

## **VOK President's Report for Additional Assigned Duties**

**May 29, 2025**

**David Baker, President**

### **Completed**

- Attended/led Tuesday morning staff meetings
- Reviewed and verified payroll packets
- Discussed open positions with department heads, employees
  - Plan to post/hire an administrative assistant (Duties to include events, reservations, clerk for CLIPP)
  - Are not currently planning to fill planning tech position
- Reviewed budget for administrative assistant position
- Discussions with Pete re potential developments including Glacier Meadows
- Phone calls and meetings with residents
- Met with John Jacobs re financials, budget, and TID Financials
- Emails to/from Riverside Fire Chief
- Approved multiple invoices (see Packet - April 2025 Vouchers)
- Emailed three administrator candidates re upcoming interviews
- Email to Attorney VanderWaal re administrator role (from APC)
- Research TID/TIF rules and guidelines
- Reviewed Riverside Ambulance Service Contract
- Wrote reports for VB and APC meetings

### **Upcoming**

- Interview questions for administrator candidates
- Set-up Interviews for administrator candidates
- Review of additional administrator applications
- Meet with Fire Chief O'Brien re requested Riverside contract modifications
- Meet with Riverside Fire Chief Briggs/ Fire Chief O'Brien re Riverside contract extension

### **Preliminary Work Plan (For Discussion)**

- Administrator search
- Search/hire administrative assistant (events, reservations, clerk for CLIPP)
- Provide support to John for budget timeline and budget development
- Riverside Ambulance contract discussion/extension
- Personal review of comprehensive and strategic plans
- Monitor financials – actual vs. budget/past Years
- Provide support to Pete for economic development strategy and plans
- Develop work plan for APC
- Discussions with John Jacobs and Village Board re longer term employment for John Jacobs

### **Suggestions?**