

Walsh Municipal Services, LLC  
2637 Elderberry Drive  
Okemos, MI 48864

### ADMINISTRATOR SEARCH CONTRACT

The County of Alpena ("Municipality") and Walsh Municipal Services, LLC ("Contractor") hereby agree:

1. Municipality agrees to hire Contractor to conduct a search to recruit a County Administrator. This search includes the following services: (1) developing a recruitment advertisement and recruiting materials; (2) surveying County stakeholders and developing a community profile; (3) vetting candidate applications; (4) preliminary candidate phone interviews and background vetting; (5) discussing finalists with the County Board of Commissioners ("County Board"); (6) reviewing candidate references; (7) aiding the County Board with interviewing candidates; (8) assisting the County Board with contract drafting and negotiations; and (9) all services referenced in Contractor's June 17, 2021 Request for Proposal.

2. Contractor's schedule has a new administrator hiring date of late August 2021 with a starting date of September 20, 2021.

3. In consideration of Contractor's services, Municipality agrees to: (1) pay \$500 for a comprehensive final candidate background check; (2) pay \$900 for posting job announcements; (3) pay Contractor \$700 for mileage and lodging; (4) pay Contractor \$7800 upon signing of this contract; and (5) pay Contractor \$5000 at the time the County Board authorizes the selection of a new County Administrator. Upon reasonable request, Contractor may provide additional services at no cost to Municipality.

4. Should a selected administrator decide to leave their position with Municipality within one year of being selected, Contractor agrees to conduct a good-faith search at no additional cost to find a new administrator.

5. This contract constitutes the entire agreement between both parties and supersedes any prior agreements and understandings between the parties, both oral and written, related to Contractor performing a County Administrator search for Municipality. Any modifications to this contract must be agreed to by both Contractor and Municipality in writing.

6. Both Contractor and Municipality represent and warrant they have the legal authority to enter into this contract.

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Walsh Municipal Services, LLC  
By Frank L. Walsh ("Contractor")

\_\_\_\_\_  
Date

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The County of Alpena ("Municipality")  
By: Robert Adrian, Chairman of the Board

\_\_\_\_\_  
Date