



DDA ACTION SUMMARY SHEET

MEETING DATE: November 18, 2025

TOPIC Reconsideration – Executive Director Contract

BACKGROUND BRIEF:

The Executive Committee of the Board conducted annual reviews of the Executive Director and Assistant Director on September 16, 2025. This process was commenced as of June 1, 2025 and all recommendations are intended to be effective as of the date of the review process commencement.

At the September 2025 meeting of the Board, a Resolution was adopted granting a 3% salary increase and a one time \$20,000 bonus payment for ongoing services related to the Lumber Yard Project. Prior to presentment of that resolution to the village council, the village attorney and DDA attorney intervened to raise a question as to the language allowing for the one time payment.

As there has been no resolution of that question, such being a conflict for the Director to resolve through his own law license, and no corrective language being otherwise offered by counsel for either village or DDA, the Executive Director is asking for the following consideration:

Removal of the recommendation of a one-time bonus payment

Adoption of a new contract, granting a 5% salary increase effective June 1, 2025, and a term extending the contract through and including June 30, 2027, all other terms of the contract remaining as stated.

FINANCIAL IMPACT:

The Annual compensation increase for the Executive Director of 5%, was partially budgeted and approved in the 25- 26 Annual Budget at 3%. An additional 2% increase would require a budget adjustment in the amount of an additional \$1600. It is recommended, if approved, this adjustment would be made from GL 248-260-958-000 – General Activates Misc.

RECOMMENDED MOTION:

Move to amend to the Executive Director contract, granting a 5% salary increase effective June 1, 2025, and a term extending the contract through and including June 30, 2027, all other terms of the contract remaining as stated, with a budget adjustment of \$1600 from GL 248-260-958-000 to GL 248-260-701--000