



# REPORT TO VILLAGE BOARD

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<b>ITEM NAME:</b>	Procedure in Case of Absence of an Administrator
<b>MEETING DATE:</b>	June 9, 2025
<b>PRESENTING COMMITTEE:</b>	APC
<b>COMMITTEE CONTACT:</b>	David Baker
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	David Baker

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**ISSUE:** The Village does not have a formal policy, procedure, or ordinance to provide guidance during those times when the Village Administrator position is unfilled.

**OBJECTIVES:** Develop a formal policy, procedure, or ordinance to provide guidance during those times when the Village Administrator position is unfilled.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** This issue was proposed at the May 15, 2025 APC as a potential item for a future APC agenda.

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

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

**RECOMMENDED ACTION:** Discussion and Possible Action by Board. Potential Motion to have APC develop a formal policy, procedure, or ordinance to provide guidance during those times when the Village Administrator position is unfilled for future consideration by the Board.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**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):**