

TOWNSHIP OF KEENE  
COUNTY OF IONIA, MICHIGAN  
RESOLUTION NO. 11-11-25

**A RESOLUTION OF THE KEENE TOWNSHIP BOARD OF TRUSTEES TO TRANSITION THE ZONING ADMINISTRATOR POSITION FROM EMPLOYEE STATUS TO INDEPENDENT CONTRACTOR STATUS, EFFECTIVE FISCAL YEAR 2026-27.**

At a regular meeting of the Township Board of Trustees of the Township of Keene, County of Ionia, Michigan, held at the Township Hall on the 11 day of NOVEMBER, 2025, at 7 o'clock p.m., the following members being present and those absent were excused:

MEMBERS PRESENT: N. WOLFF, C. HENDRICK, S. SMILEY, H. MELTON, V. PRUGRAD  
MEMBERS ABSENT: - 0 -

The Supervisor announced that the purpose of the meeting was to consider the following resolution.

**WHEREAS**, the Township of Keene ("Township") has adopted a Zoning Ordinance pursuant to Michigan law and requires a Zoning Administrator to administer and enforce the provisions of said ordinance; and

**WHEREAS**, the Township Board of Trustees has determined that, for administrative efficiency, cost-effectiveness, and flexibility in staffing, it is in the best interest of the Township to transition the Zoning Administrator position from a direct employee of the Township (with benefits and employment status) to an independent contractor arrangement; and

**WHEREAS**, the Township desires to terminate or modify the current employment arrangement (if applicable) for the Zoning Administrator and engage, by contract, an individual or firm to perform Zoning Administrator services as an independent contractor; and

**WHEREAS**, the Township Board of Trustees finds that such contracting is permissible under Michigan law and consistent with the Township's staffing needs and Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Board of Trustees of the Township of Keene, County of Ionia, Michigan, that:

1. The Township Board of Trustees authorizes the termination or modification of the current employment arrangement for the Zoning Administrator (if applicable), subject to compliance with any applicable employment agreement, notice, or personnel policy.
2. The Township Board of Trustees authorizes the Supervisor and Clerk (or other designated officials) to negotiate, finalize, and execute a contract with a qualified individual or firm (hereafter "Contractor") to provide Zoning Administrator services to the Township on an independent contractor basis. The contract shall include, at a minimum:
  - a. Scope of services (issuance of zoning permits, inspections, enforcement, attendance at meetings, record-keeping, reports to the Board, etc.);
  - b. Compensation and payment terms; expense reimbursement (if any); contractor status and tax responsibilities; performance expectations; termination provisions for cause or convenience; indemnification and insurance requirements; compliance with Township ordinances and Michigan law.
3. The contract shall commence on the 1st day of APRIL, 2026 (or the first day of fiscal year 2026-27).

4. From the commencement date, the Contractor shall assume the duties of Zoning Administrator as defined in the Township's Zoning Ordinance and applicable state statute(s), and the Township Board of Trustees hereby delegates to the Contractor the Zoning Administrator function formerly held by the employee position.
5. The Township Supervisor, Clerk, and other designated officials are hereby authorized to take all actions necessary to effectuate the transition from employee status to contractor status, including execution of the contract, notifying the current employee (if applicable), coordinating the transition of records and responsibilities, and any other ancillary steps.
6. All prior resolutions, policies, or parts of resolutions inconsistent with this resolution are hereby repealed to the extent of the inconsistency.
7. The Township Clerk is directed to enter this resolution into the minutes of the Township Board of Trustees and make copies available for public inspection in accordance with applicable open-records laws.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

Motion by: C. HENDRICK  
Seconded by: W. PFLUGRADT

Upon roll-call vote:  
AYES: 5  
NAYS: 0  
ABSENT: 0

The Supervisor declared the resolution adopted.

Supervisor – Township of Keene SANDY SMILEY *Sandy Smiley*

Clerk – Township of Keene HOLLI MELTON *Holli Melton*

Date: 11-11-25