



# STAFF PROJECTS/DUTIES

## VILLAGE ADMINISTRATOR

Public Works	Finance	Community Development	Village
<u>Dan Hekrdle,</u> <u>Director</u>	<u>Lisa Kertner,</u> <u>Finance</u> <u>Director</u>	<u>Pete Wegner,</u> <u>Director</u>	<u>Bobbi Jo Birk-</u> <u>LaBarge,</u> <u>Village Clerk</u>
<u>Kim Coyle,</u> <u>Utility Clerk</u>	<u>Sarah Fisher,</u> <u>Account Clerk</u>	<u>William Gau,</u> <u>Planning Tech</u>	<u>Jennifer</u> <u>Poyer,</u> <u>Administrative</u> <u>Assistant</u>

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**CLICK STAFF MEMBER  
TO VIEW LIST**

# DAN MAHONEY - INTERIM VILLAGE ADMINISTRATOR

VILLAGE ADMINISTRATOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day to day Village operations												
Leading Village staff												
Village Polices												
Ordinance and Amendment changes												
Grant research/applications												
PROJECT	CURRENT ACTION											
TID 2 development	Working with Community Development Director to finalize developer agreement for proposed project in TID 2.											
Utility rate increase	Assisting with coordination of utility rate studies with Public Works Director Dan Hekrdle.											
Policy changes	Working with Village Attorney on HR001 and HR006 as directed by the Village Board.											
Village administrator recruitment	Assist with Village Administrator recruitment as directed by Village President.											
Water Treatment Facility	Working with Public Works Director to develop a Request for Quote (RFQ) for construction management services for Water Treatment Facility project. Public Works Director is to have RFQ responses ready for June 6 Utility Committee meeting, with recommendation to the Village Board for its consideration at the June 12 Village Board meeting.											
Audit/Budget work	Working with the Village Treasurer to submit final items for 2022 Budget, review department budgets with department heads, and addressing 2023 Budget issues.											
Tax District Increment Update	Working with Community Development Director and Village treasurer to provide education on TIDs. Assisting with financial accounting of TIDs and preparing annual report for Joint Review Board.											

# DAN HEKRDLE - PUBLIC WORKS DIRECTOR

DIRECTOR OF PUBLIC WORKS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Managing day-to-day operations												
Hiring seasonal parks staff												
Yearly invoices												
CLIPP, Utility Committee meetings												
Schedules infrastructure maintenance and repairs on equipment												
Creates/submits Public Works, Sewer, and Water budgets to the Village												
Grant applications, inventory ordering, MA4 Permits and other state required forms.												

PROJECT	CURRENT ACTION
Creek Road culvert project	Received culverts. Installment dates have not been set.
Building maintenance repairs	Dun-Rite started work on repairs last week. Work should be completed this spring.
New facility meeting	Ongoing - Collecting data on needs for future Village building from department heads; will schedule meeting when new administrator on board
Recycling grant	Needs to be completed by May 23
Martin Road project	Applied for STP grant
Permit review, revision	Working with Pete and William to update permit forms and process
Vac truck	Received two quotes to use for 2024 budgeting. Quotes to be presented to UC Committee.

# DAN HEKRDLE - PUBLIC WORKS DIRECTOR

PROJECT	CURRENT ACTION
RFP for lift station assessment	Lift station assessment is complete. Waiting on recommendation and conditions for all lift stations.
Examining sewer deficiencies list from Mark Thompson	List contains multi-year projects and plans for the future.
Well 3 study	Submitted to state, awaiting PSC
Utility rate increase study	Working to contact PSC regarding water rate increase; hired Ehlers for sewer rate increase study
Ice skating rink research/pricing	Determined location of Buska Park with no boards; contacting the Mosinee Public Works department regarding costs
Water Treatment Plant	Looking at setting up construction planning and scheduling.
Hazard Mitigation Plan Update	Collecting information, ongoing process

# LISA KERSTNER -FINANCE DIRECTOR

DIRECTOR OF FINANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Village budget												
Annual audit												
Property taxes												
Managing day to day financial information												
Monitoring bank balances												
Manages debt service												
Manages petty cash												
Report to Village regarding financial status of ongoing and concluding projects												

PROJECT	CURRENT ACTION
Research new CDs with high yield interest rates for investment	
Village audit	Assisting auditor during his in-person visit - PSC, working on AIP/AR/payroll
Utility rate increase	Providing the 2023 sewer budget and 2022 sewer year end results.
Onboarding	Updating and correcting spreadsheets, organizing files

# PETE WEGNER - COMMUNITY DEVELOPMENT DIRECTOR

COMMUNITY DEVELOPMENT DIRECTOR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Developing relationships with area businesses, municipalities, etc.												
Manages community development and zoning projects												
Prepare and administer department budget for Community Development Dept. and the Tax Increment District budgets												
Supervise building inspection operations												
RDA, CLIPP, Kowalski Interchange, Plan Commission												
Supervise citizen complaint resolutions												
Building permits, conditional use permits, rezones, CSMs, CUPs												

PROJECT	CURRENT ACTION
Floodplain ordinance	DNR approved latest draft 5/5/2023; discussed with Planning Commission 5/15/2023; Village Attorney is reviewing
Oak wilt ordinance	Rewriting based on changing language to guidance vs. enforcement per VB decision
Redevelopment of TID 2	Staff recommendation - RPS; waiting for Planning Commission approval
Kowalski Interchange AD Hoc Committee	Corresponded with John Bierberitz regarding proposal to re-study the possibility of a Kowalski Interchange.
Village development	Numerous contacts with proposed developers: staff request to hire appraiser
Cell tower	Planning Commission Public Hearing held 5/15/2023
Shoreland Protection ordinance	No action
Amending Future Land Use Plan	Needs to be researched and discussed with appropriate committee(s)

## PETE WEGNER - COMMUNITY DEVELOPMENT DIRECTOR - 2

PROJECT	CURRENT ACTION
Fee Schedule update	Reviewing
Zoning Permit vs. UDC Permit	Needs to be discussed with trustees
Permit review, revision	Meeting with staff, currently considering road access permit
Research Each TID	In the process of gathering information
Development Assessment	Pending

# BOBBI JO BIRK-LABARGE - VILLAGE CLERK

VILLAGE CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Payroll												
Elections												
Village Board, Board of Review clerk role												
Liquor/Kennel/Cigarette, etc. licensing												
Custodial duties of all Village records												
Organizes citizen appointments for committees and commissions - develops training packet												
Review and approve disbursements from the Village Treasury												

PROJECT	CURRENT ACTION
Multiple software transfers	CivicPlus transfer - helping staff to navigate Municode; Civic transfer is underway with July date set
Elections	Reviewing current list of election inspectors; completing Republican party audits; attended training on 4-year registration list maintenance
Codify new Chapter 50&66	Working with CivicPlus
Village Administrator hiring	Paperwork
Supplemental insurance	Acquired new supplemental insurance option for staff
Alcohol & tobacco licensing	Letters sent, training attended
McDevco	Attended quarterly meeting.
Employee files	Organizing and cleaning
Audit	Working with interim finance director on documents needed for the audit
New hires	Paperwork
Training	Attending Department of Revenue Training sessions

# WILLIAM GAU - PLANNING TECH

PLANNING TECH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Issuing building permits												
Handling Village complaints												
Community Events												
Plan Commission, RDA, BOA, Kowalski Interchange clerk role												
Under Comm. Dev. Director - administer the Village's zoning ordinances												
Record requests												

PROJECT	CURRENT ACTION
Floodplain communications	Assisted residents on the new floodplain map info, working to put together an informational meeting after DNR approves new ordinance.
Farmers Market 2023	Contacted market managers, continued recruitment of vendors and musicians. Secured sponsor
Movies Under the Stars	Working with OnQ Solutions and TDS regarding their sponsored nights; one movie chosen
UWSP class project	Contacting Matt Block regarding trail building and grants
Building Permits/process	Working within new permit procedure in office
Bike and Walk for the Health of It	Coordinating event with multiple sponsors and departments

# KIM COYLE - UTILITY CLERK

UTILITY CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Utility billing/past due/disconnections												
Utility Committee clerk role												
Schedule work orders												
Manage private well inspections												
Customer service for utility residents												
Payment reconciliation												
Collect/reconcile US Bank receipts												
Mandatory run water program												
Elections clerk												
Office support/Tech support												

PROJECT	CURRENT ACTION
Utility price increase	Working on study to be done
Civic system contract/transfer	Attended training; dates for transfer set
Well inspections	Sent letters to residents due for a well inspection and/or water test; prepped documents/literature for customers
Old equipment disposal	Delivered old equipment to the Northland Lutheran High School
Interim/employee technical transition	Set-up computers, technical troubleshooting for new employees
Consumer Confidence Report	Working on completing 2023 report for DNR
Permits/Permitting process	Worked with Public Works and Community Development to update permits and streamline permit payment process; instituted new process
Audit	Providing reports.
TDS service transition	Working with TDS for new phone service in office; fire department and lift stations

# SARAH FISHER - ACCOUNT CLERK

ACCOUNT CLERK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily administration of the accounts payable and accounts receivable processes												
Assists with financial recordkeeping, reporting, reconciliation												
Administrative Policy Committee clerk role												
Administrative support to Finance Director												
Manages front office												
Property tax processing												
Dog licensing												
Waste management accounts												

PROJECT	CURRENT ACTION
Village policy changes	APC continues to review policies
Audit	Assisting Village Treasurer with audit.
Updating bank and fuel credit cards	COMPLETE
Docusign	Acquired and set-up Docusign account for the Village
Civic software transition	Cleaning up vendor list for Civic transfer; attended training

# JENNIFER POYER - ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE ASSISTANT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
E-newsletters												
Printed newsletters												
Social media management												
Write and manage press releases												
Website management												
Community Room/Park Shelter/Athletic Field reservations												
Community events marketing/management												
CLIPP Committee clerk role												
Deputy Clerk - elections												
Marketing for various department projects												
Front office support/taxes/permits/licenses												
Administration support for Village Clerk/Administrator												

PROJECT	CURRENT ACTION
Village employee organization chart	Main page complete; working on sub-pages with current employee names in each department
Deep edit of VOK website	On-going; awaiting and training on new software additions (CivicsPlus, HeyGov!); editing as requests for changes are received
Ribbon cutting for Kronenwetter mural	Met with mural artist, talked with the Executive Director of Mosinee Area Chamber
Website properties for sale update	Worked with NAIPfefferele to update their listings on the website; updated other property listings as determined
Summer/Fall printed newsletter	Working on rundown; compiling and writing stories
Mini printed newsletter	Wrote and developed mini printed newsletter to be sent out with water utility bills.
CivicPlus transfer	Attended 3 trainings; linked program to website

# JENNIFER POYER - ADMINISTRATIVE ASSISTANT - 2

PROJECT	CURRENT ACTION
Movies Under the Stars	Developing marketing materials, planning
Marketing for Farmer's Market	Advertising for vendors, musicians and market-goers on social media, website, newsletters
Garden event 2024	Working to recruit possible Kronenwetter gardens willing to participate
Bike and Walk for the Health of It	Marketing, planning, media release
Event coverage	Attended KPD, KFD, Village events, took photos, developed posts for social media, newsletter intent; planned and wrote and published posts recognizing departments during municipal recognition weeks
Elections	Attended training on 4-year registration list maintenance