



REPORT TO VILLAGE BOARD

ITEM NAME:	Assignment of Functions and Duties of Administrator During Absence of an Administrator
MEETING DATE:	April 28 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	David Baker

ISSUE: The Village currently does not have an Administrator but needs many of the duties of the Administrator to be fulfilled in order for the Village to function properly and effectively. It is expected to take a period of time for the Village Board, Staff, and Committees to determine the best path forward in light of the recently discovered budget and tax levy issues.

OBJECTIVES: Assign responsibilities for the Administrator's duties to provide clarity and promote a well-functioning organization.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The Board voted on April 17, 2025 to adopt the proposed assignment of duties for 2 weeks to provide additional time for evaluation and consideration.

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

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): A listing of the Administrator's Duties from Ordinance 115-11 and a potential assignment of responsibility is attached as a starting point for the Board's discussion.