

ARNDT MUNICIPAL SUPPORT INC.

86-1211128

1542 W Polk Ave
Charleston, IL 61920

*OPTIONAL INTERIM VILLAGE ADMINISTRATOR
PLACEMENT AGREEMENT - SEE PAGES 9-10*





Executive Recruitment Services for the Position of Village Administrator Proposal

Village of Roscoe
Tom Green,

Thank you for the opportunity to provide you with a proposal to work with the Village in the recruitment of your next Village Administrator. Arndt Municipal Support, Inc. prides itself on a tailored, personal approach to executive recruitment for local governments. We can adapt to your specific requirements for the project. We strive to exceed your expectations.

Arndt Municipal Support is known for being a “candidate preferred” recruitment service. We strive to build relationships with the candidates and guide them through the recruitment process to make sure they can focus on becoming your next Village Administrator. The following are strengths we provide that help us stand out from the crowd:

- Quicker process
- Quicker project kickoff time – we begin immediately upon contract execution
- Hands-on effective and regular communication with the Village throughout the process
- Strong connection with the candidates at the beginning, during, and after the process
- Amazing local government reach
- Each recruitment is supported by a minimum of three professional team members

UNDERSTANDING OF ENGAGEMENT – SUMMARY

The Village seeks to undertake an executive recruitment for its next Village Administrator in early April 2026.

The Executive Recruitment process will include:

- Preparation and distribution of an Opportunity Teaser on social media prior to the official kickoff meeting to get the conversation started amongst passive job seekers.
- Deep dive data gathering for the Recruitment Brochure prior to the kickoff meeting.
- Research salary and employee benefit market trends and recommend a competitive job package.
- On-site kickoff meeting with the Mayor and Village Board.
- Maxwell DISC Assessments for the Mayor and each Board Member.

- Virtual individual interviews with the Village’s Leadership Team.
- Virtual individual interviews with the Mayor and each Board Member.
- Preparation and advertisement of a professional executive job announcement.
- Preparation and distribution of a social media/website promotional document.
- Preparation and distribution of an executive job brochure.
- In-depth professional background checks that include up to six national background checks for finalists that include credit, criminal, driver’s history, and education verification, and reference checks.
- Up to six Maxwell DISC Assessments for finalists.
- Preparation and submission of a Roscoe Organizational DISC Wheel.
- Preparation and submission of Team Roscoe DISC Communication Guide.
- Social media background searches.
- News article background searches.
- Preliminary virtual interviews with each semi-finalist.
- On-site candidate presentation to the Mayor and Board.
- Candidate portfolios for each finalist.
- Final interview coordination and facilitation.
- Preparation and submission of an interview guide that includes DISC highlights for each finalist.
- One-year guarantee (if candidate leaves for any reason before the end of one-year, consultant will complete a new recruitment at no cost except for costs associated with the background checks, DISC Assessments, and advertisement).
- Employment Agreement negotiation assistance.
- Delivery of a leadership book to the newly appointed Village Administrator.
- Three-month check-in with the Mayor and Village Administrator.

CONSULTING FIRM BACKGROUND

Arndt Municipal Support Inc. is a public-sector management consulting firm specializing in meeting the needs of local government.

Arndt Municipal Support Inc. provides services to jurisdictions and agencies on a variety of contemporary issues, including providing board training, **executive recruitment**, leadership development, leadership training, classification and compensation studies, and planning assistance. The company opened in January 2021. Arndt Municipal Support recently successfully completed the recruitment of a City Manager for Salem, IL, Mattoon, IL, Decatur, IL; the Village Manager for Nilus, IL; the Village Administrator for Antioch, IL; and the City Administrator for Washington, IL. We are currently assisting the City of Rochelle, IL and the City of Streator, IL with the recruitment of their next City Managers. Our partnership with cities and villages within the State of Illinois places Arndt Municipal Support in a unique position to better meet the needs of Roscoe in this critical recruitment. Our incredible reach in the ICMA and ILCMA network connects with passive and active job seekers. We also have a tremendous connection with more than 12,000 professionals on LinkedIn.

PROPOSED CONSULTING TEAM

President/CEO James Arndt will serve as the project administrator and executive recruiter. Jim is connected with the International City Administrators Association, the Illinois City Administrators Association, and the Illinois Municipal League. Jim recently gave a speech at the annual Illinois Municipal

League in Chicago, IL about recruiting your next City Administrator/Manager. Jim has five years of successful experience as an executive recruiter.

Office Administrator/CFO Kimberly Arndt will serve as the recruitment coordinator. Kim is the co-owner of Arndt Municipal Support and serves as the AMS Office Manager.

Associate Katy Miller will also serve as the recruitment coordinator.

Consultant Randy Bukas will serve as an assistant recruiter.

Recruitment Testimonial:

"As Mayor of Salem, Illinois, I had the pleasure of working with Jim Arndt as a consultant during our search for a new City Administrator. Jim's expertise was instrumental throughout the entire process. From conducting DISC assessments and background checks to marketing our city and leading initial candidate outreach, he ensured that we attracted and evaluated top-tier candidates. His guidance during negotiations was invaluable, and his strategic approach made the entire hiring process seamless and efficient. Jim's professionalism, knowledge, and dedication to municipal leadership are truly top-notch. I highly recommend his services to any city looking for a skilled consultant to assist with executive recruitment, leadership and management."

Nic Farley – Mayor, Salem, Illinois

Recruitments

City of Decatur, Illinois Pop. 69,097
City Manager Recruitment
Mayor Julie Moore-Wolfe
217-424-2804
JMoore-Wolfe@decaturil.gov

Village of Antioch, Illinois Pop. 14,751
Village Administrator Recruitment
HR Manager Lori Romine
847-395-1000 ext. 1304
lromine@antioch.il.gov

Village of Niles, Illinois Pop. 29,918
Village Manager Recruitment
Human Resources Donna Dunn
847-488-8004
dmd@vniles.com

City of Washington, Illinois Pop. 15,857
City Administrator Recruitment
Mayor Liliya Stevens
309-258-6582
lstevens@ci.washington.il.us

Village of Mahomet, IL Pop. 9,434
Chief of Police Recruitment
Village Administrator Patrick Brown

217-621-2602
pbrown@mahomet-il.gov

Letters of Recommendation attached.

EXECUTIVE RECRUITMENT PROCESS

The following proposed scope of services assumes kickoff of the project in early April 2026. We will begin as soon as the Village is ready to proceed. Time is of the essence.

PROPOSED SCOPE OF SERVICES

TASK 1

Outcome – Pre-kickoff support

Description – The Consultant will tease this opportunity within our vast municipal management network prior to the kickoff meeting on social media and by direct outreach. Consultant will gather brochure details from the Village staff prior to the official kickoff.

Method and Timeline – *Immediately* after contract execution

TASK 2

Outcome – Provide a Maxwell DISC Assessment for the Mayor and each Board Member and complete the virtual leadership team, virtual Mayor, and the virtual Board Members interviews.

Description – In this task, the Consultant will electronically submit a DISC Assessment to Mayor and each Board Member for use within this recruitment process. Consultants will meet virtually with departmental directors, the Mayor and Board Members.

Method and Timeline – *Immediately* after contract execution

TASK 3

Outcome – Completion of On-site Kickoff Meeting.

Description – The Consultant will conduct an on-site recruitment kickoff meeting with the Mayor and Board to discuss the recruitment process, discuss the culture of the Village, gather job announcement data, and establish advertisement sources. Consultant will share compensation and benefits recommendations.

Method and Timeline – April 2026

TASK 4

Outcome – Creation of Job Announcement and Advertisement

Description – In this task, after the completion of the kickoff meeting, the Consultant will create a job announcement and advertise this position with the approved advertisement sources. This project includes up to \$2,750.00 in advertising expenses for this position. Additional advertising costs, if desired by the client, will be billed directly to the client.

Method and Timeline – The 30-day advertisement period will begin the same week as the kickoff meeting.

TASK 5

Outcome – Virtual Preliminary Interviews and Initial Background Checks

Description – The Consultant will complete virtual interviews with all semi-finalists who meet or exceed the qualifications desired by the Village. At this time, we will complete a social media check and internet news check on each semi-finalist candidate.

Method and Timeline – Through virtual interviews at the completion of the 30-day advertisement process

TASK 6

Outcome – On-site Semi-finalist Presentation

Description – The consultant will prepare a candidate portfolio and present the semi-finalists to the Mayor and Village Board (on-site).

Timeline – After the completion of the preliminary interviews

TASK 7

Outcome – On-site Final Interview Support

Description – The Consultant will schedule, coordinate, and facilitate on-site interviews. This may include public stakeholders, department directors, Mayor, and Board. Prior to the final interviews, the Consultant will complete the DISC Assessment, the Organizational DISC Wheel, a DISC Analysis, reference checks, and final background checks for up to six finalists. If more than six are desired, the Village will be billed the additional expense of these services per additional finalist.

Timeline – As dictated by the flow of the recruitment process and the successful completion of a background check

TASK 8

Outcome – Job Offer

Description – The Consultant will make the job offer to the preferred candidate and assist with negotiating final employment terms with the preferred candidate.

Timeline – After the completion of the final interviews.

TASK 9

Outcome – Post Offer Services and Support

Description – The Consultant will distribute a Roscoe DISC wheel and Roscoe Communication Guide to the Village. The Consultant will provide the newly appointed Village Administrator with a leadership book. The Consultant will check in on the Village Administrator and the Mayor three months after the start of employment. The Consultant will notify all finalists about the Village’s decision and provide them with positive and encouraging feedback and encourage them to apply for other amazing management opportunities.

Timeline – Post offer.

NOT-TO-EXCEED FEES FOR THE REQUESTED SERVICES

For Village Administrator Recruitment Services:

- **Total Cost of \$26,500.00**
- **Total Cost does not include actual costs for candidate’s travel expenses.**

Billing

40% contractual fee after Task 3 – on-site kickoff meeting

40% contractual fee after Task 6 – on-site semi-finalist presentations

20% contractual fee after Task 8 – job offer made and accepted by preferred candidate

Arndt Municipal Support, Inc. is driven by our three core organizational values: dependability, integrity, and enthusiasm. Arndt Municipal Support, Inc. exists to support local governments, and we strive to exceed your expectations with every service we provide.

Following your review of this proposal, and if you find it acceptable, please sign the Contract Acceptance on the next page and return to my office via email to james@arndtmunicipalsupport.com. We appreciate your consideration of this Proposal.

Sincerely,

A handwritten signature in black ink that reads "James Arndt". The signature is written in a cursive style with a large, looping initial "J".

James W. Arndt
President/CEO
Arndt Municipal Support, Inc.

Optional Interim Village Administrator Placement Agreement

1. AMS will identify and contact qualified individuals from its network to determine interest in the interim position.
2. AMS will present the Village with a select pool of candidates who have expressed interest and meet the position's requirements.
3. AMS will assist the Village in coordinating and conducting in-person interviews with the selected candidates.
4. AMS will support the Village in negotiating employment terms and finalizing the interim candidate's contract. Upon selection, the chosen candidate will report directly to the Village as Interim Village Administrator for the duration of the agreement.

Optional Interim Village Administrator Placement Agreement project costs \$3,500.00.

EXECUTIVE RECRUITMENT CONTRACT

Between Roscoe, Illinois and Arndt Municipal Support, Inc.

The Village of Roscoe, Illinois agrees to have Arndt Municipal Support, Inc. conduct executive recruitment for the position of Village Administrator.

Total Project Recruitment Cost for All Tasks Outlined in the Proposal:
\$26,500.00 plus additional expenses, if applicable as noted above

The Village will be invoiced 40% of the Total Project Costs after the completion of Task 3, 40% after the completion of Task 6, and the final 20% after the acceptance of the job offer Task 8.

Optional Interim Placement Agreement:

Total optional project costs **\$3,500.00**. Yes _____ No _____

The Village will be invoiced for 50% of the optional 1 project cost after Task 2 identifying candidate pool and the final 50% after Task 4 contract agreement for interim Village Administrator.

ACCEPTED BY ROSCOE, ILLINOIS:

BY: _____

TITLE: _____

DATE: _____

ACCEPTED BY ARNDT MUNICIPAL SUPPORT, INC.:

BY: James Arndt

TITLE: President/CEO

DATE: 4/24/2026

