

To: President and Members of the Munster Town Council

From: Patricia Abbott
Controller/Interim Town Manager

Date: July 15, 2024

Re: Engagement Letter: Executive Search

An Interim Town Manager was named for a six-month period in February 2024. The appointment is set to expire next month. At the time of the appointment, Staff vetted three different organizations that perform executive searches for the position of permanent Town Manager. Of the three proposals, Baker Tilly stood out as the best option. Staff has confirmed that their proposal is still valid.

Baker Tilly has a thoughtful process that includes working with Council to identify what is wanted in the role, advertising nationally to find quality, professional candidates, vetting those candidates, developing interview questions, assisting Council throughout the interview process, and facilitating negotiations for the desired candidate once selected.

The role of Town Manager is critical to the Town of Munster. This person is the conduit from Council to Staff and must be knowledgeable on a wide variety of topics and will be looked at to move the Town forward. It is vital that a solid, professional candidate be identified. Staff is confident that Baker Tilly can perform the search to find the professional candidate the Town of Munster needs.

RECOMMENDED ACTION:

By motion and voice vote, move to approve the letter of engagement from Baker Tilly dated February 2, 2024 to perform an executive search for the next Town Manager at a cost not to exceed \$28,600.00.