



# REPORT TO VILLAGE BOARD

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<b>ITEM NAME:</b>	Assignment of Functions and Duties of Administrator During Absence of an Administrator
<b>MEETING DATE:</b>	July 14, 2025
<b>PRESENTING COMMITTEE:</b>	NA
<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 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:** See Previous Reports and Board Actions.

**PROPOSAL:** Extend the proposed assignment of duties until December 31, 2025 or until the Village hires an Administrator, whichever comes first.

**ADVANTAGES:** Continue to provide for fulfillment of the duties of the Administrator.

**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. Recommended Motion: Extend the Assignment of Administrator duties until December 31, 2025 or until the Village hires an Administrator, whichever comes first.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

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

There is no additional funding required beyond the normal \$7,800 salary of the Village President.

Remaining CFY  
Account Number:  
Description:  
Budgeted Amount:  
Spent to Date:  
Percentage Used:  
Remaining:

**ATTACHMENTS (describe briefly):**