

**VILLAGE OF YELLOW SPRINGS, OHIO RESOLUTION
2026-32**

**APPROVING AN AGREEMENT WITH THE MANAGEMENT ADVISORY GROUP, LLC
FOR INTERIM VILLAGE MANAGER SERVICES**

WHEREAS, the Village will soon be in need for interim village manager services; and

WHEREAS, Management Advisory Group has the expertise and experience to provide such services;
and

WHEREAS, Village Council herein approves the agreement with Management Advisory Group and
authorizes the Council President to execute same,

NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS OHIO HEREBY
RESOLVES THAT:

Section 1. The agreement with Management Advisory Group, LLC to provide interim municipal
management services in a form substantially similar to Exhibit A, with a start date yet to be determined,
is approved.

Section 2. Council President is authorized to execute the agreement with Management Advisory Group
in a form substantially similar to the attached Exhibit A and as approved by the Village Solicitor.

Gavin DeVore Leonard, President of Council

PASSED:

Attest: _____
Judy Kintner, Council Clerk

ROLL CALL:

Gavin DeVore Leonard____ Angie Hsu____ Carmen Brown____
Senay Semere____ Stephanie Pearce____



August 25, 2026

Mr. Gavin DeVore
President of Council
Village of Yellow Springs
100 Dayton Street
Yellow Springs, OH 45387

SUBJECT: Proposal for Interim Executive Services

Dear Mr. DeVore:

The Management Advisory Group LLC (MAG) is pleased to submit to you this proposal for interim executive services for the Village of Yellow Springs.

Project Overview:

The Village desires to procure the services of an interim Village Manager to administer and direct the operations of the Village until the appointment of a permanent Village Manager is made. MAG shall engage, deploy, and compensate Jeff Sheridan to serve as the Interim Village Manager and shall make available other firm expertise and resources to assist Jeff Sheridan as needed.

The following duties shall be performed by Jeff Sheridan as the Interim Village Manager:

- Provide overall direction and management oversight for the departmental operations for the Village, including but not limited to Police, Service, Utilities, Parks & Recreation, Planning & Development, and Finance.
- Coordinate implementation of administrative and Council authorized services, policies and programs through the Village's management team.
- Work closely with the Village Council in developing Council meeting agendas and related legislation.
- Administer the budget in accordance within the policies and procedures of the Village and applicable provisions of the Ohio Revised Code.
- Ensure compliance with and enforcement of the Charter, laws, ordinances, policies and procedures of the Village of Yellow Springs.

- Foster a culture of problem-solving by working collaboratively on challenges affecting the organization, and demonstrating accessibility and approachability for the Council, staff, and citizens of the community.

The Village will supply to MAG/Jeff Sheridan the following resources:

- An office within designated Village offices
- Access to all enterprise resource and planning software necessary to perform the role of Village Manager including but not limited to personnel files, payroll, budget/accounting software, email systems, and all other relevant hardware and software
- All relevant documents in support of the administration and management process including but not limited to budgets, capital improvement plans, job descriptions, HR software or files pertaining to personnel evaluations, collective bargaining agreements, compensation and classification schemes and/or studies, and other relevant planning documents.

Project Start Date:

The project is proposed to have a start date of _____.

Project Fees:

This proposal is based on an average of 24 hours per week at a rate of \$135.00/hour until the position has been permanently filled (approximately 16 weeks from the start date of services). The Village may increase or decrease the scheduled hours of service provided to meet its business needs but shall first give Jeff Sheridan not less than 3 business days' notice of said schedule change. This fee is inclusive of travel expenses and commute time; the Village shall only pay for actual hours worked.

Billing will be made twice monthly, the first being after the close of the first half of the month and the second immediately following the second half of the month with payment due within 15 days of receipt.

We look forward to working with the Village of Yellow Springs on this project and will gladly answer any questions you may have regarding this proposal.

I hereby accept this proposal and authorize the work as specified herein:

Gavin DeVore, President
Village of Yellow Springs, Ohio

Date

Sincerely,

David A. Collinsworth
Managing Partner
Management Advisory Group, LLC.