



## Report to Village Board

**Agenda Item:** Monthly Clerk Report

**Meeting Date:** November 11, 2024

**Referring Body:** Village Board Items for Next Agenda

**Committee Contact:**

**Staff Contact:**

**Report Prepared by:** Ken Charneski

**AGENDA ITEM:** Add a Monthly Village Clerk Report to the agenda as a monthly feature

**OBJECTIVE(S):** Provide an opportunity for the Village Clerk to report to the Village Board about issues and activities that she is currently working on.

**HISTORY/BACKGROUND:** While all other department heads submit a written report to the Village Board, for some reason the Village Clerk has not had the opportunity or expectation to do so.

This was suggested and carried out for a while, a few years ago, but the practice drifted off and was forgotten.

**PROPOSAL:** Improve communication between the Board and staff by directing that this report be submitted to the packet on a monthly basis.

**RECOMMENDED ACTION:** As the Village Board decides - Either direct the clerk to make a monthly report as is expected of all other department heads, or don't.

## FINANCIAL

**Financial Consideration/Action:** No cost to the village.

### **FUNDING SOURCE:** N/A

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

### **ATTACHMENTS:**