

RESOLUTION NO. 42-15

**AN RESOLUTION AUTHORIZING HIRING OF A CONSULTANT FOR THE VILLAGE ADMINISTRATOR SEARCH PROCESS**

**WHEREAS**, the Village of Chatham (“Village”) is an Illinois Municipal Corporation existing and operating under the Illinois Municipal Code and the laws of the State of Illinois; and

**WHEREAS**, the Village Manager is stepping down and the Village is in the process of hiring a new Village Administrator; and

**WHEREAS**, the President and Board of Trustees of the Village believe it is in the best interest of the Village to engage an independent contractor for assistance in finding a new Village Administrator.

**NOW THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

**Section 1.** Recitals. The foregoing recitals shall be and are hereby incorporated into and made a part of this Resolution as if fully set forth in this Section 1.

**Section 2.** Independent Contractor. The Village Board of Trustees authorizes the Village to hire Dave Anderson as a Consultant on the terms set forth in Section 3 and Section 4 of this Resolution. Said Consultant position shall be that of an independent contractor and Dave Anderson shall not be considered an employee of the Village.

**Section 3.** Scope of Services. The Consultant will have the following job duties in relation to the search for a new Village Administrator:

- A. Assist with the preparation of or review of:
  - 1. Enabling Ordinance
  - 2. Job Description
  - 3. Job Advertisement.

B. Advertise the position in some or all of the following:

1. ILCMA Newsletter and Website
2. ICMA Newsletter and Website
3. IML Magazine and Website
4. Online at govjobs.org

Said advertisements are to be paid by the Village.

C. Perform such other and further duties deemed necessary by the Mayor or Board of Trustees in relation to the preparation and advertisement of the position of Village Administrator.

D. Screen all qualified candidates including:

1. Select a pool of qualified candidates for further review with the goal of choosing 4 or 5 to be interviewed

2. Check candidates' references.

E. Assist the Board of Trustees with the screening process.

F. Assist in the preparation of an interview tool (e.g. questionnaire).

G. Schedule interviews between the candidates and:

1. The Board of Trustees
2. Village Staff
3. Others -- if desired

H. Participate in and assist with interviews.

I. Narrow the field of candidates to one or two finalists and:

1. Check references of finalists
2. Confer with Trustees and village staff to select the best candidate.

J. Assist in the preparation and/or negotiaition of an Employment Agreement for the new Village Administrator if desired by the Village.

K. Coordinate negotiations with the Village Administrator if an Employment Agreement is to be signed.

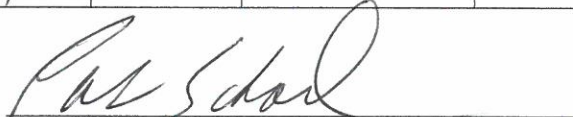
**Section 4. Compensation.** The Consultant will be paid \$150.00 per hour worked up to a maximum of \$5,000 plus expenses. Travel will be paid at the rate of \$50.00 per hour.

**Section 5. Date Rate Change Goes into Effect.** The Village Manager and/or Mayor are hereby authorized to execute a Letter of Engagement with Dave Anderson consistent with this Resolution.

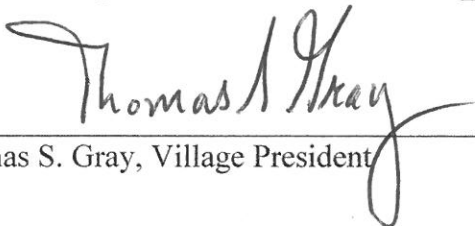
**Section 6. Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval.

SO RESOLVED this 1 day of SEP, 2015, at Chatham, Sangamon County, Illinois.

	YES	NO	ABSENT	PRESENT
KEN BOYLE, JR.	✓			
MARK CLAYTON	✓			
DAVID KIMSEY			✓	
NINA LINDHORST	✓			
MATT MAU	✓			
JOE SCHATTEMAN			✓	
THOMAS S. GRAY	NA			
TOTAL	4	0	2	0

  
 Pat Schad, Village Clerk

**APPROVED** by the President of the Village of Chatham, Illinois this 1 day of SEP, 2015.

  
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Thomas S. Gray, Village President

Attest:

  
\_\_\_\_\_  
Pat Schad, Village Clerk