

## **Administrator/Finance Director Report 4/12/2022**

### ARPA Funds

1. Expenditure report was released by Treasury April 4, 2022
2. Will file report by the April 30, 2022 deadline

### Audit

1. Auditors were on site February 28 & March 1 and finished fieldwork in their office
2. Waiting on draft report from auditors

### Elections

1. Held Chief Inspector/Pollworker Training on March 17, 2022
2. 1,008 people voted on April 5
  - a. 235 of which were absentee ballots
  - b. 41 people registered to vote on election day
3. Jennifer has completed her work on obtaining a .gov domain for elections emails

### Human Resources

1. Jennifer and I are conducting interviews for Aquatic Manager later this week
2. Lifeguard position is posted until May 1- received two applications as of 4/11/2022

### Miscellaneous

1. Attended the Ehlers Public Finance Seminar in WI Dells February 17-18
2. Attended (virtually) the UW Green Bay Master Academy February 23-25
3. Met with staff regarding transition from TAS To Columbia County dispatch and determined the need for a follow up meeting prior to the transition
4. Sandy and I met with Associated Bank reps regarding our contract
  - a. Discovered an error in charges going back to 2018 which resulted in a \$1,453.34 credit to the City
  - b. Meeting in June regarding contract extension
5. Completed EV Station order
6. Completed Ice Age Trail Kiosk order
7. Met with City Attorney and Mayor regarding the Highlands of Ridgestone and Terrace Vista 1 development agreements
8. Meeting with staff later this week to discuss the water AMI meter installation process