

Administrator/Finance Director Report

5/10/2022

- ARPA Funds
 1. Filed expenditure report by the April 30, 2022 deadline

- Audit
 1. Have draft report- staff in process of reviewing
 2. Auditors will present final audit at June 21 Council Meeting

- Elections
 1. Lanette is working on cleaning up Indefinitely Confined voter list
 2. Next Election is August 9, 2022 (Partisan Primary)

- Human Resources
 1. Aquatic Manager and Assistant Aquatic Manager have been hired
 2. Four Lifeguard applicants were received. Offers will be extended later this week
 3. Sandy has obtained her recertification as a Municipal Treasurer

- Miscellaneous
 1. Participated in a series of webinars offered by Ehlers including: Bond Basics, TIF Basics and Preparing for a Rate Case
 2. Met with owners of establishments re: liquor license renewals
 3. Attended WMCA District 4 Meeting
 4. Met with Sandy, Jennifer and Civic Systems Representative to discuss the check list for the accounting software conversion
 5. Attended Project Round-Up
 6. The EV Charging Station is live. Will work with Bruce Bushnell for signage.
 7. Completed paperwork for the RCx Study Grant from WPPI
 8. Sent letter signed by Mayor and I to Jim Grothman regarding outstanding tree planting in Highlands of Ridgestone and Terrace Vista 1