

**Leonard Ludi**  
**Village Administrator**

**Status Report:**

**As of February 9, 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. 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.
  
- C. 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
  
- D. One-on One Director meetings scheduled throughout the day Thursday February 8, 2024**
  
- E. 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...

- F. Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI)**
- G. Contract Reviews of All Contracts with the Village of Konometer**
- H. Budget review of all budget overages in the 2023**
- I. Reviewed of Dempsey Law 2-17-24 Invoice and Legal Fees and Payment Agreement**
  - Set up phone call with Mr. Lee Turonie and Chris Voll to discuss questions and concerns
- J. Continued Director of Public Works and Utilities Duties**