

Village Administrator
Status Report: for Village Board
As of March 20, 2024

- A. 1st round Director of Public Works & Utilities interviews March 7, 2024 completed
- B. Director of Public Works & Utilities candidate Kayla Lumaye preparation for APC March 21, 2024 meeting – Village Board Coordination for final interview needed.
- C. Evaluation for Lisa Kerstner CFO/Treasure coordination with Village Board for final review.
- D. Review of Staff & Administrator’s responsibilities in following Village Board March 11, 2024 action items:
 - Review of Finance Committee
 - Dissolution in APC (no packet materials found Ord 14-19)
 - Water & Sewer Commission (missing responsibilities of the DPW& Utilities)
 - Review of AD HOC language changes (Note- Board of appeals – BOA reference)
- E. Third party investigator for personnel claim is concluding interview with claimant in March 2024 and beginning interviews with Village Board members in April 2024.
- F. General Legal Services budget amendment prepared for APC March 21, 2024 meeting to cover upcoming budget shortfall due to the following subject matter:
 - Open Records’ Writ of Mandamus
 - Various open records request responses
 - Third Party Investigator for personnel claim
 - Ladder Fire Truck Resolution Review
 - Ladder Fire Truck Financing Review
 - PD Personnel Records Request review
 - FD Interview Records Request review
 - Bond Issuance Document Review
 - Code of Conduct Review
 - Review various resident claims against the Village
- G. Discussing CoVantage Fire Truck Loan third party investigation with Clifton Larson Allen LLP on March 20, 2024
- H. Third party review of the deficiencies in protocol, policy and process in the CoVantage financing issue.
- I. Department Head review of latest version of Employee Handbook underway
- J. March 21, 2024 review of 2023 budget over/under/balances with CFO/Treasurer
- K. Final draft Quarterly Budgets Reports shared with Department Heads – presentation to CFO/Treasurer set for Mid-April.
- L. Final draft Capital Improvement Planning process shared with Department Heads
- M. Dan Mahoney mentoring meeting March 19, 2024 Wisconsin Open Records Law – Next meeting April 2, 2024

Project Milestones:

- RFP Bid Opening Railroad Accessibility Assessment Study **MARCH 2024** (received)
- Municipal Building ADA Update Project Bid Specs – **MARCH 2024** (received)
- 90% Lift Station 8 & 4 Design submittal to DNR – **MARCH 2024** (received)
- Confirm Municipal Center Roof Repair & Replacement Project schedule **APRIL 2, 2024**
- 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**
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements - **JUNE 15, 2024**