

VILLAGE OF LAKE ODESSA

MINUTES

COUNCIL STUDY SESSION

FEBRUARY 29, 2024

PAGE MEMORIAL BUILDING

839 FOURTH AVENUE

LAKE ODESSA, MICHIGAN 48849

President Karen Banks called the meeting to order at 6:02 p.m.

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Jennifer Hickey, Trustee Carrie Johnson, and Trustee Yoder

Council absent: Trustee Young

Staff present: Village Manager Guetschow and Clerk/Treasurer Forman

President Banks asked Village Manager Guetschow to facilitate the meeting.

The meeting held on 2/15/24 was summarized to begin the session.

Village Manager Guetschow asked council if a department head was willing to assume a dual role position would they consider the possibility. At the first work session in December council seemed to be leaning toward a part-time manager. At the work session in February, it seemed council was looking toward a full-time manager. There was interest from council members to invite current department heads to apply.

A discussion took place about what this would look like.

Discussed what would happen if an internal candidate did not work out. Would they be allowed to return to their previous position. The thought was this should be included in any contract or employment agreement that is reached.

This should be opened to all department heads and interviews scheduled for all who are interested.

Their will be different expectations and a development plan is needed since these individuals will have no Village Manager experience.

Discussed more money would be needed for attorney fees since they have no experience. There may be a need to hire a part-time person to fill gaps. There will be savings on benefits and wages.

Council should provide a document for internal candidates with expectations.

Formal interview process should stand up for internal candidates.

Reviewed the MML Village Manager profile used in the 2023 search. Discussed each of the changes that were made and if the change was acceptable to all council members. Changes were made to the Application Process Page. Trustee Yoder will update the profile and email it to Clerk/Treasurer Forman. Village Manager Guetschow will do a final review and copies will be provided to each council member.

It was decided to post the position internally for all department heads. Village Manager Guetschow will provide an invitation letter to each department head. A resume' and cover letter must be submitted to Village Manager Guetschow by Monday, 3/11. Interviews will be held on Wednesday, 3/13 beginning at 5:30pm.

A discussion was held regarding council meetings and committee meetings. It was decided to move to a Committee of the Whole format. The first such meeting will be held on May 6. These meetings will be used to review the budget and discuss any items that arise. Would like to have department heads attend. May focus on each department at a specific meeting each year. If needed an Ad Hoc committee can be formed for a limited time to work on a specific idea.

Discussed process for what can create the need for a closed session meeting. How does the process work through the chain of command?

Discussed protocol for what council members can and cannot do. Council members should be able to talk to department heads.

It was agreed that no more hurry up items should be brought to council on meeting night. If needed there should be a first reading and second reading of an item. A vote would take place after the second reading.

President Karen Banks adjourned the meeting at 8:19 pm.

Respectfully submitted,

Kathy Forman  
Clerk/Treasurer