

December 12, 2024

A Special Meeting of the Chocolay Township Board was held on Monday, December 12, 2024, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m. The Special Meeting was called to interview candidates for the Township Manager position.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

ABSENT: Ben Zyburt (Treasurer) (excused)

STAFF PRESENT: William De Groot, Suzanne Sundell

OTHER STAFF IN ATTENDANCE: Lisa Perry, Joe Neumann, Lee Gould, Tony Carrick, Linda Poole, Dale Throenle

ALSO PRESENT: Chet Janik, Michigan Leadership Institute

APPROVAL OF AGENDA.

Rhein moved, Engle supported to approve the agenda as presented.

MOTION CARRIED

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #4

Lois Bressette joined the meeting via Zoom and introduced herself. Ms. Bressette has an MPA and a B.S in Health Education from Northern Michigan University. She is currently employed as the Supervisor of the Waupaca County Board in Waupaca, Wisconsin. She is also the Owner / Director of Great Lakes Endurance LLC. She responded to a set of questions from the Board.

5:55 pm - Rhein moved, Stonerock supported to take a short recess while getting set up for the next Zoom interview.

MOTION CARRIED

6:02 pm – Rhein moved, Engle supported to reconvene.

MOTION CARRIED

INTERVIEW WITH TOWNSHIP MANAGER CANDIDATE #5

James Shockey joined the meeting via Zoom and introduced himself. Mr. Shockey has a B.S in Land Use Planning and Management from Northern Michigan University. He is currently the Community

Development Director for the Town of Winter Park in Winter Park, Colorado. He responded to a set of questions from the Board.

A copy of the interview questions are attached to the minutes.

#### CONSIDER TOWNSHIP MANAGER OFFER

Discussion of Board Members on their thoughts on candidates.

Manager De Groot offered his thoughts – 5 years ago when he was hired there was a definite need for the Township. He suggested that the Board think about what they want in a manager and what skillsets they would want going into the future.

Mr. Janik also indicated that he will be doing a reference check and background check and would suggest that the motion reflect this to protect themselves.

Stonerock moved, LeGalley supported to authorize the Supervisor to enter into an employment contract negotiation with Daniel Sabolsky based on a successful reference and background check.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Bohjanen, Rhein, Engle, Lynch

NAYS: None

ABSENT: Zyburt

MOTION CARRIED

Mr. Janik indicated that he would move forward with making calls this evening and will work with Supervisor Lynch to negotiate a contract.

#### CONSIDER TRANSITION PLAN FOR TOWNSHIP MANAGER POSITION

Township Manager De Groot reminded the Board that this candidate has a 45-day window at his current job, which would place him at Chocoday in mid-February.

Rhein moved, Bohjanen supported 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 15 as presented.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Engle, Lynch

ABSENT: Zyburt

MOTION CARRIED

#### BOARD MEMBER COMMENTS

Mark Stonerock – None.

Jon LeGalley – None.

Don Rhein – None.

Richard Bohjanen – as this is the last formal meeting, he thanked Manager De Groot for all he has done for the Township.

Ben Zyburd – None.

Max Engle – None.

Dave Lynch – agreed with Bohjanen – he has served the Township well and now gets to serve the nation.

#### PUBLIC COMMENT

Tony Carrick, Silver Creek Road – Thanked the Board for doing their due diligence and on taking the time to interview to find the right candidate.

Manager De Groot gave a heartfelt thank you to the Board and employees on his last five years at the Township. It's been an honor and an education. It was hard to come back to a community that he had lived in before and called home and try to figure out how to make a difference and how much of an opportunity you will be given. He thanked the community for their acceptance and understanding on where the Township needed to go. He wouldn't be here if there had not been staff acceptance on the changes and opportunities to learn that he suggested. He feels he learned more from staff than they learned from him.

It's been an incredible and fast five years. He is proud to be connected to this community.

Rhein moved, Engle supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 6:49 p.m.

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Max Engle, Clerk

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David Lynch, Supervisor

## INTERVIEW QUESTIONS

### OPENING QUESTION

1. While we have had an opportunity to review your resume, our audience has not. Would you very briefly review your background and what causes you to be interest in the manager position?

### BOARD RELATIONSHIP

1. Please tell us what is your understanding of the role of the Township Manager?
2. 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?
3. Tell us about a complex work situation in which you were involved and how it was resolved.

### MANAGEMENT STYLE

1. 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

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

### BUDGET

1. 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

1. 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?

### JOB EFFECTIVENESS

1. Please tell us about one or two of your proudest professional accomplishments. What types of challenges do you most enjoy tackling?
2. If offered the position, could you please provide us an approximate timeline when you could begin your duties with this Township?

### WRAP UP

1. We appreciate your interest in the position – thank you for coming. Are there questions that you have for the trustees about the position?