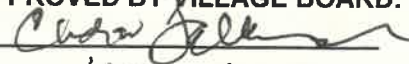


<b>POLICY ID: GEN-001</b>		<b>TITLE: Use Of and Access to Village Consultants</b>	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>  Village Clerk	<b>DATE:</b> 12/21/2021
<b>EFFECTIVE DATE: Immediate</b>			
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** - It is in the best interest of the Village to have elected officials who are fully informed through information readily available from hired consultants. In order to control costs when using outside consultants, the Village Administrator shall monitor all consultants' work, be responsible for approving their bills, and shall have the responsibility for managing their budgets. Outside consultants shall be defined as attorneys, auditors, accountants, engineers, management consultants, and other outside professionals paid a flat fee per project or an hourly consulting rate by contract or on an as needed basis.

Consulting firms retained by the Village shall be provided a copy of this policy, which shall be signed by the firm's representative and placed on file with the Village Clerk.

**Procedure** - The procedure for access to consultants shall be as follows:

1. Regarding consulting engineers, the Director of Public Works or the Community Development Director shall be the primary contact, and responsible for the efficient use of consultant services. The Village Administrator shall monitor the use of these consultants and provide notice of potential or actual cost overruns to the Director and the Village Board in order to control costs while receiving necessary services.
2. Regarding accountants and financial advisors, the Village Treasurer shall be the primary contact, and responsible for the efficient use of consultant services. The Village Administrator shall monitor the use of these consultants and provide notice of potential or actual cost overruns to the Village Treasurer and the Village Board of accountants and financial advisors in order to control costs while receiving necessary services.
3. In the case of the use of Village legal advisors, the Village Administrator or Village President may authorize in written form, specific Department Heads or Village Trustees to contact the Attorney representing the Village on a specific matter. Contact with Village legal advisors by employees, elected officials or Committee/Commission/Authority members is prohibited unless advanced authorization is received from the Village Administrator, Village President, or responsible Department Head. The Village Administrator shall monitor the cost of legal advisors and provide notice of potential or actual cost overruns to the Village Board in order to control costs while receiving necessary services.
4. The following steps shall be taken to research questions raised by staff or trustees before outside consultants are contacted:
  - a. Staff or trustees needing information about a project or issue should first contact the department head for answers or background information.
  - b. If the Administrator or staff cannot provide a reliably accurate answer to the question, the Administrator shall contact the appropriate consultant or authorize the department head to do the same.

- c. Whenever possible, all staff or elected official contact with consultants shall be in written form. Telephone or in-person conversations shall be followed up by an email documenting all pertinent points of the conversation.
5. All responses by Village staff to information requests involving consultants shall include the full text of the question asked of the consultant, and the consultant's reply.
6. In all cases, it is recognized by the Village Board that the Village of Kronenwetter is the client/beneficiary of all taxpayer funded consultant services. As such, any and all elected officials are representatives of that client. All information obtained from any consultant current or past shall be made readily, completely, and promptly available to any elected official requesting it.
7. No information shall be denied without a documented legal reason for doing so, and confidential information shall be clearly identified as such along with the reason for that restricted status.