

Village Administrator
Status Report: for Village Board
As of April 4, 2024

- A. Reviewing Wisconsin Election Committee complaint filed March 15, 2024 and received by the Village Clerk on April 4, 2024 regarding alleged violations of Wis. Stats. §§ 7.15(1) and 7.30.
- B. Continued verification to determine whether the ratification signature date of the Village President's on the CoVantage Promissory document aligns with the ratification date stated on the approved Resolution No. 2024-003.
- C. Prepared Evaluation for Lisa Kerstner CFO/Treasurer for APC
- D. Prepared 2024 Evaluation Wage-Scale Budget Range for APC
- E. Prepared 2024 Road Maintenance Bid Packet Award
- F. Prepared Budget Amendment Lift Station Maintenance for UC and APC
- G. Attended Adhoc Committee meeting regarding committee formation.
- H. Third party investigator for personnel claim is moving on to the next phase of staff & board interviews through the month of April 2024. Anticipate final interviews and recommendations through the end of May 2024.
- I. Developing Debt Management Policy with CFO/Treasurer with input utilities from auditors.
- J. Department Head review of latest version of Employee Handbook underway – review meeting on April 9, 2024
- K. Continued review of 2023 budget over/under/balances with CFO/Treasurer
- L. Department Head Quarterly Budgets Reports scheduled for presentation to CFO/Treasurer on April 16, 2024.
- M. Capital Improvement Plan presentation to APC schedule April 16, 2024.
- N. Preparing the Municipal Building ADA Update Project for presentation to CLIPP and APC to identify funding source.
- O. Dan Mahoney mentoring meeting April 23, 2024 (HR, payroll with other subjects to be determined)

Ongoing 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 – **MARCH 2024** (received)
 - a. Drill rig was onsite April 1 for Geotech samples.
 - b. WDNR Submittal after 90% Plans: March 2024
 - c. Full Plan Set 100% Specifications: March 2024
 - d. Bid Project: March – Early April 2024
 - e. Award Contract: May 2024

- f. Construction Start: summer 2024
- Municipal Center Roof Repair & Replacement Project (**Being scheduled with Contractor**)
 - 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 - **JUNE 15, 2024**
 - a. March 15, 2024: Field work and Geotechnical work completed.
 - b. April 15, 2024: 2nd Utility Coordination Initiated.
 - c. June 15, 2024: 50% Plans, Specification and Preliminary Engineers Estimate
 - d. August 15, 2024: 90% Plans Specification and Engineers Estimate