



# REPORT TO VILLAGE BOARD

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<b>ITEM NAME:</b>	Removal of Interim Administrator Title from Village President
<b>MEETING DATE:</b>	April 17 <sup>th</sup> , 2025
<b>PRESENTING COMMITTEE:</b>	NA
<b>COMMITTEE CONTACT:</b>	
<b>STAFF CONTACT:</b>	
<b>PREPARED BY:</b>	David Baker

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**ISSUE:** Historically, the VOK President has sometimes officially or unofficially acted as the interim Village Administrator in the absence of a full time Administrator. In the recent past, the Village Board voted to bestow upon the previous Village President the title of interim administrator (January 27, 2025 minutes).

The question has come up whether this motion carried over to my term. This agenda item is meant to clarify that it is my understanding that I have not been authorized to act as interim Administrator.

It was brought to my attention during a staff meeting on April 16, 2025 that it is necessary to have someone with the title of interim Administrator for the Village to function within Village Policy and/or Ordinance. This will be discussed in Agenda Item D –“Assignment of Functions and Duties of Administrator During Absence of an Administrator.”

**OBJECTIVES:** Provide Clarity and Transparency

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

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

**RECOMMENDED ACTION:** No Action Required. Informational Item Only

**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):**