

Leonard Ludi
Village Administrator
Status Report: for Village Board
As of February 22, 2024

- A. Special Village Board Meeting Wednesday, February 21, 2024**
 - Participate with communicating CoVantage to work out Board issue.
 - Spearhead third party review deficient process, policy and procedure leading up to the issue above.
- B. Review of draft ordinance amending the Code of Conduct for the Village of Kronenwetter**
- C. Preparing draft village administrator's hiring policy & procedure for APC**
- D. Developing a draft standardize employment offer letter**
- E. Review of latest version of Employee Handbook to be scheduled with APC**
- F. HR – Evaluations and Professional Development Plans**
- G. HR – Standard Hours of Operations – Manager on Duty evaluation**
- H. Evaluation of amendment needed for legal services budget with CFO/Treasurer**
- I. Request of Proposal for Railroad Accessibility Assessment Study published**
- J. Citizen over payment for utilities laterals being assessed**
- K. Review over/under/balances of 2023 budget with CFO**
- L. Preparation of Legal Services “request for proposal” (RFP) – Ready to be published March 7, 2024**

- M. Village Board close session personnel claim**
 - Engagement letter entered into with third party Investigator for personnel claim per policy, met with Claimant February 5, 2024. Documented claim received February 7 and was reviewed by February 8, 2024. Response was sent to claimant in writing to by the end of day Wednesday, February 14, 2024.

- N. Contract reviews and awards gone over with APC:**
 - Smart Sights WIN 911 – one (1) to three (3) year renewal due in February 2024 (\$2,400)
 - B&M Purchase Agreement (over \$20K...) Lift Station 3 impeller replacement verses rebuilding Lift station 3 entirely (\$23k verse \$50k)
 - Marathon County Solid Waste Agreement renewal due in February 2024
 - Ellis Change Order for Well I#2 Water Treatment Project \$9k
 - Malbrit Mechanical – new HVAC Maintenance Services Agreement (Utility's Shop) (2024 - \$285) (2025 - \$290) (2026 - \$ 295)
 - Award Package for GIS Services Agreement (\$11,931.70)

- Water tank maintenance & repair agreement with “Water Tower Clean & Coat Inc. for (\$20,280) other bid from

O. Continued weekly leadership meeting every Tuesday

P. One-on-One department head meetings conducted Thursday February 8, 2024

Q. Developing Agenda for Mentoring Meeting with Dan Mahoney March 19, 2024

- Wis. Open Records Law
- Continued Tax Incremental Districts Law

R. Leonard - Municipal Grant Workshop, Waukesha, WI February 22, 2024

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

T. WCMA Region 2 meeting Rib Mountain Municipal Center March 2, 2024

U. Continuing Director of Public Works and Utilities duties

- Well #2 Water Treatment construction
- Kronenwetter Drive Phase A and Phase B design
- Various utilities repair & replacement efforts, to include budgeted improvement
- Etc....