

**EDMORE VILLAGE COUNCIL
SPECIAL MEETING
UNAPPROVED JOURNAL OF MINUTES
May 17, 2023**

1. **CALL TO ORDER:** The Special Meeting of the Village of Edmore Council was called to order on Wednesday, May 17, 2023, at 5:30 p.m. by **President Gloria Burr**.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Members present – **Colburn, Griswold, Guild, McParland, Rasmussen, Burr**. Absent – **Moore**. Also present: **Justin Lakamper** – Village Manager, **Shirley Drain** – Village Treasurer, **Kerri Peterson** – Village Clerk
4. **APPROVAL OF THE AGENDA:** Motion by **McParland** to approve the agenda. Supported by **Griswold**. **VOICE VOTE: ALL YES: MOTION PASSED 6-0.**
5. **PUBLIC COMMENTS: AGENDA ITEMS:** None.
6. **NEW BUSINESS:**
 - A. **ACCEPTANCE OF VILLAGE MANAGER RESIGNATION:** **Lakamper** presented his letter of resignation to the Council stating, "It is with heavy heart that I must inform you that I am resigning from my position as Edmore Village Manager. I have accepted a new position with the City of Plainwell. My last day with the Village will be Thursday, June 8th, 2023." Some discussion and well-wishing took place. Motion by **Guild**, with deep regret, to accept the resignation of Village Manager, Justin Lakamper. Seconded by **Colburn**. **VOICE VOTE: ALL YES: MOTION PASSED 6-0**
 - B. **DISCUSSION OF HIRING PROCESS:** **Lakamper** reported the Personnel Committee met to discuss the next steps in the hiring process of a new Village Manager. They are proposing that they manage the hiring process. They would like to review the applications that come in, whittle the pool down by conducting pre-interviews, and select finalists for interviews in front of the entire Council, as they have done in the past. The Village Council is responsible for appointing a new Village Manager within 3 months of the position becoming vacant. Typically, a municipality will either hire a search firm to handle some or all the process, or they will designate an individual or committee to handle the process. Discussion took place and it was decided to have the Personnel Committee bring multiple applications, to the Council for review in a closed session.
 - C. **DISCUSSION OF HIRING AN INTERIM MANAGER:** Discussion took place among the board. **McParland** asked if an interim manager is needed for June and July, or if we can wait and see how the hiring process goes and hire an interim if needed by September 28th? After some discussion, it was decided to hold off on hiring an interim manager for the time being.
 - D. **APPROVAL OF VILLAGE MANAGER JOB POSTING:** **Lakamper** presented the job posting for the Village Manager, that will be posted on mml.org, indeed.com, and edmore.com. The main question for the Council is to set the posted annual salary range, which the Personnel Committee is proposing to be \$70,000 - \$75,000. Discussion took place among the board and multiple surrounding municipality's Manager wages were considered. Motion by **Colburn** to approve the Village Manager job posting and make the posted annual salary range @ \$70,000 – \$77,000. Seconded by **McParland**. **ROLL CALL VOTE: YES: Colburn, Griswold, Guild, McParland, Rasmussen, Burr. MOTION PASSED 6-0.**
7. **PUBLIC COMMENTS:** None.

8. **COUNCIL COMMENTS: McParland** asked we be clear about a 90-day review for a manager. Discussion took place among the board members.
9. **ADJOURNMENT: Guild** moved to adjourn. Seconded by **McParland. VOICE VOTE: ALL YES: MOTION PASSED 6-0.**
President Burr adjourned the meeting at 6:15 p.m.

Village President

Village Clerk

Approved for Publication

NEXT MEETING: June 12, 2023