

## **MEMORANDUM**

**TO:** William T. Lichter, Village Manager

**FROM:** David A. Hulseberg, AICP, Director of Community Development

**DATE:** December 10, 2011

**SUBJECT: APPROVAL OF CONTRACT EMPLOYEE**

Attached please find the Temporary “At-Will” Employment Agreement for the Associate Planner position.

Staff has completed our review process of over 160 candidates and have selected Michelle Kulikowski as the recommended candidate to fill the contract position. The contract agreement is proposed for a two-year period, at an annual salary of \$42,500.

Ms. Kulikowski received a Master’s Degree in City and Regional Planning from Ohio State University in 2004. She has also successfully completed internships with the City of Columbus, Ohio and the Village of Carol Stream. She comes highly recommended from her previous employers and is quite familiar with planning and development issues. Based upon her education and work experiences, we believe she can meet the demands of the position.

### **RECOMMENDATION**

Staff is requesting the Board authorize signature of the Village Manager on the Temporary “At-Will” Employment Agreement for Michelle Kulikowski.