Municipal Building ADA Update Project for presentation to CLIPP for future RFP.
- M. Dan Mahoney mentoring meeting April 23, 2024 (HR, payroll with other subjects to be determined)

Ongoing Legal Review Activities

- Third party personnel claim investigation
- Code of Conduct review
- Upcoming open records policy draft review
- Upcoming Employee handbook
- Wisconsin Elections Commission complaint
- Writ of Mandamus review
- Open records request where needed...

Ongoing Public Works/Utilities Project Milestones:

- Railroad Accessibility Assessment Study (**Award pending funding**)
- 2024 Road Maintenance Bid Packet. (**Award pending APC & VB approval**)
- 90% Lift Station 8 & 4 Design submittal to DNR (**Amended as follows...**)
 - a. WDNR Submittal after 90% Plans: March 2024 **moved to June 4, 2024**
 - b. Full Plan Set 100% Specifications: March 2024 **moved to July 1, 2024**
 - c. Bid Project: March – Early April 2024 **moved to August - September 2024**

- d. Award Contract: May 2024 **move to October 2024**
- e. Construction Start: summer 2024 – **moved to Favorable 2024 Conditions or 2025**
- Municipal Center Roof Repair & Replacement Project (**April 18, 2024 Start – 1-week duration contingent on good weather**)
- Water Tank Maintenance – **Spring and Fall 2024**
- Parks Repairs and Maintenance Projects – **APRIL to JUNE 2024**
- Well 2 Shut Down (WTP Construction Project) – **APRIL 15 to APRIL 30, 2024**
- Well Water Treatment Plant Construction Project – Micro Meter install change order and Overhead change order approved.
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements – **Complete**
 - a. **March 15, 2024:** Field work and Geotechnical work completed.
 - b. **Ongoing:** 2nd Utility Coordination Initiated.
 - c. **Complete, pending alternative analysis:** 50% Plans, Specification and Preliminary Engineers Estimate
 - d. **May 15, 2024** – 90 plans with alternative
 - e. **August 15, 2024:** 90% Plans Specification and Engineers Estimate