



MEMORANDUM

To: Village of Kronenwetter Board
From: Kim Manley, Interim Administrator
RE: Interim Administrator's Report

RECAP OF ACTIVITIES 10/04 through 10/18/2023

1. Attended staff meetings.
2. In absence of Finance Director continued preparation of a draft 2024 budget document.
3. Met and worked with various department heads on the 2024 budget looking for ways to reduce the levy to reach the estimated levy limit.
4. Worked on the Utility budgets for 2024 along with the potential capital improvement plans and their impact to the operational budgets. Finance Director will be responsible to complete and prepare for the next Utility Committee meeting.
5. Research for the Ad Hoc Committee on Committee Structure – sample ordinances for Utility Commissions, Finance Committees Personnel Committee or combination of both.
6. Met with Village Clerk on setting up a State Debt Collection program for the Village to collect bad debt which she completed.
7. Communicated the Village Board directive to compile the cell tower appeal hearing documents for the Village Board to staff members who were directly involved.
8. Prepared schedules for the Teamster Union negotiating team.
9. Worked on October 17, 2023 Administrative Policies Committee; RE: presentation of the 2024 budget, prepared the executive summary; new budget amendments – review recommendation with Finance Director-yard waste expense line – not budgeted for in 2023 – noted that there are more expense lines to consider. Finance Director is aware. Also, the draft budget policy was added, Ordinance 180-3(i) & GEN-009 added, property revaluation in 2024 added; health insurance option through State of Wisconsin added.
10. Met with Chief McHugh on squad replacement and had him prepare information for the Administrative Policy Committee meeting for 10/17/2023.
11. Met with Director of Public Works & Utilities – different matters; recycling grant, budget, etc.
12. Prepared agenda and packet for the Ad Hoc Committee for Committee Structure.
13. Responded daily to various emails regarding Village business.
14. Responded to multiple citizen contacts; in person or via phone.
15. Meetings Attended/Upcoming:
 - 10/09/23 Village Board
 - 10/17/23 Administrative Policy Committee
 - 10/23/23 Village Board
 - 10/24/23 Administrative Policy Committee
 - 10/30/23 Ad Hoc Committee on Committee Structure

This list is intended to provide a recap of activity for the period but is not intended to be all inclusive.