

MEMORANDUM



To: City Council

From: Rich LaBombard
City Manager

Date: December 5, 2022

Subject: **Appoint Interim Director of Public Works
Resolution 40-2022**

With the vacancy of the Director of Public Works position, it is necessary for City Council to approve an appointment of an interim director until a permanent replacement is hired. City Council's authority to approve appointments of administrative officers is defined in the City's Code of Ordinances (Title III: Administration, Chapter 31, "*City Officials and Employees*", (§ 31.19 – City Manager Duties)), "The manager shall...appoint, suspend, or remove all appointed administrative offices and department heads, subject to Council approval. The Manager shall recommend to the Council the salary or wages to be paid each such official...."

Following the provisions of ordinance section 31.19, I'm requesting City Council approve my recommendation to appoint Mr. Ricky Zoet, the current Department of Public Works Supervisor, to the Director of Public Works position on an interim basis. Approval of the appointment will move Mr. Zoet from an hourly position to a salary position for the duration of the appointment. Mr. Zoet's benefits will remain unchanged. The current salary for the Director of Public Works position is \$35.67 per hour. I propose the salary change be retroactive to November 22, 2022.

A review of the Director of Public Works duties, position description, and salary is underway. I plan to post the position both internally and externally to seek a permanent candidate. Mr. Zoet will be allowed to apply for the position if he desires. Upon termination of the interim position, Mr. Zoet will return to the hourly supervisory role unless appointed to the director position on a permanent basis. During the interim appointment, the supervisor role will remain unfilled.

Mr. Zoet joined the City in June 2019 and was promoted to the Department of Public Works Supervisor position in September 2020. In addition to his experience as a supervisor for the City of Douglas, Mr. Zoet has experience in his previous position as a supervisor of up to 30 team members.

I recommend City Council adopt Resolution 40-2022 and appoint Mr. Ricky Zoet as the Director of Public Works on an interim basis for the City of Douglas.

**CITY OF THE VILLAGE OF DOUGLAS
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 40 -2022

A RESOLUTION TO APPOINT AN INTERIM DIRECTOR OF PUBLIC WORKS

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 5th day of December 2022, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and supported by Councilperson _____

RESOLUTION

WHEREAS, it is necessary for the City Council to approve the appointment of an interim Director of Public Works until a permanent replacement is hired, and

WHEREAS, City's Code of Ordinances (Title III: Administration, Chapter 31 §31.19 – City Manager Duties) "The manager shall...appoint, suspend, or remove all appointed administrative offices and department heads, subject to Council approval, and

WHEREAS, The City Manager shall recommend to the City Council the salary or wages to be paid each such official...", and

WHEREAS, The City Manager requests the appointment of Mr. Ricky Zoet, the current Department of Public Works Supervisor, to the Director of Public Works position on an interim basis. Upon termination of the interim position, Mr. Zoet will return to the hourly supervisory roll unless appointed to the director position on a permanent basis. During the interim appointment, the supervisor role will remain unfilled.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The City Council does hereby adopt Resolution 40-2022 and appoint Mr. Ricky Zoet as the Director of Public Works on an interim basis for the City of the Village of Douglas.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 5th day of December 2022

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Jerome Donovan, Mayor Date

BY: _____
Pamela Aalderink, City Clerk Date

CERTIFICATION

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, December 5, 2022 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF THE VILLAGE OF DOUGLAS

BY: _____
Pamela Aalderink, City Clerk