

AGENDA
CHOCOLAY TOWNSHIP SPECIAL BOARD

Township Fire Hall Room
December 12, 2024 – 5:30 P.M.

- I. MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:** Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer), Richard Bohjanen, Mark Stonerock, Donald Rhein, Jon LeGalley (Trustees).
- IV. APPROVAL OF AGENDA – Additions/Deletions.**
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- X. PUBLIC HEARING**
- XI. PRESENTATIONS**
- XII. UNFINISHED BUSINESS**
 - A. Township Manager Interviews.
 - 1. Mrs. Lois Bressette – 5:45 pm, remote
 - 2. Mr. James Shockey – 6:45 pm, remote
 - B. Consider Township Manager Offer
 - C. Consider Transition Plan for Township Manager Position
- XIII. NEW BUSINESS**
- XIV. BOARD MEMBER’S COMMENTS**
- XV. PUBLIC COMMENT**
- XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.**
- XVII. ADJOURNMENT**

Chocolate Candidates' Interview Questions

SUGGESTED INTERVIEW QUESTIONS

OPENING QUESTIONS

Supervisor Lynch---While we have had the opportunity to review your resume, our audience has not. Would you very briefly review your background and what causes you to be interested in the manger position?

BOARD RELATIONSHIP

Trustee---Please tell us what is your understanding of the role of the Township Manager?

Trustee ---Township government is a unique form of government. The Board of Trustees and other elected officials are co-employers which occasionally leads to conflicts. What type of a relationship would you like to establish with the elected officials?

Trustee—Tell us about a complex work situation in which you were involved in and how it was resolved?

MANAGEMENT STYLE

Trustee ---Time management and balancing multiple priorities is an important skill to be effective in this role. How do you make decisions about how you spend your time, and what strategies do you use for balancing multiple priorities?

EMPLOYEE RELATIONSHIPS

Trustee—Please tell us how you would proceed in developing trust and respect with the Department Heads and Township employees?

BUDGET

Trustee –This vacancy is for a Manager with oversight responsibility for the township budget .Describe in detail, your experience with budget development, financial management and developing grant proposals.

LEADERSHIP

Trustee ---What are the three effective leadership qualities you think are *the most* important? How have you demonstrated these qualities in your *past* or current position?

Chocolate Candidates' Interview Questions

JOB EFFECTIVENESS

Trustee –Please tell us about one or two of your proudest professional accomplishments. What types of challenges do you must enjoy tackling?

Trustee---If offered the position, could you please provide us an approximate timeline when you could begin your duties with this Township?

WRAP UP

Supervisor Lynch---We appreciate your interest in the position; thank you for coming. Are there questions that you have for the trustees about the position?

November 27, 2024

Chocolay Township Board:

I am delighted to apply for your open position of Township Manager. I have abundant experience in municipal leadership, ethical financial management and coordinated long term planning.

My leadership experience includes serving as Mayor for the city of Clintonville, Wisconsin and as a County Board Supervisor with Waupaca County, Wisconsin. In my work as Mayor, I served on many committees including the Personnel Committee and Finance Committee. I oversaw many large municipal projects that included transparent communication with citizens, private businesses and other stakeholders. Examples of this included a major road resurfacing project that included replacing water and sewer lines. Another project involved intensive problem solving work with streamlining garbage and recycling services. We had to provide citizens with efficient garbage and recycling services with a limited budget. Both efforts were highly successful in the eyes of our citizens. My work as a Supervisor with Waupaca County includes service on both the Economic Development Board and the Solid Waste and Recycling Board.

I have extensive experience with financial management of both municipal budgets and grants. An example of this was overseeing a large state funded initiative that included an overhaul and update of the city's wastewater treatment plant. As mayor, I planned and coordinated essential open meetings with citizens regarding public comment on the annual budget. This required respectful listening to citizen concerns and follow up discussions with department chairpersons to ensure that citizen voices were part of the process. I have also coordinated private foundation grants that required listening to the concerns of citizens and integrating their input with directives of the board.

All of my work has included a strong emphasis on long term planning and developing a vision, whether working for city, county or my own business. This has required big picture thinking, intensive study of important policies and laws, but more important, involving the development of honest and empathic relationships with people who are being served and thus will ultimately benefit from this planning.

My leadership style is based upon respect, hard work and ethics. I was very grateful when the Wisconsin Veterans Association recognized these values and awarded to me the Bob Munro Veterans Service Award.

I grew up in Chocolay Township and many of my family members, relatives and friends still live there. I will always consider it home, even though I have lived in Wisconsin for several years. As Township Manager I would not only bring all of my skill and experience to the job, I would also bring my devotion to the place I call home.

Sincerely,

Lois Bressette

Lois Bressette

Professional Skills & Experience

Administrative Leadership

- Supervisor, Waupaca County Board, Waupaca, WI
- Served as Mayor, Clintonville, WI
- Served as Alderperson, Clintonville, WI
- Chairperson, Personnel Committee, Clintonville, WI
- Event Director, Great Lakes Endurance, LLC, Clintonville, WI & Munising, MI

Service Leadership

- Board of Directors, Northern Michigan University Alumni Association, Marquette, MI
- Habitat for Humanity, Appleton, WI
- Iditarod Sled Dog Race, Communications, Anchorage, AK
- LPGA Classic Thornberry Creek, Score Keeper, Green Bay, WI
- Rotary Club, Clintonville, WI

Budget Development

- Finance Committee Chairperson
- Management of Municipal budgets
- Oversight of Private Foundation and State of Michigan Grants

Grant Writing

- WK Kellogg Foundation
- Michigan Department of Public Health
- State of Michigan

Work Experience

Owner/Director, Great Lakes Endurance, LLC 10/01- Present

Responsible for event planning, marketing, organizing, financial management, and media relations for trail running events in Michigan and Wisconsin. Work with State, Federal and private organizations with permits, volunteer recruitment, planning and implementation of trail running events on public and private lands.

Supervisor, Waupaca County Board, Waupaca, WI 4/24 - Present

Serve on the Economic Development Corporation, Human Services Board, Solid Waste & Recycling Management Board.

Mayor, Clintonville, WI 4/16 - 4/18

Supervised and directed the city's day-to-day operations including budgets and employee productivity and management. Ensured all city ordinances and state laws were observed and

enforced. Mayoral appointments to boards and committees.

Aldersperson/Council President - Clintonville, WI 4/11 - 4/16

Served on the Personnel Committee, Finance Committee, Board of Review, Board of Zoning and Appeals, Labor Relations, Library Board, Plan Commission, Safety and Ordinance Committee, Tourism Committee and Utility Board.

Western UP District Health Department - Health Educator 4/97-10/01

Responsible for organizing, implementing and evaluating worksite wellness programs. Collaborated with local municipalities to develop healthy workplace policies.

EDUCATION

Northern Michigan University, Marquette, MI
Master of Public Administration

Northern Michigan University, Marquette, MI
Bachelor of Science - Health Education

James Shockey, AICP

PO Box 744, Grand Lake, CO 80447 • [REDACTED]

November 27, 2024

Board of Trustees
Chocolay Township
5010 US 41 South
Marquette, MI 49855

Dear Trustees,

I am writing to express my strong interest in the Township Manager position at Chocolay Township. As someone who is excited to return to Michigan and particularly to the Marquette area, I am eager to bring my experience and skills in local government, problem-solving, decision-making, and community engagement to support the continued growth and success of Chocolay Township.

Over the course of my career, I have gained valuable experience in local government operations, leading teams, and processing a range of development projects, from long-term planning to day-to-day operations. In my current role, as Community Development Director in Winter Park, CO, I oversee projects that require strong decision-making skills, a deep understanding of local policy, and the ability to collaborate with various stakeholders. I have successfully implemented zoning plans, led multi-scale development efforts, and worked with community leaders to find creative solutions to both short- and long-term challenges.

Problem-solving and decision-making are key strengths that I have developed while working in a resort town that has seen high growth over the last seven years. Whether it's addressing infrastructure needs, ensuring code compliance, or responding to community concerns, I am able to navigate these issues and create actionable, effective solutions.

Community engagement is a must for any government organization. I have led numerous public engagement efforts, including town hall meetings, online platforms, and surveys, to ensure that residents' voices are heard and that community members are actively involved in the decision-making process. Fostering trust and open dialogue with residents is crucial to effective governance.

Having lived and attended college in Marquette, I am particularly excited about the opportunity to return to the area and contribute to the development of Chocolay Township. It would be exciting to work to implement the goals in the recently adopted Recreation & Natural Resource Conservation Plan and fulfill the priorities outlined in the 2025 budget. I believe my background in local government, strong leadership abilities, and commitment to community engagement make me a well-suited candidate for the Township Manager position.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experience can benefit Chocolay Township.

Sincerely,

[REDACTED]

James Shockey, AICP

James Shockey, AICP

PO Box 744, Grand Lake, CO 80447 • [REDACTED]

PROFESSIONAL SUMMARY

Dynamic and results-oriented Community Development Director with over 21 years of experience in public-sector management, strategic planning, and stakeholder engagement. Expertise in leading development programs, securing government funding, and fostering partnerships to drive sustainable growth in resort towns. Skilled in public policy, grant writing, program oversight, and collaborating with local government officials, business leaders, and nonprofit organizations to improve quality of life. A strong advocate for local community initiatives and public-private collaboration.

EDUCATION

Northern Michigan University, Marquette, Michigan

2001

Bachelor of Science – Land Use Planning and Management

PROFESSIONAL EXPERIENCE

Town of Winter Park, Winter Park, Colorado

January 2016 - current

Community Development Director

Town of Winter Park, Winter Park, Colorado

March 2008 – January 2016

Town Planner

Town of Grand Lake, Grand Lake, Colorado

March 2003 – July 2007

Town Planner

- Spearheaded the development and implementation of comprehensive plans, downtown plans, and numerous studies aligned with the vision of the community and the long-term growth strategies and fiscal priorities of the Council.
- Supervise a 5-member team, including planners, inspectors and senior officials ensuring effective program management and team collaboration.
- Manage multiple consulting firms ranging from planners, GIS, engineering, and legal counsel.
- Facilitated the overhaul of the zoning code, subdivision code, engineering standards and sign code into a single Unified Development Code.
- Conduct land use and zoning analysis to guide decisions on residential, commercial, and mixed-use development projects, ensuring compliance with local policies and regulations.
- Collaborate with developers, architects, and local government officials to review and approve plans for new developments, subdivisions, and public works projects including a revised master plan for the base village of Winter Park Resort, a top ten ski resort in North America.
- Develop comprehensive reports and presentations for the Town Council and Planning Commission, offering policy recommendations and analysis of project proposals.
- Facilitate community engagement through public meetings, workshops, and consultations to ensure that development aligns with the needs and desires of residents.
- Utilize geographic information systems (GIS) and planning software to map and analyze development patterns, land usage, and infrastructure requirements.

- Collaborated with senior management to develop an Urban Renewal Authority for blighted areas, improving community infrastructure and fostering economic growth.
- Provided technical advice to developers and landowners on zoning compliance, land use options, and permitting requirements.

PROFESSIONAL AFFILIATIONS AND LEADERSHIP EXPERIENCE

Professional Affiliations

- Member, American Institute of Certified Planners - Certified Planner Number 023681
- Member, American Planning Association
- Member, Colorado Chapter of the American Planning Association

Leadership Experience

- Board Member, Colorado Chapter of the American Planning Association - Public Official Representative
- Chair, Grand Lake Planning Commission
- Vice-Chair, Headwaters Trails Alliance

SKILLS

- Community Development & Planning
- Strategic Vision & Leadership
- Public Speaking & Advocacy
- Stakeholder Engagement
- Budget Management & Financial Oversight
- Program Evaluation & Impact Measurement
- Conflict Resolution & Negotiation
- Microsoft Office Suite & Project Management Software (e.g., Accela, Bluebeam, ESRI)

REFERENCES

Available upon request.



Motion: New Manager Negotiations Offer

Meeting: December Board Meeting

Date: December 12, 2024

Proposed Motion:

_____ moved _____ supported that based on the Township Manager interviews, the Board offers the position of Township Manager to _____, and empowers the Township Supervisor enter contractual negotiations.

Role Call Vote

Author: William De Groot

Date: 12/05/2024



Motion: Manager Transition Plan

Meeting: December Board Meeting

Date: December 12, 2024

Proposed Motion:

_____ moved _____ supported to that based on the Township Manager interviews, the Board needs to approve an interim transition plan and approve the simple contract from William De Groot to serve as interim Township Manager through April 15th as presented.

Role Call Vote

Author: William De Groot

Date: 12/05/2024



Issue Brief: Manager Transition Plan

Meeting: Discussion December Board Meeting

Date: December 9, 2024

Issue Summary:

Should the Township Board consider a Manager Transition Plan?

Background:

In September the current Township Manager presented his resignation the started a recruitment process. The process has led to interviews scheduled for December 11th and 12th. It is not clear if the township will choose a successor during this period and may need to consider how to complete general administrative options during the interim timeframe. It may be necessary to have an interim plan for several months.

Analysis:

The current Board had a conversation with the Manager about a term contract for service to review as part of developing a transition plan if needed after the interview process. The attached general contract outlines the limits of the offering from the current manager as a simple limited time per week and limits the length of the contract.

Recommendation:

If the Board believes after the interview process, they need to implement a transition plan, this simple contract could be part of the solution and is ready for review.

Author: William De Groot

Date: 12/5/2024

**CHARTER TOWNSHIP OF CHOCOLAY
EMPLOYMENT AGREEMENT**

This AGREEMENT, entered into this ___ day of **December**, **2024** between The **Charter Township of Chocolay**, a State of Michigan municipality ("The Township"), and **William De Groot** ("The Employee")

WITNESSED THAT:

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Township;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, it is hereby covenanted and agreed by the Township and the Employee as follows:

1. Position; Employment Period

The Township hereby employs the Employee as its Township Manager and the Employee hereby agrees to serve in such capacity, for the period beginning **January 1 to April 15, 2025**.

2. Performance of Duties

The Employee agrees that during the Employment Period he / she shall perform their duties faithfully and efficiently subject to the direction of the Township Board. The employee will work remotely in the capacity of limiting hours worked to 10 hours per week. The work will consist of orderly administration of employee management, packet development, and communication with the Township Supervisor and Board.

3. Compensation

The Township and the Employee agree to an hourly rate of \$25.00 per hour. This shall be invoiced each week by the employee to the Township. The Employee will not be eligible for any other general employee benefits.

4. Confidentiality

During and after the Employment Period, the Employee will adhere to the Township's policies for the handling of confidential information.

5. Remedies

If at any time the Employee violates to a material extent any of the covenants or agreements set forth in this agreement, the Township shall have the right to terminate all of its obligations to make further payments under this Agreement. The Employee acknowledges that the Township would be irreparably injured by a violation of this

agreement and agrees that the Township's rights to terminate to the extent compliant with State of Michigan law.

6. Amendment and Termination

It is mutually agreed and understood that this employment relationship is at-will. It may be terminated by the Township or the Employee for any reason or no reason. The Employment Agreement shall be terminated in writing with notice by communicating the intent to end the employment relationship to the other party.

7. Notices

Any notice required or permitted to be given under this Agreement shall be sufficient if in writing and if sent by registered mail to the Township at its principal executive offices or to the Employee at the last address filed by the Employee in writing with the Township, as the case may be.

8. Non-Assignment

The interests of the Employee under this Agreement are not subject to the claims of his creditors and may not be voluntarily or involuntarily assigned, alienated or encumbered.

9. Applicable Law

Employment will be governed by Michigan law, Township policies and practices as well as any laws, court decisions, and administrative agency regulations controlling the employment relationship. This includes the benefits described in the Township Policies and related employee handbook.

IN WITNESS WHEREOF, the Employee has hereunto set his hand, and the Township has caused these presents to be executed in its name and on its behalf, all as of the day and year first above written.

Employee

Date: ____/____/____

Charter Township of Chocolay

By: _____
David Lynch, Supervisor

Date: ____/____/____