



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Selection Committee
Tuesday, April 07, 2026
7:00 PM

CALL TO ORDER

[immediately following the meeting of the Committee of the Whole]

ROLL CALL

PRESENT

Trustee John Broda
Trustee Molly Butz
Trustee Dayne Mead
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee William Babcock

APPROVAL OF THE MINUTES

- 1. Approval of the Minutes -NONE**

NEW BUSINESS

- 2. Selection of a chairperson for the committee**

Tom Green opens the meeting with stating that this is the first-ever session of Roscoe's Selection Committee, He noted that there needs to be a chairperson chosen.

Trustee Sima nominates Trustee Wright, second by Trustee Mead. Voting Yes: Trustees Wright, Broda, Mead, Sima, Butz. Voting Abstain President Gustafson 5-0-1.

- 3. Review and discussion of proposals**

MGT Impact Solutions: Mark Peterson presentation

Arndt Municipal Support: Jim Arndt and Randy Bukas presentation

Workplace: Cheryl Church presentation

Trustee Wright takes over the meeting and thanks the consulting firms that are here tonight for staying for the meetings and giving us their presentations.

Mark Peterson from MGT Impact Solutions: Centers on the firm's deep experience in Illinois municipal executive recruitments and Peterson's own 38-year career in city management. He highlights that MGT works exclusively in the public and nonprofit sector, with a heavy concentration of searches in Illinois-more than any other state. Peterson has personally completed around 60 recruitments since 2018, primarily for village administrators, city managers, and county administrators. He emphasizes his long-standing professional network, his familiarity with communities like Roscoe, and his recent work in nearby municipalities such as Rockton and Belvidere. MGT assigns a five-person team to search, with Peterson serving as the lead and primary point of contact.

Peterson outlines a 14-week recruitment process built around extensive early engagement with trustees, staff, and community stakeholders to create a detailed candidate profile. He stresses that MGT's approach is highly customized and that the board should "not settle" for a candidate who doesn't fit Roscoe's needs. The firm typically attracts 30-40 applicants for communities of similar size and provides a one-year guarantee, promising to redo the search at no cost if the selected administrator leaves within their first year. MGT also assists with salary recommendations, job description refinement, contract language, and post-hire check-ins to ensure the new administrator is integrating successfully.

Arndt Municipal Support, represented by Jim Arndt and Randy Bukas, presents itself as a cost-effective, relationship-driven recruitment firm built on more than 60 years of combined municipal leadership experience. Both presenters have long careers. They emphasize that their firm, through only five years old, is built on decades of city management work across Illinois, Ohio, Wisconsin, Pennsylvania, Missouri, and Kentucky. Their pitch emphasizes candidate care, professionalism, and maintaining strong communication with applicants-something they say consistently earns positive feedback even from those who are not selected. They frame their approach as hands-on, personal, and grounded in real municipal experience rather than corporate HR theory.

Arndt Municipal Support typically runs a three-month hiring process, moving quickly into the market and often beginning outreach immediately after the contract is approved. Their applicant pools vary widely depending on the community, with recent searches producing anywhere from 35 to 146 candidates, a range they attribute to strong advertising and active recruitment. Their process includes DISC behavioral assessments, a three-person resume review team, structured interview guides, and extensive engagement with trustees, department heads, and community stakeholders to ensure the candidate profile reflects Roscoe's needs. They also provide post-hire support, including communication tools, mentoring, and a three-month follow-up with both the President and the new administrator to ensure the transition is on track.

Workplace, represented by Cheryl Church, frames herself as a local, regionally invested executive search partner rather than a traditional municipal-only recruitment firm. Cheryl emphasizes that Workplace's strength is not just finding candidates, but finding the right leader who fits Roscoe's culture, growth trajectory, and regional identity. She stresses that Roscoe is at a transformational moment, not a status-quo hire, and that the firm's deep roots in the region allow them to authentically "sell" Roscoe to candidates evaluating both the job and the community. Workplace positions itself as a broad-sector search firm, intentionally not limited to municipal backgrounds. Their philosophy is that the best administrator may come from public, private or nonprofit leadership, and they build each candidate profile from scratch rather than recycling applicants from other searches.

Cheryl explains that Workplace typically operates on a 10–12-week turnaround, through in ideal conditions it can be fast as 8-10 weeks. Their goal is to bring the board at least five qualified candidates, then narrow to three finalists. Workplace specializes in leadership assessment, behavioral collaboration analysis, and long-term onboarding support. Their proprietary Collab Genius tool evaluates how candidates function in team environments- not personality traits, but collaboration style, decision-making behavior, and team dynamics. This assessment is used to craft tailored offer letters, management plans, and a 6–12-month onboarding program. Cheryl highlights the new administrator build regional connections and succeed in the long term.

4. Discussion and Recommendation of Village Administrator Search Proposals

OTHER BUSINESS

PUBLIC COMMENT (Limited to 3 minutes per speaker)

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Trustee Wright asked for a motion to Adjourn the meeting.

Motion was made by Trustee Wright, second by Trustee Broda. Voting yes: Trustees Mead, Wright, Butz, Broda, Sima 5-0-0.

Meeting was Adjourn at 9:08 pm.