

**PROCEEDINGS OF VILLAGE OF FRANKLIN  
VILLAGE COUNCIL SPECIAL MEETING  
WEDNESDAY, FEBRUARY 26, 2014, 6:30 PM  
FRANKLIN VILLAGE HALL – BROUGHTON HOUSE  
32325 FRANKLIN ROAD, FRANKLIN, MICHIGAN 48025**

**I. CALL TO ORDER**

The meeting was called to order by President, Jim Kochensparger, at 6:30 P.M. at the Franklin Village Hall, Franklin, Michigan.

**ROLL CALL**

Present: Brian Gordon, Pam Hansen, Jim Kochensparger, Judy Moenck, Tom Morrow, Ed Saenz  
Absent: Mike Seltzer  
Also Present: David Murphy, Interim Village Administrator  
Eileen Pulker, Village Clerk  
Kathy Grinzing, Michigan Municipal League Recruiter

**II. ADOPTION OF AGENDA**

**Motion by Morrow seconded by Saenz to adopt the Agenda as presented.**

Morrow clarified that the subjects need not be discussed in the order as printed.

**Ayes: Gordon, Hansen, Kochensparger, Moenck, Morrow, Saenz**

**Absent: Seltzer**

**Nays: None**

**Motion carried.**

**III. ADMINISTRATOR QUALIFICATIONS REVIEW WITH MICHIGAN MUNICIPAL LEAGUE**

Kathy Grinzing, MML, explained that the most important thing, in the search for a new administrator, is that the administrator is a good match for this particular community and this particular Council. She discussed, in detail, how she would conduct a search for a village administrator and what she would do for the Council. She stated that she had earlier met with the staff and they discussed categories, such as, Vital Community Statistics, an Overview of the Organization, Community Culture (character), and the Culture of the Organization.

Council members shared their priorities for potential candidates using categories that Grinzing presented – A. Community Culture (character) and Needs; and B. Candidate Profile (knowledge needed, critical skills and abilities, character and personal attributes preferred).

Grinzing will compile all the information garnered from this discussion and from the staff discussion to use in the ad she will compose, adding that the staff answers correlate well with those from the Council. Interview questions will be written based on the compiled answers, as well. Once the candidate list has been trimmed down to 2 or 3 possibilities, she will conduct reference checks, again based on the candidate's answers to those questions.

Grinzing's next steps will be developing the ad and placing it on various networks. A brochure will also be written. After a 3-4 week response time, she will review the resumes and in about 5 weeks come back before the Council with suitable resumes. Candidate interviews will be at an open meeting unless a candidate requests that his/hers be confidential and conducted in a closed session.

When Grinzinger has MML's calendar for the length of time that the search should take, she will email the Council all pertinent dates.

**IV. PUBLIC REQUESTS AND COMMENTS**

No comments were made at this time.

**V. ADJOURNMENT**

**Motion by Morrow seconded by Saenz to adjourn the meeting.**

**Ayes: Gordon, Hansen, Kochensparger, Moenck, Morrow, Saenz**

**Absent: Seltzer**

**Nays: None**

**Motion carried.**

There being no further business, the meeting adjourned at 7:45 P.M.

Respectfully submitted,

Gail Beke, Recording Secretary

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Eileen H. Pulker, Clerk

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James Kochensparger, President