

Leonard Ludi

Village Administrator

Status Report: for APC

As of February 14, 2024 (Started as Village Administrator 2-5-24)

A. Preparation of “Employee Media Policy” recommendation for APC presentation

- a. Prepare Language Review of Employee interaction with Media

B. Draft Village Hiring Policy & Procedure Draft Recommendation

C.

D. Village Board Close Session Personnel Claim

- Met with Claimant February 5, 2024. Documented claim received February 7 and was reviewed by February 8, 2024. Response will be sent from the Village Administrator in writing to the Claimant by the end of day Wednesday, February 14, 2024. Engagement Letter entered into with Third Party Investigator.

E. Contract Reviews in the Village of Kronenwetter examples as follows:

- Dempsey Law Agreement 2023 agreement
- Smart Sights WIN 911 – one (1) to three (3) year renewal due in February 2024
- B&M Purchase Agreement ((over \$20K...) Lift Station 3 impeller Replacement
- Marathon County Solid Waste Agreement renewal due in February 2024
- Change Order for Well#2 Water treatment project over \$10k in review.

F. New Contracts

- Malbrite Mechanical – new HVAC Maintenance Services Agreement (Utility’s Shop)
- Award Package for GIS Services Agreement
- Review over/under/balances of 2023 budget with CFO
- Water tank maintenance & repair agreement with “Water Tower Clean & Coat Inc. for \$20,280

G. General Items

- Review Administrator Policies for Hiring
- Publish Request of Proposal for Railroad Accessibility Assessment Study
- Prepare Packet for increase Legal Services Budget
- Citizen over payment for utilities laterals
- Review over/under/balances of 2023 budget with CFO

H. Weekly Leadership Meeting started February 6, 2024

- Director of Public Works & Utilities set for March 7, 2024 (3- candidates)

- Updates from CLIPP and Joint UC/RDA Meeting
- My View Point Implementation & Training
- HR – Evaluations and Professional Development Plans
- HR – Standard Hours of Operations – Manager on Duty Discussion
- Upcoming Quarter Budget Reporting Model

I. One-on One Director meetings scheduled throughout the day Thursday February 8, 2024

J. Developed Agenda for Mentoring Meeting with Dan Mahoney February 7, 2024 based in study material already underway

- Tax Incremental Districts Law
- Tax Levy Structure
- Wis. Open Records Law
- League of Municipalities Resources
- Chapter 66 of Wisconsin Municipality Law, subchapters 1 thru 9
- Critical Ordinances Scenarios
- Development Agreements
- Economic Development Resources & Associations
- Local Engagement Associations etc. (Local HR conference, WCCMC, Local Administrators Networking etc...)

K. Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI)

L. Continued Director of Public Works and Utilities Duties