

Mecosta Township

Special Meeting

19729 11 Mile Rd. Big Rapids, MI.
May 21, 2020 / unapproved minutes
Prepared by: Lois Brennan, Mecosta Township Clerk

1. **Call Meeting to Order** – The meeting was called to order by Supervisor Michele Graham at 5:00pm.
2. **PLEDGE TO THE FLAG**
3. **Roll Call** – John Johnson, Mary Quinlan, Michele Graham, Lois Brennan – present. James Cain-absent.
4. **Approval of Agenda** - Motion made by Mary Quinlan, John Johnson 2nd to approve the agenda as presented. All aye- Motion carried.
5. **Public Comment** – none heard.
6. **Brief Public Comment** – none heard
7. **Old Business** –
 - A. **Building & Zoning Department** – Mecosta Township received an application from Amy Dalman for the Building and Zoning departments open position. Ms. Dalman was interviewed by Board members Lois Brennan and Michele Graham on Tuesday, May 19th. Michele and Lois spent an hour discussing employment with Ms. Dalman during the interview process. It is the recommendation by Michele Graham and Lois Brennan that Ms. Dalman would be a likely candidate for employment based on the interview process. Discussion by Board members related to the Building and Zoning hours, employment status whether full time or part time work would be offered, qualifications and if the Board was in agreement to offer Ms. Dalman the position, at this time the Building and Zoning department is still closed due to COVID19, however some building permits are being issued as the Governor has released outside contractors to work. Building and Zoning is currently being run by Mary Quinlan issuing building permits and Michele Graham over seeing Zoning. Motion made by Lois Brennan, Mary Quinlan 2nd to offer Ms. Dalman the position on a full time basis with Building and Zoning Department, Ms. Dalman would be offered \$14.50 an hour for the 1st 90 days at which time a review will be conducted, after the 90 day review wages would be reevaluated with a

possible .50 cent to \$1.00 raise dependent on performance, 6 sick days as well as 6 personal days per year would also be added. After 1 year of employment Ms. Dalman would be eligible for 2 weeks' vacation. Any further wage increase would be discussed by the Board at the annual Budget Hearings in March. Roll Call: Lois Brennan – yes, Mary Quinlan – yes, John Johnson – yes, Michele Graham – yes. Motion carried. Board Member Lois Brennan placed a phone call to Ms. Dalman during the meeting after the motion had been made, to extend the offer on behalf of the Board. Ms. Dalman was unavailable so a message was left.

8. Announcements – nothing at this time.

9. Correspondence – nothing at this time.

10. Adjournment – Supervisor Michele Graham adjourned the meeting at 5:37pm.

Lois Brennan

Clerk Mecosta Township