

VILLAGE OF LAKE ODESSA

MINUTES

COUNCIL STUDY SESSION

FEBRUARY 15, 2024

PAGE MEMORIAL BUILDING

839 FOURTH AVENUE

LAKE ODESSA, MICHIGAN 48849

President Pro Tem Cappon called the meeting to order at 6:03 p.m. with the following trustees present: Cappon, Yoder, Johnson, Hickey, and Brighton. Trustees absent: President Banks and trustee Young. Also present: Police Chief Backing, DPW Superintendent Trout, and Village Manager Guetschow

Trustee Yoder began the discussion by saying that a plan of action should be developed. She asked, "What does this look like." She referred to the list of options presented at a previous work session for how the Village might go about providing for management of the organization.

After some discussion, it was the consensus of those present that the options they preferred were for either a full-time or a part-time manager.

One suggestion was to initially seek a retired manager who could devote 3-5 years to the position, giving Council time to evaluate what would be the best long-term model.

During discussion about full- vs. part-time, concern was expressed about the impact on the budget of hiring a full-time manager.

Trustee Yoder asked whether the position could be done on a part-time basis. She noted that there a lot of projects that have been initiated that will require attention. She said that hiring a part-time manager might lead to higher costs for additional professional services to fill the gaps.

The department heads were asked to express their opinion on part-time vs. full-time manager. Superintendent Trout said that he thought the position did not warrant a full-time manager. Chief Backing said that she felt a full-time manager should be hired.

Trustee Brighton commented that he wants to see stability in the village manager position.

Discussion was held concerning reviewing the position profile, agreeing on a salary range, and structuring an advertisement that would permit expressions of interest in either a full-time or part-time position.

It was agreed to start with the position profile used in the previous search. Village Manager Guetschow agreed to have copies of the profile provided to each Council member. Trustee Yoder agreed to coordinate the receipt of suggestions for changes to the profile from individual

trustees. Those suggestions will be due by February 25th. A special meeting will be held on February 29th at 6:00 pm to work on updating the position profile.

President Pro Tem Cappon adjourned the meeting at 6:52 pm.

Respectfully submitted,

Gregg Guetschow  
Recording Secretary  
Village Manager