

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT BY AND
BETWEEN THE CITY OF CREST HILL AND LOCALGOV STAFFING SOLUTIONS
FOR RECRUITMENT SERVICES RELATING TO THE SEARCH FOR AN
ASSISTANT CITY ADMINISTRATOR /HR MANAGER**

WHEREAS, the Corporate Authorities of the City of Crest Hill, Will County, Illinois, have the authority to adopt resolutions and to promulgate rules and regulations that pertain to the City 's government and affairs and which protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to Section 2-2-12 of the Illinois Municipal Code (65 ILCS 5/2-2-12), the City Council is authorized to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, the City of Crest Hill is currently without the services of a permanent HR Manager, and the current Interim HR Manager's contract expires in January 2026; and

WHEREAS, the City of Crest Hill has determined to create a new appointed position of Assistant City Administrator/HR Manager; and

WHEREAS, the City of Crest Hill has determined to conduct a search for the Assistant City Administrator/HR Manager position, once created; and

WHEREAS, LocalGov Staffing Solutions (the "Company"), is an Illinois Company that is in the business of providing recruitment services to units of local government (the "Services"); and

WHEREAS, the City of Crest Hill recently engaged the Company to provide recruitment services related to the search for a Full-Time Director of Public Works, which recruitment services were successful in securing a new Director of Public Works; and

WHEREAS, on November 6, 2025, the Company submitted to the City a written Recruitment Services Proposal for Direct Hire Recruitment Services for an Assistant City Administrator/Human Resources along with Public Works Department Superintendents, which proposal is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to engage the Company to provide the Direct Hire Recruitment Services for the Assistant City Administrator/Human Resources only in the amount of \$17,100.00 as outlined in Exhibit A; and

WHEREAS, the Company has submitted to the City a December 15, 2025, Direct Hire Placement Services Agreement for the recruitment and hiring of an Assistant City Administrator/Human Resources Manager, which is attached hereto as Exhibit B and incorporated herein; and

WHEREAS, the Company is ready, willing, and able to perform the Services for the City; and

WHEREAS, the Corporate Authorities of the City have reviewed the Proposal (Exhibit A) and the Services Agreement (Exhibit B) and have determined that the conditions, terms, and provisions of the Services Agreement are fair, reasonable, and acceptable to the City; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its citizens to enter into the Agreement (Exhibit B) with the Company.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crest Hill, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: PREAMBLE. The City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: AGREEMENT APPROVED. The City Council hereby finds and declares that the conditions, terms, and provisions of the Agreement (Exhibit B) are fair, reasonable, and acceptable to the City and that the same is hereby approved in form and substance. Therefore, the City Council hereby authorizes and directs the Mayor to execute and deliver, and the City Clerk to attest, the Agreement, and further to take any and all other actions, including without limitation the execution and delivery of any and all documents, necessary and appropriate to effectuate the intent of this Resolution, which is to enter into the Agreement with the Company.

SECTION 3: SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution is held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any other provision of this Resolution.

SECTION 4: REPEALER. All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Resolution, are to the extent of such conflict hereby repealed.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect immediately upon its passage and approval, as provided by law.

[Intentionally Blank]

PASSED THIS 15TH DAY OF DECEMBER, 2025.

	Aye	Nay	Absent	Abstain
Alderman Scott Dyke	_____	_____	_____	_____
Alderman Angelo Deserio	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 15TH DAY OF DECEMBER, 2025.

EXHIBIT A
(November 6, 2025, Proposal)

EXHIBIT B
(December 15, 2025, Direct
Hire Placement Services
Agreement)



CITY OF NEIGHBORS

Recruitment Services Proposal

**Assistant City Administrator/
Human Resources
Public Works Superintendents**

November 6, 2025



LocalGov
STAFFING SOLUTIONS

Laurie Pederson
President
LP@LocalGovStaffing.com
847.805.7180

www.LocalGovStaffing.com



Executive Summary

LocalGov Staffing Solutions (LGSS) specializes in local government recruitment and placement services, leveraging nearly two decades of expertise. We are dedicated to connecting skilled professionals with impactful public sector roles, addressing the unique needs of local governments across the United States. By fostering lasting relationships built on trust and integrity, we support the growth and success of both our clients and candidates, ultimately benefiting the communities they serve.

Our Services

Our service offerings are specifically designed to cater to the unique needs of local government entities. At LocalGov Staffing Solutions, we provide a comprehensive range of talent acquisition services including direct hire, advertising and candidate outreach services, candidate background screenings and reference checks.

Our advanced sourcing technology and in-depth knowledge of local government enable us to identify and recruit top-tier candidates who are not only highly qualified but also passionate about public service. We tailor our services to meet the specific requirements of each client, ensuring efficient and effective staffing solutions.

Innovative Approach

At LocalGov Staffing Solutions, innovation drives our recruitment strategy. We leverage the latest sourcing technology, data-informed outreach methods, and industry best practices to stay ahead of workforce trends. By combining modern tools with deep knowledge of municipal operations, we're able to reach both active and passive candidates — giving our clients a competitive edge in attracting top-tier talent while reducing time to hire and improving retention.



Scope of Services

Assistant City Administrator/Human Resources

Direct Hire Recruitment Services Process

Timeline	The direct hire process will be conducted by reviewing and vetting candidates as they apply, and the timeline will vary based on the applicant interest.
Advertising & Outreach	All advertising and candidate outreach will be conducted by LGSS.
Screen candidates	All applicants will be reviewed for qualifications.
Conduct pre-interview	Qualified candidates will be interviewed via live video to verify qualifications and experience prior to client interview.
Present qualified applicants to client	Qualified candidate applications will be sent to the City for review and approval to move forward with an interview.
Interview Scheduling	LGSS will schedule all interviews between the City and Candidates.
Client conducts interview process	Client interviews candidates. Interview questions can be provided upon request.
LGSS conducts background screening	LGSS will conduct a Background Screening on the finalist candidate.
Client finalizes hire	Client or LGSS may present an offer to a finalist and assist with negotiations.
 Candidate Guarantee	If for any reason the hired person leaves the employment of the City of Crest Hill within the first 60 days from start date, LGSS will replace the candidate at no additional charge. One guarantee per position/placed employee. (Terms and Conditions apply.)



Scope of Services

Public Works Department Superintendents

Direct Hire Recruitment Services

Timeline	The direct hire process will be conducted by reviewing and vetting candidates as they apply, and the timeline will vary based on the applicant's interest.
Advertising & Outreach	<i>All Superintendent positions will be advertised in one position announcement. Candidates will apply via one application link and LGSS will separate based on position type.</i> All advertising and candidate outreach will be conducted by LGSS.
Screen candidates	All applicants will be reviewed for qualifications.
Conduct pre-interview	Qualified candidates will be interviewed via live video to verify qualifications and experience prior to client interview.
Present qualified applicants to client	Qualified candidate applications will be sent to the City for review and approval to move forward with an interview.
Interview Scheduling	LGSS will schedule all interviews between the City and Candidates.
Client conducts interview process	Client interviews candidates. Interview questions can be provided upon request.
LGSS conducts background screening	LGSS will conduct a Background Screening on the finalist candidates. One finalist per Superintendent position.
Client finalizes hire	Client or LGSS may present an offer to a finalist and assist with negotiations.
 Candidate Guarantee	If for any reason the hired person(s) leaves the employment of the City of Crest Hill within the first 60 days from start date, LGSS will replace the candidate at no additional charge. One guarantee per position/placed employee. (Terms and Conditions apply.)



Pricing Summary

	Original Fee	10% Repeat Client Discount
Recruitment:		
Asst. CA/Human Resources	\$19,000	\$17,100
Public Works Superintendents:		
Superintendent #1:	\$19,000	\$17,100
Superintendent #2:	\$7,000	\$6,300
Superintendent #3:	\$4,500	\$4,050
Total 4 positions:	\$49,500	\$44,550

Non-Refundable Retainer & Payment Terms

Recruitment:	*Non-Refundable Retainer	Invoiced on candidate's first day of employment
Asst. CA/Human Resources	\$2,500	\$14,600
Public Works Superintendent #1:	\$2,500	\$14,600
Public Works Superintendent #2:	\$2,500	\$3,800
Public Works Superintendent #3:	\$2,500	\$1,550
Total:	\$10,000	\$34,550

*Non-Refundable Retainer will be invoiced upon receipt of signed contract.

Payment Terms: Payment is due within 30 days of invoice receipt.

Investing in Long-Term Partnerships

A 10% Repeat Client Discount will apply to all services contracted with LGSS from the date of contract execution through 12/31/2026.

Additional Details

- Advertising sources will be selected by LGSS at no additional cost to the City.
- The recruitment process will be conducted virtually by LGSS. The client may choose to conduct in-person interviews, which will be scheduled by LGSS.
- Background screening cost is included for the final candidate for each position. If additional screenings occur, the client will be charged for each additional, not-to-exceed \$500 per candidate.



Best Practices, Confidentiality & Compliance

At LocalGov Staffing Solutions, we are committed to strict compliance with all applicable employment laws, ethical standards, and industry best practices. Our processes prioritize transparency, fairness, and equity while adhering to privacy laws and maintaining the highest level of client and candidate confidentiality.

Additionally, we recognize the importance of accountability in government operations and are well-versed in Open Meetings, Open Records, and Sunshine Laws across various states. Our team stays informed of jurisdiction-specific legal requirements, ensuring full compliance while safeguarding sensitive information. By integrating industry-leading practices and aligning with state transparency mandates, we provide a reliable and trustworthy service that upholds the integrity of public institutions, supports our clients, and promotes the well-being of the candidates we place.

Conclusion

At LocalGov Staffing Solutions, we are committed to delivering exceptional recruitment services tailored to the unique needs of local government entities. Our expertise, strategic approach, and dedication to compliance ensure that we provide transparent, efficient, and effective staffing solutions. By leveraging industry's best practices, advanced technology, and a deep understanding of public sector requirements, we help our clients build strong, reliable teams.

We appreciate the opportunity to partner with you and look forward to supporting your organization's staffing needs with professionalism, integrity, and results-driven solutions.

The LGSS Advantage

Guaranteed Results

Small upfront fee.
No placement, no additional cost.
(Direct-Hire option)

Strategic Advertising

LGSS maximizes the value of advertising dollars by tailoring job postings to each position type for optimal visibility and impact.

Tailored Service Packages

We offer custom services tailored to meet our clients needs. Not every client needs a full-service recruitment. Build your own process.

Local Government Expertise

With nearly two decades of experience in public sector recruitment, we understand the specialized requirements of government roles.

We build lasting relationships based on trust and integrity, providing ongoing support to ensure the success of both our clients and candidates.

Unmatched Client & Candidate Support

We uphold strict adherence to all employment laws, ethical standards, and industry best practices, ensuring transparency, fairness, and equity. Additionally, we are well-versed in Open Meetings, Open Records, and Sunshine Laws across various states, ensuring compliance with public sector transparency requirements.

Compliance & Transparency





DIRECT HIRE PLACEMENT SERVICES AGREEMENT

This Direct Placement Agreement ("Agreement") is made this 15th day of December, 2025 by and between LocalGov Staffing Solutions, LLC, ("LGSS"), and the City of Crest Hill, Illinois ("Client"). LGSS is in the business of identifying and assisting in the recruiting of candidates with certain skill sets and abilities and Client desires to engage LGSS to conduct assignments to identify candidates in accordance with the terms of this Agreement.

1. Proposal Reference

This Agreement incorporates and is based upon the proposal submitted by LGSS dated November 6, 2025, which outlines the scope of work, deliverables, timeline, and fee structure. The terms of that proposal are binding and hereby made a part of this Agreement. The City of Crest Hill has selected the Direct Hire Recruitment Services Process for the Assistant City Administrator/Human Resources position included in the referenced proposal.

2. LocalGov Staffing Solutions Obligations

- a. Client will provide a position profile, summary of responsibilities, or job description for the position including any experience, qualifications, degrees, licenses, or salary information required. Client agrees to provide additional information and feedback if reasonably requested by LGSS to refine the candidate search or to ensure qualifications. We will use reasonable and diligent efforts to find a candidate that meets your criteria and submit information to you in the format you reasonably request.
- b. This Agreement authorizes LGSS to advertise and promote the Client's name, logo, and relevant community and organizational information in connection with the position.
- c. LGSS will commence a diligent search for qualified candidates for the designated job opening(s). Prior to referring any candidate to the Client, LGSS will use its best efforts to ensure that the candidate meets the Client's selection criteria and performance-related standards through a careful screening of the candidate's professional background and interest related to the opening. Within that screening process, and prior to presenting a candidate to the Client for consideration, LGSS is expected to: (i) ensure that the candidate has a basic understanding of the position, (ii) confirm that the candidate has the basic qualifications for the position, (iii) personally interview each candidate presented, and (iv) provide written documentation of the candidate's qualifications (i.e. resume). Upon concluding the screening process LGSS will refer candidates to the Client and inform the candidates accordingly.

3. Fees and Expenses

- a. Fees for our services are paid on a contingency basis and are owed only if you hire a Candidate, directly or indirectly, or engage the Candidate's services within one year of our referral. A non-refundable retainer fee is required to initiate the recruitment, and no additional fees are owed unless a hire is made. The fee is also earned if the Client refers the Candidate to another organization that subsequently hires the Candidate. Your prior receipt of a candidate's resume or other materials from any source, and any prior consideration of the candidate for employment, shall not affect your obligation to pay the fee. The Fee covers all fees and expenses incurred by LGSS in the conduct of the search, including professional fees, research expenses, and communication costs.



- b. Prior to the Employee's start date with Client, LGSS and Client will execute a Direct Placement Exhibit A ("Exhibit A"), which will state the employee name and start date.
- c. If LGSS refers a candidate to Client, and Client does not hire that candidate for the initially discussed position, Client agrees not to hire or engage that candidate, either for the original position or for any other position with Client, for a period of twelve (12) months from the date of referral, without paying LGSS a placement fee of \$3,000. This obligation applies whether the candidate is hired as an employee, independent contractor, consultant, or through any other arrangement.
- d. LGSS shall invoice the Fee to Client in two installments. A non-refundable retainer of \$2,500 will be invoiced upon placement of the job advertisement. The remaining balance of \$14,600 will be invoiced on the candidate's first day of employment. The total fee for this recruitment shall be \$17,100. Payment for each invoice is due to LGSS within thirty (30) days of the invoice date.

4. Candidate Guarantee

- a. If a candidate placed by LGSS resigns or is terminated for performance-related reasons within 60 days of their start date, we will provide one replacement candidate at no additional cost within 60 days of the employee's departure. If we are unable to successfully provide a replacement, we will issue a refund, minus the retainer fee and any additional advertising and background screenings included in process) to cover recruiter time and sourcing efforts throughout the process. This guarantee reflects our confidence in our recruitment process and our commitment to long-term hiring success.
- b. Exclusions include the following:
 - i. Layoffs, downsizing, or position elimination by the employer.
 - ii. Significant changes to the candidate's role, compensation, or work environment.
 - iii. Misconduct or policy violations by the employer lead to candidate resignation.
- c. Valid for Full-Service Recruitment candidates (Direct Hire/Permanent Placement) where LGSS is involved in the entire recruitment process through placement of candidate. Not valid for customized or partial services.

5. Confidentiality and Open Record Compliance

- a. LGSS agrees to accept in confidence all materials and information disclosed by Client and to use these materials and information only as shall be necessary in performing the services described in this Agreement and for no other purpose.
- b. The Client agrees to notify LGSS in writing if any applicant names or related information are subject to disclosure under open records laws, open meetings laws, Sunshine Laws, or any other applicable public disclosure requirements. LGSS shall not be responsible for any such disclosures made by the Client in compliance with these laws. The Client further agrees to take reasonable measures to protect the confidentiality of applicant information to the extent permitted by law.

6. Limitation of Liability

The Client assumes responsibility for the payment of all employment-related taxes, as well as any



other costs or risks typically associated with its employed workforce. LGSS shall not be liable for any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omission of any Employee. Client shall indemnify LGSS and hold it harmless against and from any such claims made or brought by third parties.

7. Equal Opportunity Employer

Client is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability or Vietnam era, disabled or other veteran status. LGSS agrees that it will conduct its business in conformity with the Equal Opportunity Commission's guidelines and will not discriminate in referring candidates to Client.

8. Term

The term of this Agreement shall commence on the date hereof and shall continue until canceled by either party hereto upon thirty (30) day's prior written notice of termination to the other party. Client is still responsible for all outstanding invoices, even after any such termination.

9. Miscellaneous

This Agreement together with each Exhibit executed and delivered in accordance with the terms of this Agreement, shall constitute the entire understanding of the parties hereto and supersedes all previous agreements or negotiations on the subject matter hereof, whether written or oral, and shall not be modified or amended except by written agreement duly executed by both parties hereto.

ACKNOWLEDGED: I am an authorized representative of Client and agree to the foregoing terms and conditions of this Agreement.

LOCALGOV STAFFING SOLUTIONS, LLC

By: _____

Name: Laurie Pederson

Title: President

Date: December 15, 2025

Client: CITY OF CREST HILL, ILLINOIS

By: _____

Name: _____

Title: _____

Date: _____