

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 THREE NEW PUBLIC WORKS DEPARTMENT SUPERINTENDENTS

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 possesses the authority to enter into contracts that serve the legitimate corporate purposes of the City; and

WHEREAS, the Corporate Authorities have this date approved an Ordinance reorganizing its Public Works Department and has established three new Superintendent positions in the newly created Water, Wastewater, and Fleet, Streets and Building & Grounds Divisions; and

WHEREAS, the Corporate Authorities have determined that it is necessary to conduct a search for individuals to fill the three newly created exempt, non-union Superintendent positions, specifically the Superintendent of Water Division, Superintendent of Wastewater Division, and Superintendent of Operations; 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 has previously provided its services connected with the City's search for and successful hiring of its current Public Works Director and Assistant Administrator/Human Resources Director; and

WHEREAS, on February 19, 2026, the Company submitted to the City a written Proposal for Recruitment Services ("the Proposal") related to the three Superintendent positions, which proposal includes a ten (10%) percent repeat client discount and is attached hereto as Exhibit A; and

WHEREAS, the Corporate Authorities desire to engage the Company to provide the Recruitment Services as outlined in the proposal at a total cost of \$27,450.00 as outlined in Exhibit A; and

WHEREAS, the Company has submitted to the City a March 2, 2026 Direct Hire Placement Services Agreement (the Services Agreement" for said Recruitment Services, 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 Services Agreement 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 Services 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 Services 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 2ND DAY OF MARCH, 2026.

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

Christine Vershay-Hall, City Clerk

APPROVED THIS 2ND DAY OF MARCH, 2026.

EXHIBIT A
(February 19, 2026 Proposal)



CITY OF NEIGHBORS

Recruitment Services Proposal

Public Works Superintendents

February 19, 2026



Laurie Pederson

President

LP@LocalGovStaffing.com

847.805.7180

www.LocalGovStaffing.com



Executive Summary

LocalGov Staffing Solutions (LGSS) is a recruitment firm dedicated exclusively to serving local government organizations. We partner with municipalities, counties, and special districts to identify and secure high-caliber professionals who demonstrate leadership, integrity, and a strong commitment to public service. With nearly two decades of experience in government recruitment, LGSS understands the unique demands of hiring within local government.

Our objective is to deliver qualified, carefully vetted candidates while reducing the administrative burden on internal leadership teams. Each engagement is structured to ensure a thorough search process and a confident hiring decision.

Recruitment Process Overview

LGSS conducts comprehensive recruitment efforts designed to identify and engage qualified public sector professionals. Each recruitment begins with a consultation to define position requirements, organizational priorities, and desired qualifications to ensure alignment from the outset.

We utilize targeted advertising combined with direct outreach to both active and passive candidates. All applicants are screened through live interviews and qualification verification prior to presentation to the client. Only candidates who meet the established criteria are advanced for consideration.

Throughout the engagement, LGSS maintains consistent communication, provides defined timelines, and coordinates all aspects of the interview process. Our approach is organized, efficient, and designed to support a thorough search and a confident hiring decision.

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

LGSS will provide comprehensive recruitment services for each position, including the following:

1. Position Consultation & Recruitment Planning

- ◆ Meet with designated leadership to confirm position expectations, qualifications, and compensation parameters
- ◆ Review organizational priorities and desired experience
- ◆ Confirm advertising strategy and outreach approach

2. Advertising & Targeted Outreach

- ◆ Prepare and post position announcements on relevant online job boards
- ◆ Conduct targeted outreach to qualified professionals within relevant networks
- ◆ Engage both active and passive candidates to expand the applicant pool

3. Application Review & Candidate Screening

- ◆ Review all submitted applications and resumes
- ◆ Conduct live video interviews with qualified candidates
- ◆ Verify credentials, experience, and overall alignment with position requirements

4. Candidate Presentation

- ◆ Present qualified candidates to the client for review
- ◆ Provide screening summaries and relevant supporting materials
- ◆ Assist in identifying candidates to advance to interviews

5. Interview Coordination

- ◆ Coordinate scheduling of interviews
- ◆ Assist with development of interview questions
- ◆ Support communication with candidates throughout the interview process

6. Reference, Background & Public Record Review

- ◆ Conduct professional reference checks for the finalist candidate
- ◆ Coordinate comprehensive background screening of the finalist candidate
- ◆ Conduct public record and online presence review

7. Offer & Placement Support

- ◆ Assist with offer preparation and negotiations
- ◆ Coordinate communication with selected candidate
- ◆ Support transition through start date confirmation



Pricing Summary

Recruitment:	Original Fee	10% Repeat Client Discount
Superintendent #1:	\$19,000	\$17,100
Superintendent #2:	\$11,000	\$6,300
Superintendent #3:	\$4,500	\$4,050
Total 3 positions:	\$30,500	\$27,450*

*A non-refundable retainer fee of \$2,500 per position is due upon contract execution. The remaining fee for each search will be invoiced on the hired candidate’s first day of work. Final invoices will be issued in the order that positions are successfully filled.

Non-Refundable Retainer & Payment Terms

Recruitment:	*Non-Refundable Retainer	Invoiced on candidate’s first day of employment
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:	\$7,500	\$19,950

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.

Candidate Guarantee

If the selected candidate voluntarily leaves employment or is terminated for cause within sixty (60) days of the start date, LGSS will conduct one additional search for the same position at no additional professional fee. Any direct recruitment or advertising expenses associated with the new search will be the responsibility of the client.

This guarantee applies if the new search is initiated within three (3) months of the position becoming vacant and assumes no material changes to the position scope.



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.

Estimated Timeline

Most searches are completed within six (6) to eight (8) weeks from advertisement to accepted offer. The timeline may vary based on applicant response and interview scheduling.

- ◆ Weeks 1 & 2: Position posting and targeted outreach
- ◆ Weeks 2 & 4: Application review and candidate screening
- ◆ Weeks 4 & 6: Presentation of qualified candidates and client interviews
- ◆ Weeks 6 & 8: Reference checks, background screening, and offer coordination

LGSS remains engaged throughout the recruitment process and continues the search until the position is successfully filled.

The LGSS Difference

LocalGov Staffing Solutions is built exclusively to serve local government organizations. Our focused experience in municipal and county recruitment allows us to understand the operational, regulatory, and leadership dynamics unique to the public sector.

What distinguishes LGSS:

- ◆ Exclusive focus on local government recruitment
- ◆ Use of advanced sourcing tools and recruitment technology to identify qualified professionals beyond traditional applicant pools
- ◆ Direct outreach to qualified public sector professionals, including passive candidates
- ◆ Structured, accountable search process with defined milestones
- ◆ Clear pricing and defined candidate guarantee
- ◆ Commitment to compliance with public sector transparency requirements
- ◆ Reduced administrative burden for internal leadership teams
- ◆ Consistent communication with both clients and candidates throughout the recruitment process

LGSS approaches each recruitment as a partnership, not a transaction. Our goal is to support long-term organizational stability by identifying candidates who align with both the technical requirements of the position and the culture of the organization.



Conclusion

LocalGov Staffing Solutions appreciates the opportunity to support your recruitment needs. We understand that hiring within local government carries significant operational and community impact, and we approach each search with that responsibility in mind.

Our team is committed to conducting a thorough, organized, and proactive recruitment process while maintaining consistent communication and accountability at every stage. We remain engaged until the position is successfully filled and are prepared to begin the search upon your authorization.

We look forward to the opportunity to partner with your organization.

EXHIBIT B
(March 2, 2026 Services
Agreement)



DIRECT HIRE PLACEMENT SERVICES AGREEMENT

This Direct Placement Agreement ("Agreement") is made this 2nd day of March , 2026 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 February 19, 2026, 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 Public Works Superintendent positions (3) 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. 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.
- c. LGSS shall invoice the Fee to Client in two installments. A non-refundable retainer of \$7,500 (\$2,500 per position) will be invoiced upon execution of contract. The remaining balance of \$14,600 1st position, \$3,800 2nd position, and \$1,550 3rd position (total of \$19,950) will be invoiced on each candidate's first day of employment. The total fee for this recruitment shall be \$27,450. 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

Client: CITY OF CREST HILL, ILLINOIS

By: Laurie Pederson
Name: Laurie Pederson
Title: President
Date: February 27, 2026

By: _____
Name: _____
Title: _____
Date: _____