



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Selection Committee for Village Administrator Recruitment Services

Tuesday, April 21, 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 - remotely
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee William - Babcock was called away on a medical emergency.

Motion was made to bring Trustee Sima into the meeting remotely. Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Broda, Butz, Mead, Wright, Sima 5-0-1.

APPROVAL OF THE MINUTES

1. **Approval of the Minutes** for the meeting of the Selection Committee from [April 7, 2026].

Trustee Wright asked for a motion for the approval of Minutes.

Motion was made By Trustee Broda, second by Trustee Mead. Voting yes: Trustees Sima, Wright, Mead, Butz, Broda 5-0-1.

OLD BUSINESS

2. Discussion of Recruitment Proposals and Recommendation to the Village Board

Proposals:

MGT Impact Solutions: Mark Peterson

Arndt Municipal Support: Jim Arndt and Randy Bukas

Workplace: Cheryl Church

The committee's discussion on the recruitment proposals unfolded as a detailed comparison of the three firms- MGT Impact Solutions, Arndt Municipal Support, and Workplace- each offering different strengths for leading the Village Administrator search.

Arndt's representative, Randy Bukas, provided an in-person overview of his firm's 60 plus years of combined municipal experience, emphasizing their individualized candidate-matching process, their refusal to "recycle" candidates, and their on-year guarantee that includes coaching and onboarding support.

Trustee Broda acknowledged that both MGT and Arndt had strong reputations, with MGT currently conducting searches in nearby communities such as Rockton and Beloit. Workplace, while appreciated, was viewed as a weaker fit and did not generate the same level of confidence. Trustee Wright asked about timelines, references, and whether firms could provide interim administrators; MGT was reported to have three to four interim-ready candidates available immediately, while Arndt typically does not provide interim placements but could potentially identify someone if needed.

As the conversation progressed, trustee Sima shifted toward a broader strategic concern: the timing of hiring a permanent administrator during an election year, with four trustee seats and the Village President position turning over within the next year, several trustees argued that launching a full search now could deter strong candidates who would be uncertain about the future board they would serve. Trustee Sima speaking remotely, expressed discomfort making a final selection that night and emphasized the importance of stability during political transition. Trustee Broda and Mead echoed the sentiment that an interim administrator could bridge the gap, maintain operations, and allow the next administration to participate in selecting the long-term hire. This led to a consensus around a dual-track model: hire an interim administrator through a search firm while simultaneously preparing for a more deliberate permanent search. President Gustafson discussed the need for cost estimates, contract structure, and clarity on responsibilities for an interim role, noting that the village's small staff could not absorb additional administrative burden. Ultimately, trustee Broda voted to eliminate Workplace, and to request a written interim-administrator proposals from both MGT and Arndt-including cost, duration and candidate availability to be reviewed on May 5, at the Selection Committee meeting.

Motion was made by Trustee Broda, second by Trustee Wright. Voting yes: Wright, Butz, Sima, Mead, Broda. Voting no: President Gustafson. Absent is Trustee Babcock 5-1-1.

OTHER BUSINESS

No 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 Broda, second by Trustee Mead. Voting yes: Trustees Mead, Broda, Butz, Wright, Sima 5-0-1.

Meeting was Adjourn at 8:54 pm.