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## **COUNCIL ACTION SUMMARY SHEET**

**MEETING DATE:** January 27, 2025

**TOPIC** Appointment of Acting Village Manager

### **BACKGROUND BRIEF:**

Village Manager McClary is requesting that the Village Council approve the Village Manager's designation of Police Chief Mark Amundson as Acting Village Manager for the period of February 14 through February 24, 2025, during the Village Manager's absence from the village due to vacation and to approve temporary compensation for the Police Chief at the Village Manager's rate of pay while serving as Acting Village Manager. The Village Manager rotates such designation as needed between village department directors to provide each with valuable knowledge and experience in the role to assist with their professional development.

Section 3.7 of the Village Charter states, in part, "...The Village Manager may, with the approval of the Council, designate an administrative officer or employee of the village to perform the duties of the Village Manager during his temporary absence or incapacity..."

### **SUMMARY OF PREVIOUS COUNCIL ACTION:**

None

### **FINANCIAL IMPACT:**

The Police Chief will receive a temporary increase in hourly compensation of \$3.8527 per hour for 56 hours to perform the duties of Acting Village Manager, for a total cost of \$232.26 including payroll taxes.

### **RECOMMENDED MOTION:**

To approve, pursuant to Section 3.7 of the Village Charter, the Village Manager's designation of Police Chief Mark Amundson as Acting Village Manager during the Village Manager's temporary absence from the village due to vacation for the period of Friday, February 14, 2025, at 12:01 AM to Monday, February 24, 2025, at 11:59 PM and to approve an increase in hourly pay of \$3.8527 for 56 hours for serving as Acting Village Manager during such period.