



MEMO

To: Mayor Teske – Common Council
From: Daron J Haugh – City Administrator
Subject: City Administrator's Report
Date: 2024-12-10

City Administrator's Report

December 10, 2024

Administrative & Financial Performance

The City of Mauston demonstrates robust financial health as we approach year-end 2024. Our General Fund revenues have reached 99.76% of projected budget, while expenses remain 9.47%, or \$564,145.73 under budget year-to-date. Though select line items exceed initial allocations, overall fiscal management remains strong. The annual Financial Audit is scheduled for late January through early February 2025, with expectations for another smooth process based on recent performance history.

Administrative operations continue to strengthen through strategic staffing and development:

- Dravan Robinson has proven to be an exceptional addition in the Custodial/Maintenance role, receiving unanimous positive feedback from department leadership
- Sadie, our Accounting Assistant, has initiated her pursuit of an Accounting degree while expanding her operational scope through Utilities cross-training
- Municipal Court Clerk Carole Wolff has demonstrated exemplary performance and agreed to expand her administrative responsibilities, with Judge Taake's valued support

Public Safety & Enforcement

Police Department

The department is executing a strategic transition of Code Enforcement responsibilities, effective January 1, 2025. Chief Zilisch and administrative staff have completed all necessary preparations, with Judge Taake's assistance in establishing bond amounts for the Chronic Nuisance Property Ordinance citations. Police Clerks Stephanie and Danielle continue to maintain exceptional interdepartmental communication and operational efficiency. Police Chief Zilisch has been a great team player with not only myself, but with the entire staff throughout the City of Mauston.

Fire Department

Under new leadership, the department demonstrates continued growth and maintains strong administrative coordination. A new Tanker, scheduled for mid-December delivery, represents a significant equipment upgrade. Council members are invited to arrange a viewing of this strategic acquisition through the administrative office.

Infrastructure & Development

Public Works

The department continues to excel across all divisions: Rob Nelson has shown exceptional teamwork with always offering to help out where he can. Rob has assisted not just myself, but has helped foster compliance in multiple departments.

Streets Division:

- Successfully completed the Police Department overhang project
- Efficiently managed annual leaf collection
- Advanced sidewalk maintenance initiatives
- Implemented critical storm sewer repairs
- Efficiently managed to complete all manhole repairs/replacements
- Walkway from the parking lot to the archery range was built, materials donated by Croell
- Continuation of street light conversions from high pressure sodium to LED
- Continued efforts of working with high prices to strategically shift the ERF to meet today's needs
- Completion and assistance of the Police Department Impound building

Fleet & Utilities:

- Matt Graewin, new City Mechanic, has exceeded expectations with his collaborative approach and commitment to excellence
- The Water & Sewer Department continues to demonstrate excellence in its operations. Under the leadership of Utilities Superintendent Shawn Dutton, the department maintains exceptional service standards while fostering a culture of positivity. The team's capabilities have been further strengthened by Mike Duffy, who has shown remarkable growth and adaptability in his new role.
- Under the leadership of Superintendent Jordan Wilke and the dedicated work of Parks Laborer Mike Minard, the Parks Division continues to enhance our city's natural beauty. Their collaborative approach extends beyond routine maintenance, fostering healthy tree growth and ensuring our City Parks remain vibrant spaces for the community. Through interdepartmental cooperation, the team's efforts have created a lasting impact on our urban landscape.

Zoning Department

Val Nelson is orchestrating a comprehensive transition of zoning responsibilities, effective January 1, 2025, while maintaining productive coordination with the current zoning contractor. She spearheads the Zoning Code Rewrite initiative, targeting full implementation by end of 2025.

Community Services

Hatch Public Library

Director Bridget Christenson continues to advance the library's mission through strategic initiatives:

- Secured significant federal funding through the Flexible Facilities Plan grant for basement renovation
- Maintains strong collaborative relationship with City Administration
- Fosters positive engagement with the Library Board

The administrative team continues to support grant compliance and documentation requirements, ensuring proper stewardship of these valuable resources.

This report reflects our ongoing commitment to operational excellence and strategic growth across all municipal departments. Through collaborative leadership and dedicated staff, we continue to enhance service delivery and community development in the City of Mauston.