



# REPORT TO Village Board



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<b>ITEM NAME:</b>	<b>Review, clarification, and possible revision of Village Policy GEN-001</b>
<b>MEETING DATE:</b>	11/13/23
<b>PRESENTING COMMITTEE:</b>	Trustees Charneski
<b>COMMITTEE CONTACT:</b>	
<b>STAFF CONTACT:</b>	
<b>PREPARED BY:</b>	Ken Charneski

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**ISSUE:** Interim Administrator's Disregard for Village Policy GEN-001 and Ordinance 115-11.

**OBJECTIVES:** Discuss violations of GEN-001 and Interim Administrator's unauthorized removal of an item from the Village Board meeting agenda.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

Ms. Manley was contracted to fulfill the duties of Village Administrator and thus bound to perform in accordance with the terms of the job description, Village Ordinances, and State Statutes.

Ordinance 115-11 © describes some of the duties of the Village Administrator position, and item (4) states:

“Works with the Village Board and its President, commission and committee Chairpersons, Attorney, and Clerk to ensure that all open meetings laws are adhered to strictly and consistently for all board, commission, and committee meetings, ensuring that each board, commission, and committee meeting has a clear, complete, and legally appropriate agenda with supporting materials with **nothing in this statement being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Village Board** or any of its committees and commissions.”

A packet item was submitted by myself and two other trustees for discussion at the Village Board meeting of Sept 25, regarding interim administrator Manley's overspending without proper authorization and failure to monitor costs on other over-budget items.

Ms Manley took it upon herself to have the Village Clerk remove that packet item from the agenda, and thus prevent Board members from addressing the issue. This was something that she had no authority to do.

**Procedure**

The original agenda packet item that was inappropriately removed, is attached below. It is the belated subject matter of this discussion, along with discussion and action addressing Ms Manley's misconduct in removing the item from the September 25 agenda.

**ADVANTAGES: Abide by Village Policy and Village Ordinance, control costs, address misconduct, and help restore public trust**

**DISADVANTAGES: none**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION: Discuss issues with the interim administrator's failures regarding GEN-001, as well as her disregard for Ordinance 115-11, and take action as the Board feels is necessary.**

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS: Address ASAP**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly): Original packet report that was submitted for the Sept 25 VB meeting.**