

# CITY OF MACKINAC ISLAND

## AGENDA

### SPECIAL CITY COUNCIL MEETING

Wednesday, June 05, 2024 at 3:00 PM

City Hall – Council Chambers, 7358 Market St., Mackinac Island, Michigan

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- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Additions to / Adoption of Agenda
- V. Correspondence
- VI. New Business
  - [a.](#) Sample interview questions
  - [b.](#) Michael Gruits Resume
  - [c.](#) Job References
  - [d.](#) Chief of Police Contract
- VII. Miscellaneous / General Council Discussion / Additional Agenda Items
- VIII. Adjournment

**City Clerk**

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**From:** Mayor's Assistant  
**Sent:** Monday, June 3, 2024 8:47 AM  
**To:** City Clerk  
**Subject:** FW: Interview questions MIPD Chief  
**Attachments:** SKM\_C36824052111130.pdf

**From:** Mayor's Assistant <assistant@cityofmi.org>  
**Sent:** Tuesday, May 21, 2024 10:48 AM  
**To:** Steve Moskwa (smoskwa@sbcglobal.net) <smoskwa@sbcglobal.net>; Margaret Doud (mdoud@lighthouse.net) <mdoud@lighthouse.net>; Anneke Myers (annekemyers@yahoo.com) <annekemyers@yahoo.com>; Richard Chambers (rchambers19@gmail.com) <rchambers19@gmail.com>  
**Subject:** Interview questions MIPD Chief

Good morning Mayor and Committee,

I was going through the files and found some questions from the previous Police Chiefs new hire files, that may help us with this candidate. They were from 2017 and 2020 so If you would like to modernize them to fit 2024 feel free. I just wanted you all to see the interview questions previously used and give some thought into what we should be asking.

Thank you,

*Trista L. Franco*

Mayor's Assistant  
City of Mackinac Island  
7358 Market Street  
P.O. Box 455  
Mackinac Island, MI 49757  
[assistant@cityofmi.org](mailto:assistant@cityofmi.org)  
(906) 847-6556 (office)  
(906) 847-6430 (fax)

## INTERVIEW QUESTIONS

- 1) What do you know about Mackinac Island and the Mackinac Island Police Department?
- 2) MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.
- 3) The M.I. Public School is a very important part of your year round community. In the winter, snowmobile safety is very important with the students. How would you work with the students and faculty?
- 4) Give me an example of a time when you were wrong, and what you did to make it right.
- 5) Seven people are interviewing, why would we hire you over the six?
- 6) Give me your synopsis of working chief in a small town police department.
- 7) What is your concept of living on Mackinac Island year round?
- 8) A business owner comes into your station, says "Officer Smith has been a real pain in my side, why is he picking on me and my business. Your answer is?
- 9) One of your officers doesn't seem to be pulling his/her weight, how do you motivate a two year veteran to get out there? How do you motivate a 15 year veteran to be the best he/she can be?
- 10) The M.I. Police Department is unique with 4 year round officers and 5 season officers. You have 3 year round officers with many years of experience and seniority. As the chief, what is your vision for the department?

- 11) We have traffic problems during the busy season on Main & Market Street. You would have to work with M.I. Carriage Tours/M.I. Service Co. and other businesses to correct the problems. Another traffic problem is people walking in the street because we don't have cars. How would you work with all parties and direct your officers to correct these issues?
  
- 12) Part of the Chief's duties are enforcing zoning and building rules and regulations. Also, the police chief/fire inspector/building inspector do housing inspections and escorts for motor vehicles. Would you be comfortable working on these programs?
  
- 13) In the summer time the police department is very busy and the off season we transport senior citizen daily. Can you adjust to the different season on Mackinac?
  
- 14) As a police officer/chief you catch your friend doing something illegal. How would you handle this situation?
  
- 15) Describe your views on training and how you would accomplish this given the small department. Are you crossed trained in fire or EMS?
  
- 16) Please describe your management style regarding the following areas. Give examples of each.
  - a. Mayor's Office Relations
  
  - b. City Council Relations
  
  - c. Employee Relations
  
  - d. Community Relations
  
- 17) Where do you see yourself in 5 years?

1. DESCRIBE A TIME WHEN YOU HAD TO HOLD SOMEONE ACCOUNTABLE FOR A HIGHER LEVEL OF PERFORMANCE IN THEIR JOB. HOW DID YOU APPROACH THAT SITUATION?
  
2. GIVE AN EXAMPLE OF A TIME YOU ENCOURAGED OTHERS TO TAKE RESPONSIBILITY FOR IMPROVING THEIR WORK STANDARDS?
  
3. SOMETIMES IT'S DIFFICULT TO SEPARATE ISSUES FROM PERSONALITY. TELL US ABOUT A TIME WHEN A PERSONALITY ISSUE GOT IN THE WAY OF RESOLVING A CONFLICT.
  
4. GIVE AN EXAMPLE OF A TIME WHEN AN ANGRY CITIZEN MADE AN ACCUSATION AGAINST YOU.
  
5. YOU ARE AWARE THIS POLICE CHIEF POSITION IS A FULL TIME JOB IN A VACATION SETTING, NOT THE OTHER WAY AROUND. PLEASE EXPLAIN WHAT YOU SEE YOUR WORK SCHEDULE TO BE AND YOUR EXPECTATIONS OF THE DEPARTMENT. ( NEEDS TO UNDERSTAND HE/SHE WILL BE A STREET WORKING CHIEF, NOT JUST SITTING IN HIS/HER OFFICE)
  
- 6.
  
- 7.
  
- 8.

**What does minimum staffing mean to you?**

**If there is a summer time minimum staffing requirement of two officers and a winter time requirement of one officer and a situation presents that staffing requirements were compromised, how would you handle the situation?**

**Would you come in for duty and cover staffing issue yourself?**

**Describe your opinion of a 'working Chief of Police':**

**Describe a time you were criticized for your actions:**

**How would you handle criticism in such a small community?**

**Describe your expectations of winter time on Mackinac Island:**

**How would you handle isolation and lack of mobility on an island?**

**Describe your views on training:**

**Do you feel is it in the best interest of the community to keep officers trained in current trends? How would you accomplish this given the small department?**

Why do you want this job?

Why are you leaving your old job?

Ideally, how long would you stay at this job?

What are your salary expectations?

What aspect of your passed experience do you see as being the most beneficial to the City of Mackinac?

Mackinac Island has a high profile in the state, and we have had incidents in the past that require the Chief to talk with State, National and International Press agencies. Have you had any kind of media relations training? How would you handle speaking to the press, and when do you think is not appropriate for the Chief to address the press?

Repeat question #2 from initial interview

1) MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.

Repeat question #16 from initial interview

1) Please describe your management style regarding the following areas. Give examples of each.

- a. Mayor's Office Relations
- b. City Council Relations
- c. Employee Relations
- d. Community Relations

Living and working in the same community one often faces scrutiny in many forms, have you thought about this aspect of living on Mackinac Island, and how it might affect your work as Chief of Police

One of the specific issues we as a council are wanting the Police Chief to address this winter is the enforcement of the "Electric Bike Ordinance", this issue is thorny and contentious. Describe how you will familiarize yourself with this issue and address the concerns of enforcement from current electric bike users who may be out of compliance with the ordinance.

**POLICE CHIEF QUESTIONS – 2<sup>ND</sup> INTERVIEW**

1. Why did you apply for this position?
2. What are your salary expectations?
3. What aspect of your passed experience do you see as being the most beneficial to the City of Mackinac?
4. Mackinac Island has a high profile in the state, and we have had incidents in the past that require the Chief to talk with State, National and International Press agencies. Have you had any kind of media relations training? How would you handle speaking to the press, and when do you think is not appropriate for the Chief to address the press?
5. *Repeat question #2 from initial interview*  
MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.
6. *Repeat question #16 from initial interview*  
Please describe your management style regarding the following areas. Give examples of each.
  - a. Mayor's Office Relations
  - b. City Council Relations
  - c. Employee Relations
  - d. Community Relations
7. Living and working in the same community one often faces scrutiny in many forms, have you thought about this aspect of living on Mackinac Island, and how it might affect your work as Chief of Police?
8. Please inform us of your administrative experience regarding the following:
  - a. Grant writing
  - b. Budgeting
  - c. Scheduling



# Michael Gruits

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3832 Forest Dr, Unit #113, Mackinac Island, MI 49757  
Cell: (484) 523-5307  
mgruits@mipd.org

## Summary

Mackinac Island Police officer and Marine Corps veteran who prides himself on positive community interactions and de-escalating tense situations.

## Highlights

- Directly contributed to the survival of three individuals by appropriately administering first aid.
- Effected 99 DUI arrests and issued over 500 traffic citations.
- Conducted 185 criminal investigations ranging from harassment to robbery.
- Investigated over 240 motor vehicle crashes, including one fatal crash.
- Trained as a Field Training Officer, Background Investigator, School Resource Officer and Basic Detective.

## Experience

### Police Officer

April 2021 to Present

### Mackinac Island Police Department / Mackinac Island, MI

- Responded to and resolved emergency situations with punctuality, empathy and professionalism.
- Utilized de-escalation techniques to diffuse tense situations and avoid conflict.
- Learned report writing system and submitted written reports in a timely manner.
- Developed positive relationships with residents, seasonal workers and tourists.
- Experience working both day and midnight shifts.
- Received Lifesaving Citation due to actions

### Store Associate

October 2020 to January 2021

### Family Fare / St. Ignace, MI

- Responsible for providing outstanding customer service while completing store tasks.
- Stocked store shelves in an accurate and efficient manner.
- Assisted customers in locating store products.
- Operated a cash register to ensure that appropriate change was given to customers.

**Pennsylvania State Trooper  
Commonwealth of Pennsylvania / Bethlehem, PA**

**May 2014 to March 2019**

- Responded quickly to dispatched calls and took appropriate action upon arrival.
- Exercised officer safety techniques while conducting traffic stops.
- Prepared cases for preliminary hearings and appeared and testified in court as a witness.
- Prepared and served arrest warrants and subpoenas.
- Patrolled designated areas in an assigned patrol car.
- Mediated domestic-related disturbances and protected victims from harm.
- Organized and recorded investigative details to use when preparing incident reports.
- Experience working midnight shifts.
- Elected for early retirement to pursue other career opportunities.

**Telecommunicator  
Northampton County Emergency Management Services / Nazareth, PA**

**November 2013 to May 2014**

- Received emergency calls, obtained crucial details and disseminated information to assigned law enforcement officer.
- Utilized CLEAN/NCIC to query for driver's license and vehicle registration status and to search for active warrants.

**Youth Care Worker  
Northampton County Juvenile Justice Center / Easton, PA**

**January 2013 to November 2013**

- Responsible for the safety and security of a group of juveniles during each shift.
- Trained in and applied techniques used to diffuse confrontations and obtain compliance.
- Successfully completed CPR and first aid training.
- Observed and documented situations.
- Excelled in learning and applying restraint (SCM) techniques.
- Received medication certification; trusted to distribute medication to juveniles.
- Promoted to Senior Staff position and trained for a supervisory role after two months.

**Store Associate  
Giant / Easton, PA**

**October 2012 to January 2013**

- Responsible for providing outstanding customer service while completing store tasks.
- Learned multiple store positions in a short period of time.
- Worked frequent double-shifts to aid store in Hurricane Sandy relief efforts.
- Recognized for customer service, hard work and flexibility.

**Delivery Coordinator**  
**Home Depot / Phillipsburg, NJ**

**March 2012 to July 2012**

- Responsible for tracking, pulling, preparing and loading all store deliveries.
- Assisted customers with finding and loading products.
- Worked as a team with other associates.
- Learned and operated system to complete customer orders and track information.
- Recognized and awarded for customer service.
- Earned promotion to delivery coordinator after three months.
- Offered permanent, full-time position.

**Marine / Corporal**  
**United States Marine Corps**

**January 2004 to May 2009**

- Responsible for managing and supervising a group of subordinates.
- Experience patrolling and providing security for persons and property.
- Trained reservists in drill, first aid, gas mask use and rifle and pistol proficiency.
- Created and implemented policies and systems that simplified tasks.
- Performed over 30 military funeral honors and multiple color guards.
- Emphasis on mission accomplishment, respect, tact and attention to detail.
- Awards received for performance at each duty station.

**Education Details**

Pennsylvania State Police Academy  
Hershey, PA

AGS (Associate Degree)  
Oakland Community College, Auburn Hills, MI

Marine Corps Boot Camp  
Parris Island, SC

Marine Combat Training  
Camp Lejeune, NC

Personnel Administration School  
Camp Johnson, NC

## References

Doug Topolski  
Chief of Police – Mackinac Island  
906-847-3345

Trooper Robert Griffin  
Midnight Platoonmate (PSP)  
908-752-5947

Chris Zieger  
Northampton County Sheriff's Department Supervisor / Friend  
484-239-5529

David Yates  
Father-in-Law  
610-745-4342

Jason Serrao  
Pro Desk Sales Specialist (Home Depot)  
908-296-6406

**City Clerk**

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**From:** Mayor's Assistant  
**Sent:** Monday, June 3, 2024 8:47 AM  
**To:** City Clerk  
**Subject:** FW: Public Safety Committee Meeting  
**Attachments:** COMMITTEE NOTICE.doc; Mike Gruitts Resume and References.doc

**From:** Mayor's Assistant <assistant@cityofmi.org>  
**Sent:** Thursday, May 23, 2024 12:46 PM  
**To:** Erin Evashevski (erinevashevskilaw@gmail.com) <erinevashevskilaw@gmail.com>  
**Subject:** FW: Public Safety Committee Meeting

**From:** Mayor's Assistant <assistant@cityofmi.org>  
**Sent:** Tuesday, May 21, 2024 2:09 PM  
**To:** Steve Moskwa (smoskwa@sbcglobal.net) <smoskwa@sbcglobal.net>; Anneke Myers (annekemyers@yahoo.com) <annekemyers@yahoo.com>; Richard Chambers (rchambers19@gmail.com) <rchambers19@gmail.com>; Margaret Doud (mdoud@lighthouse.net) <mdoud@lighthouse.net>  
**Cc:** mgruitts@mipd.org; Stephanie Fortino <stephanie.fortino@stignacenews.com>  
**Subject:** Public Safety Committee Meeting

Good Afternoon Mayor and Committee,

This email is to confirm our Public Safety Committee Meeting Thursday, May 23<sup>rd</sup> at 1:30 P.M.

I am waiting on references to come back and I hope to have these to you by Thursday morning. I apologize I am out tomorrow for a doctor's appointment.

Thanking you in advance,

*Trista L. Franco*

Mayor's Assistant  
City of Mackinac Island  
7358 Market Street  
P.O. Box 455  
Mackinac Island, MI 49757  
assistant@cityofmi.org  
(906) 847-6556 (office)  
(906) 847-6430 (fax)

**City Clerk**

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**From:** Mayor's Assistant  
**Sent:** Monday, June 3, 2024 8:47 AM  
**To:** City Clerk  
**Subject:** FW: 2 References back of the 4  
**Attachments:** Reference check questions for employment D. T. -1.docx; Gruits Recommend CZ 5-21-24.pdf

**From:** Mayor's Assistant <assistant@cityofmi.org>  
**Sent:** Thursday, May 23, 2024 7:51 AM  
**To:** Steve Moskwa (smoskwa@sbcglobal.net) <smoskwa@sbcglobal.net>; Anneke Myers (annekemyers@yahoo.com) <annekemyers@yahoo.com>; Richard Chambers (rchambers19@gmail.com) <rchambers19@gmail.com>; Margaret Doud (mdoud@lighthouse.net) <mdoud@lighthouse.net>  
**Subject:** 2 References back of the 4

Good morning Mayor and Committee,

I have two of the four references back for Mike. The word document is from Doug Topolski and the PDF is from Chris Zieger.

I will have these in your packets for the meeting.

Thank you,

*Trista L. Franco*

Mayor's Assistant  
City of Mackinac Island  
7358 Market Street  
P.O. Box 455  
Mackinac Island, MI 49757  
[assistant@cityofmi.org](mailto:assistant@cityofmi.org)  
(906) 847-6556 (office)  
(906) 847-6430 (fax)

**1. Please describe your relationship to the candidate?**

Good working relationship.

**2. What are the candidate's strengths and weaknesses?**

Excellent work ethic, able to get along well with others, team player, empathetic and well-liked by the community.

**3. Does the candidate work well with others?**

Yes

**4. Can you describe a time when you watched the candidate face a challenging or stressful situation? How did they handle it?**

Candidate is often tasked with senior transport and vehicle escorts. This can be very stressful and can lead to a surly attitude. Gruits was able to handle the tasks while still maintaining a good attitude toward residents.

**5. Would you describe the candidate as dependable?**

Yes

**6. What are some accomplishments you've noticed the candidate reach?**

Candidate was awarded a life-saving citation after saving the life of a heart-attack victim, candidate has handled moving to the island with a wife and 4 kids, which is an impressive accomplishment in itself!

**7. Would you hire the candidate?**

I did hire the candidate.

8. **What skills does the candidate have that you believe make them stand out as a quality candidate?**

Excellent interpersonal relations, ability to analyze tricky community problems and suggest solutions, good organizational skills.

9. **How would you describe the candidate's communication and listening skills?**

Very good.

10. **Would you ever work with the candidate?**

Yes

11. **Describe the candidate's work ethic?**

Excellent. Has to be reminded to list his overtime on his time sheet. Would probably work for free if you let him.

12. **Why would you recommend the candidate for this particular position?**

Having worked here for several years, he already has a good grasp on what the job entails and he has the support and respect of his coworkers.



**1. Please describe your relationship to the candidate?**

I have known Mike and his family for several years. We coached football together and our families socialized together.

**2. What are the candidate's strengths and weaknesses?**

Mike is of high character and integrity. He is a good communicator and listener. I can't describe any weaknesses that would stand out.

**3. Does the candidate work well with others?**

He does work well with others and thrives in an assistant role but at the same time can lead. During our coaching years he would offer to fill any role necessary and was respected by all kids, parents and coaches.

**4. Can you describe a time when you watched the candidate face a challenging or stressful situation? How did they handle it?**

Mostly during sports when things were not going our way he would remain calm and encourage those around him to not make excuses or complain but instead move forward. Mike deals with adversity by using common sense and reasonableness.

**5. Would you describe the candidate as dependable?**

This is probably one of his strengths and it comes without expectations in return.

**6. What are some accomplishments you've noticed the candidate reach?**

He is an accomplished military veteran. A family man who enjoys his kids and former PA state Trooper all of which are accomplishments he is proud of.

**7. Would you hire the candidate?**

Absolutely, at one point one of his kids was given a hard time by another player. Mike said he would probably be going to another team and did not want to disrupt our team. I would not accept losing him or his son(s) and thankfully they stayed. The problem player was a true problem and at no time did Mike ask him to be removed.

**8. What skills does the candidate have that you believe make them stand out as a quality candidate?**

He is an all around good person. He is intelligent, dedicated and will always do the right thing. I think his teaching skills and ability to communicate would make him a good leader of a law enforcement agency.

**9. How would you describe the candidate's communication and listening skills?**

Both excellent as stated in previous answers.

10. Would you ever work with the candidate?

Absolutely. He is a pleasure to be around and yet very responsible and serious when it comes to getting the job done.

11. Describe the candidate's work ethic?

Excellent work ethic. He is professional and does everything 100 percent.

12. Why would you recommend the candidate for this particular position?

I have been in law enforcement for over 30 years. I have been the Chief Deputy for almost 15 years. The field of law enforcement needs more people like Mike in leadership roles. With his communication and experience in the field he will be prepared to deal with all situations in a professional and respectful manner. I believe Mike will represent the City well in this position.


Christopher 38 5/21/24

**SHERIFF**  
COUNTY OF NORTHAMPTON

**CHRISTOPHER ZIEGER**  
CHIEF DEPUTY

NORTHAMPTON COUNTY COURTHOUSE  
669 WASHINGTON STREET  
EASTON, PA 18042

OFFICE: 610-829-6503  
CELL: 484-239-5529  
FAX: 610-559-1785



chieger@northamptoncounty.org

1. Please describe your relationship to the candidate?

As the Seasonal Administrative Assistant for the Mackinac Island Police Department (2019-2022), Officer Michael Gruits became a co-worker upon being hired as a Seasonal Police Officer in April 2021. I regularly worked with Seasonal Officer Gruits providing administrative support until my departure for the season at the end of September 2021. Upon my return to work the following season in April 2022, I learned Officer Gruits was hired as a permanent, full-time police officer for Mackinac Island Police Department. I once again regularly worked with Officer Gruits providing administrative support until my departure at the end of October 2022 at which time, I also resigned from the Seasonal Administrative Assistant position and become a full-time retiree.

In addition to having been co-workers, Officer Gruits has also become a trusted friend and is one of my favorite authors.

2. What are the candidate's strengths and weaknesses?

Officer Gruits is extremely dedicated and loyal to his profession. He often goes above and beyond in his service to both residents and visitors of Mackinac Island. He responds to every situation with a high level of professionalism, courtesy and diplomacy. He is personable, conscientious and very dependable.

Officer Gruits seems to hold himself to a higher standard than most. While this is typically a strength, it can also be seen as a weakness in the event he is unable to meet his lofty expectations at any given time.

3. Does the candidate work well with others?

Officer Gruits works very well with others. He is always willing to step up, when needed, especially to assist co-workers. He always goes the extra mile to help out. He is very much a team member but takes the lead when the situation calls for it.

4. Can you describe a time when you watched the candidate face a challenging or stressful situation? How did they handle it?

I have personally witnessed Officer Gruits handle many different challenging and stressful situations. It is the nature of the job. During 2021, there was a particular situation with a somewhat homeless and emotionally disturbed person who kept showing up at PD looking for assistance. He would often cause a commotion in the lobby until Officer Gruits stepped in. He was able to calm the gentleman down, gave him guidance and direction, and helped make arrangements that helped make a difference.

I have witnessed Officer Gruits make uneventful arrests in difficult situations and expertly interview victims, suspects, and witnesses.

5. Would you describe the candidate as dependable?

Yes, Officer Gruits is very dependable. He manages his time quite well.

6. What are some accomplishments you've noticed the candidate reach?

Officer Gruits has been trained as a Teaching, Educating, and Mentoring (T.E.A.M.) School Liaison Officer. He is proud of his ability to engage with K-12 students at the Mackinac Island Public School to make the school and students safer while promoting responsible citizenship and positive character traits.

7. Would you hire the candidate?

Yes, without hesitation.

8. What skills does the candidate have that you believe make them stand out as a quality candidate?

Officer Gruits displays tenacious investigative skills, is very detail oriented, and is very capable of multi-tasking. When the situation calls for it, he can identify a problem and make sensible suggestions to solve the problem. When it comes to locating missing/lost individuals, stolen bikes, etc. he seems to have a sixth sense when it comes to finding them.

9. How would you describe the candidate's communication and listening skills?

Officer Gruits is cool, calm and collected when interacting with others. He patiently listens to difficult callers as well as persons expressing concern in person. Because of his well-honed communication and listening skills, Officer Gruits is, more often than not, able to arbitrate and/or diffuse tense situations in a peaceful manner.

10. Would you ever work with the candidate?

If the opportunity ever presented itself to once again work with Officer Gruits, I would not hesitate to do so.

11. Describe the candidate's work ethic?

Officer Gruits displays a very strong work ethic. He takes the necessary time to fully understand situations and take appropriate action. He serves as an inspiration to co-workers so much so that when faced with various situations, myself and others would often ask ourselves "What Would Mike Do"? In 2021, one of the MSP Troopers took it upon himself at his own expense to purchase blue rubber wrist bracelets with the initials "W.W.M.D" to remind those of us wearing the bracelet to for officers and staff to wear to remind ourselves to ask that same question.

12. Why would you recommend the candidate for this particular position?

In the three years that he has lived and worked on Mackinac Island, Officer Gruits has developed into a leader among his peers and become a well-respected member of the community. He has the necessary experience, education and understanding of community policing to effectively supervise departmental operations and to collaborate with city officials, other law enforcement agencies, businesses and members of the community to sensibly enforce laws and ordinances to help create and maintain a safe environment for those who live, work and/or visit Mackinac Island. He will be an excellent leader which will benefit everyone greatly.

~~Michael~~  
- Tpr Rob Griffin

1. Please describe your relationship to the candidate?

Michael Gruits and I worked together as Pennsylvania State Troopers and were assigned to work midnight shift together. PA State Police require two Troopers in one patrol unit during the overnight hours. Michael and I became close co-workers and I learned that he was a dependable friend outside of work. A person that is willing to drop what they are doing to assist, and stay until the job is done, no matter what the task.

2. What are the candidate's strengths and weaknesses?

Michael Gruits is a very determined and self motivated person who always goes above and beyond when given an assignment. There were many shifts where Michael's shift ended, but he remained in order to make sure the task was accomplished. I believe his strengths are how empathetic he can be when taking a report from a victim, or even when making an arrest and putting a person in jail.

3. Does the candidate work well with others?

In the years that I worked alongside Michael I did not observe him show any difficulty with his coworkers or the public. His personality was always liked and welcomed, and he always projected a positive attitude that was contagious to others in the room.

4. Can you describe a time when you watched the candidate face a challenging or stressful situation? How did they handle it?

I witnessed Michael endure a health battle when he impaled his foot with a rusty nail that later became infected and landed him in the ICU for multiple days. At the same time that he battled his infection, his household suffered a catastrophe when his upstairs bathroom flooded and damaged their house, subsequently causing the family to be displaced. Michael's entire family was temporarily housed in a local hotel. During this time Michael maintained a positive attitude and, unless you were close with him, other people would never know the turmoil he endured. His genuine positive attitude and resilience was how he overcame a very difficult situation.

5. Would you describe the candidate as dependable?

Michael is one of the most reliable and dependable people in my life. I know that I can call him and he would find a way to help me out. When I worked with him I never doubted his support or back-up when conducting investigations or proactive arrests.

6. What are some accomplishments you've noticed the candidate reach?

From knowing Michael, I know that he has completed a successful career in the US Military, became a PA State Trooper, and is a very involved parent in his children's life. While working as a PA Trooper, he was asked to become a Field Training Officer, a position only offered to Troopers who display a solid work ethic, balanced morals, and a positive attitude. There is no doubt that if Michael had stayed with the PA State Police, he would have promoted in rank.

7. Would you hire the candidate?

Michael has a way of creating a family atmosphere when involved in a unit. I feel that a person who can create an atmosphere that is inclusive to all is the person that I would hire.

8. What skills does the candidate have that you believe make them stand out as a quality candidate?

Michael has interpersonal skills that set him apart from other people. When I first began working with Michael I noticed that he waved AT EVERYONE. I asked him why he waves to everyone and he responded, "Because you never know what kind of day a person is having, and how a simple wave can positively affect their life." The training that he has received both as a US Serviceman and as a PA Trooper will ensure that he has the ability to complete his Chiefly duties, but it is the family oriented qualities that will make him a great leader and THE RIGHT LEADER for your police department.

9. How would you describe the candidate's communication and listening skills?

Michael performed his job as described by the Department, and would always look to do more and ask for guidance from supervisors. If there was a problem without a clear answer, he would seek out the right supervisor for guidance to fix the issue the right way on the first attempt. Michael always displayed a strong ability to listen to victims, arrestees, and just a citizen at the coffee shop.

10. Would you ever work with the candidate?

I spent a long time trying to talk Michael out of leaving PA, but his heart was set on your home. He is deeply missed as a PA Trooper and we as a unit often reflect on the good times that we

shared with Trooper Michael GRUITS. He is a strong-willed person who is always focused on doing the right thing and getting it done right the first time.

11. Describe the candidate's work ethic?

Michael always came to work with a smile on his face and go-getter attitude. These qualities may seem minor, but policing can be a demeaning and thankless job at times. To have a co-worker that would show up ready to "get after it" day after day with a positive attitude was a refreshing reminder that we were making a difference. There was no call for service that was too minor or too extreme. Michael carried the same compassionate attitude throughout all of his investigations.

12. Why would you recommend the candidate for this particular position?

I believe that Michael would be the perfect fit for Chief. He has right mindset to lead fellow officers and uses common sense when decision making. Just a short visit with Gruits and you will see the qualities that I have come to know as Trooper Gruits.



1. Please describe your relationship to the candidate?

For the summers of 2022 and 2023, I (Tpr. Jeffery Burnette) was assigned to the Mackinac Island Detail with the Michigan State Police St. Ignace Post. Officer Mike Gruits was employed with the Mackinac Island Police Department during my time on Mackinac Island. I worked closely with Officer Gruits during my time on Mackinac Island.

2. What are the candidate's strengths and weaknesses?

Officer Gruits is the example that all law enforcement officers strive to be. Officer Gruits strengths include but are not limited to, excellent communication skills, friendly and approachable personality, and strong leadership skills.

3. Does the candidate work well with others?

Officer Gruits works very well with other. Officer Gruits can lead a team when needed but is not afraid to listen to suggestion and follow when necessary.

4. Can you describe a time when you watched the candidate face a challenging or stressful situation? How did they handle it?

During my time with Officer Gruits, I observed him handle multiple stressful and challenging situation. The major issue Officer Gruits was faced with was lack of leadership and equipment for him to do his job effectively. Officer Gruits took it on his own accord to be a leader for his fellow members of the Mackinac Island Police Department and to make the best out of the situation he was given.

5. Would you describe the candidate as dependable?

Officer Gruits is dependable and reliable. Officer Gruits has always been there when I needed him and isn't afraid to give suggestions and honest recommendations when asked.

6. What are some accomplishments you've noticed the candidate reach?

Officer Gruits sets daily goals for himself. Officer Gruits is always striving to complete his goals and become a better law enforcement officer and member of the Mackinac Island community.

7. Would you hire the candidate?

If it was my decision, I would hire Officer Gruits for the Chief position with the Mackinac Island Police Department.

8. What skills does the candidate have that you believe make them stand out as a quality candidate?

As previously stated, Officer Gruits has shown that he is a leader, has strong decision making skills, has excellent communication skills, and is the example that everyone should strive to be.

9. How would you describe the candidate's communication and listening skills?

As previously stated, Officer Gruits has excellent communication and listening skills.

10. Would you ever work with the candidate?

I worked with Officer Gruits for the summers of 2022 and 2023 when I was assigned to the Mackinac Island Detail with the Michigan State Police St. Ignace Post.

11. Describe the candidate's work ethic?

Officer Gruits is a hard working member of the Mackinac Island Police Department. Officer Gruits is always on time and handles his case load in an appropriate time frame.

12. Why would you recommend the candidate for this particular position?

I believe Officer Gruits is the best candidate for this position. Officer Gruits has already proven that he has the skills and ability to be the Chief of the Mackinac Island Police Department. I believe Officer Gruits will provide the leadership and guidance that the members of the Mackinac Island Police Department need to be successful.

Tpr. Jeffery Burnette  
Michigan State Police Gaylord post  
989-619-5118

**City Clerk**

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**From:** Mayor's Assistant  
**Sent:** Monday, June 3, 2024 8:47 AM  
**To:** City Clerk  
**Subject:** FW: Message from KM\_C368  
**Attachments:** SKM\_C36824052313160.pdf

**From:** Mayor's Assistant <assistant@cityofmi.org>  
**Sent:** Thursday, May 23, 2024 12:48 PM  
**To:** Erin Evashevski (erinevashevskilaw@gmail.com) <erinevashevskilaw@gmail.com>  
**Subject:** FW: Message from KM\_C368

**From:** [macislandcityscans@gmail.com](mailto:macislandcityscans@gmail.com) <[macislandcityscans@gmail.com](mailto:macislandcityscans@gmail.com)>  
**Sent:** Thursday, May 23, 2024 2:17 PM  
**To:** Mayor's Assistant <assistant@cityofmi.org>  
**Subject:** Message from KM\_C368

**EMPLOYMENT AGREEMENT**  
*Chief of Police*

THIS EMPLOYMENT AGREEMENT by and between the **CITY OF MACKINAC ISLAND**, a Michigan municipal corporation, (hereinafter called the "Employer") and **DOUG TOPOLSKI**, (hereinafter called the "Employee"), in the City of Mackinac Island, County of Mackinac, State of Michigan, witnesseth:

1. **Duties.** The Employer agrees to employ and the Employee agrees to accept employment with the Employer in the Position of Chief of Police of the City of Mackinac Island Police Department as described on Exhibit A, for the duration of the Agreement. The Employee agrees to faithfully and dutifully perform the duties of the position of Chief of Police and not to accept any other employment other than in accordance with the terms and provisions of the Agreement. The Employer recognizes that the position of the Chief of Police is an extraordinarily sensitive one relative to the enforcement, regulatory, investigative, and administrative responsibilities of the office. The Employee recognizes that the responsibilities of his office place him in the public view far beyond that of other public employees, and hereby agrees to keep his public and private affairs beyond reproach. The Employee recognizes the sensitive nature of his position relative to the public trust, and further takes notices of the sensitive, discreet, and confidential nature of public safety matters, and hereby agrees to do nothing to breach this confidence. The Employee recognizes the policy setting prerogative of the elected officials of the City of Mackinac Island, as expressed and implemented by the City Council and the Mayor.

2. **Terms of Agreement.** This Agreement shall be effective as of May 1, 2023, and shall expire on March 31, 2026 unless earlier terminated as set forth below:

A. *By the Employee:* The Employee may terminate this Agreement for any reason by giving sixty (60) days written notice to the Employer. If the Employee gives less than sixty (60) days' notice of termination, he shall forfeit the right to any benefits otherwise payable upon the termination of employment.

B. *By the Employer:* Nothing shall prevent, limit or otherwise interfere with the Mayor's ability to terminate this Agreement and the services of the Employee at any time, with or without cause, and for any of no reason notwithstanding any potential claim to the contrary. However, in the event the City terminates this Agreement without cause, the City shall pay the Employee an amount equal to 60 days severance pay and an additional \$2000 for moving costs. In the event the Employer terminates this Agreement for "just cause", for purposes of this Agreement shall include but not be limited to employee misconduct, violation of employer's rules, regulations and employment policies or failure to perform duties as provided in this agreement, the Employee shall have no right to any further pay or benefits including benefits otherwise payable upon the termination of employment.

C. *Death of Employee:* This Agreement shall terminate immediately upon the death of the Employee.

D. *Disability of Employee:* This Agreement shall terminate upon the inability of the Employee to perform the essential duties of his position for a period of ninety (90) consecutive days.

3 **Compensation and Benefits.**

A. **Salary:** The Employee shall be paid an annual salary of \$85,161.00. Each year the salary shall be increased at the same rate as provided for in the City of Mackinac Island Salary Ordinance, which is amended each year.

B. **Health Insurance.** The Employer shall provide to the Employee health insurance coverage to the Employee, his spouse and children, with coverage being equal to the coverage provided to other city employees.

C. **Life Insurance.** The Employer shall provide at no cost to the Employee, a term life insurance policy provided by a carrier selected by the Employer having a value of Fifty Thousand and 00/100 (\$50,000.00) Dollars.

D. **Sick Leave.** The Employee shall earn paid sick leave credit at a rate of one (1) day per month for each full calendar month actually worked up to a maximum of one hundred twenty (120) days. Sick leave may be used in the event that a *bona fide* illness or injury prevents the Employee from safely and effectively performing his duties. The Employee shall notify the Mayor as soon as practical that the Employee intends to use sick leave. The Employer reserves the right to order the Employee to submit to a physical examination by a physician of the Employer's choice for sick leave of three (3) or more consecutive days or where sick leave is used repetitively.

E. **Personal Leave.** The Employer shall credit the Employee annually, four (4) paid days of personal leave time to be used for personal matters. Any unused personal leave time shall not carry over to any subsequent year.

The Employee agrees to notify the Mayor as soon as practical that the Employee intends on using personal leave time, but no less than twenty-four (24) hours in advance. Personal leave time shall not be for more than one (1) day at a time and may be used in combination with scheduled days off.

F. **Funeral Leave.** The Employee shall be allowed to receive three (3) days of paid funeral leave in the event of the death of an immediate family member. For purposes of this Agreement, "immediate family member" shall include:

- Spouse of the Employee
- Mother
- Father
- Sibling
- Mother-in-Law
- Father-in-Law
- Step-Mother
- Step-Father
- Child and/or Step-Children

- Grandparent

In the event that matters necessitate the presence and attendance of the Employee beyond the three (3) days, the Employee may be allowed to use accumulated sick leave subject to approval of the Mayor, up to a total time off of no more than two (2) additional days.

G. **Vacation Leave.** The Employee shall be entitled to paid vacation leave credit to be taken during the year, subject to the approval of the Mayor, as follows:

- Vacation will be earned pro rata at the rate of twenty (20) days per year. Vacation may be taken before it is earned. The Employee may carry over a maximum of nine (9) days earned unused vacation to the following year, non-cumulative. Earned vacation not taken or carried over will be lost at year end. If employment ends during the vacation year, unused earned vacation shall be paid pro rata at the Employee's current rate of pay. If the Employee has borrowed vacation time, it shall be repaid to the Employer.
- The Employee may not take more than one (1) calendar week of vacation between June 15 and Labor Day each year.
- The Employee must coordinate with the Mackinac Island Fire Department Chief to ensure that the Fire Chief and Chief of Police will ensure that if both department heads are on vacation and/or off Mackinac Island at the same time, notice will be made to both departments and the Mayor informing them of who is in charge and provide a point of contact.

H **Retirement Contribution.** The Employer shall pay monthly to the Employee's 457 Deferred Compensation Plan the amounts as follows:

- During the term of this contract, a contribution at the rate of thirteen percent (13%) of the Employee's gross wages.
- Additionally, the Employer will match on a one for one basis any employee contribution to the deferred plan, up to a maximum of One Thousand Five Hundred Dollars (\$1,500) per contract year (April 1 through March 31<sup>st</sup>)

All Employer contributions shall be made monthly to the individual account of the Employee and shall be immediately 100% vested in that Employee.

I **Holidays.** In addition to the Employee's regular pay, the Employee shall be entitled to paid holidays. The holidays recognized in this agreement are as follows: **New Year's Day, President's Day, Easter Sunday, Memorial Day, Independent Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and the Employee's birthday.** In the event that the Employee is required to report for duty on one of the above-mentioned days, the Employee will be allowed to add one additional vacation day in lieu of the lost holiday.

J. **Unused Leave and Any Unused Holidays.** Except as otherwise provided herein, any unused leave time, of any type, shall be forfeited upon termination of this agreement and the Employer shall have no obligation to compensate Employee therefor.

K. **Rent Elimination.** Employee shall receive additional compensation in the form of eliminating the rental payments pursuant to a residential Lease Agreement dated November 18, 2020, pertaining to a city owned residence occupied by the Employee. The rent for this location is \$500.00 per month (which is a taxable benefit for the Employee) and in the event the Employee terminates the Residential Lease Agreement and moves to a non city owned residence, the Employee shall receive additional compensation in the amount of \$500.00 per month, replacing the rent elimination addressed herein.

4. **Confidential Information.** The Employee acknowledges that he occupies a position of trust and confidence, and agrees that during and after the term of this Agreement, he will treat as confidential and will not, without written authorization from the Employer, directly or indirectly, disclose to any person, firm, association, or corporation or use for his own benefit or gain, any information which is confidential to the Employer.

5. **Annual Evaluations.** The Employee will be subject to an intermittent evaluation of the Employee's job performance at times determined by the Employer.

6. **Other.**

A. **Uniforms.** The Employer shall provide those uniforms and equipment necessary for the Employee to carry out his duties and responsibilities. Employee shall be reimbursed, for necessary actual dry-cleaning costs and/or the purchase of Department approved footwear, up to an annual non-cumulative limit of \$500, or a dollar amount equal to the reimbursement limit of permanent employees under the current police officers' association contract, whichever amount is higher. Chief of Police is required to be in uniform when on regular duty, uniforms must be approved by Mayor and/or Council.

B. **In-Service Training.** Upon the approval of the Mayor, the Employee shall be allowed to attend short-term training seminars or conferences up to five (5) days per session, seminar, or conference. The Employer shall pay those costs associated with such training to include registration fees, materials, costs, travel costs, lodging, and meals. In-service training shall directly relate to enhancement of the skills and knowledge of the duties and responsibilities required of the Employee and which directly benefits the services for the Employer.

C. **False Arrest.** Employee shall be protected under the Employer's blanket policy in an amount up to \$1,500,000.00.

7. **Whole Agreement/Amendment.** This Agreement constitutes the entire understanding of the parties and may only be amended in writing, signed by both the Employee and the Employer.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement on this 1st day of May 2023.

**WITNESS:**

Trista L France  
Witness: Trista France

**EMPLOYER:**

**CITY OF MACKINAC ISLAND,**  
Margaret M. Doud  
Margaret M. Doud, Mayor

**EMPLOYEE:**

Danielle Leach  
Witness: Danielle Leach

Doug Topalski  
Doug Topalski, Employee



## **Chief of Police Job Description**

**Department:** Police Department  
**Supervised by:** Mayor and City Council  
**Supervises:** All Police Department Staff/Personnel  
**FLSA:** Exempt  
**Status:** Full-time

### **General Summary**

The Police Chief plans, coordinates, directs, and participates in the enforcement of laws and ordinances, the protection of life and property, the preservation of peace within the city, the activities of the Police Department. The Police Chief manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department.

The position of Police Chief is a sworn, department head level position, who reports directly to the Mayor and City Council. The position is a full-time exempt position which requires frequently working and attending meetings outside of regular business hours including weekends, holidays, and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position in the community that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large. This position is also expected to respond to calls for service, if required, to support their team.

### **Duties**

- Manages the overall administration and operations of the Police Department with integrity and honesty. Advises and develops staff to ensure continual professional growth in related disciplines. Performs, as well as oversees and evaluates the performance of, the department personnel functions, including hiring, retention and recruitment strategies, assigning work, conducting performance evaluation and counseling. Enforces discipline within the department.
- Plans, organizes, and directs the day-to-day operations of the police department. Plans and coordinates the work schedules of police officers. Hires, supervises, trains, evaluates and disciplines all department employees.
- Performs all duties of a police officer. Patrols streets, responds to calls for service and enforces all applicable laws and ordinances. Works varied shifts if needed.

- Subject to review and approval of the Mayor and/or City Council, establishes goals, direction, and activities of the department. Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed.
- Engages and interacts with other law enforcement agencies with common jurisdiction to ensure law enforcement goals are consistent.
- Ensures employees of the department are adequately trained. Procures and schedules appropriate training programs for the department.
- Evaluates pending legislation, and new ordinances and statutes; promulgates department policies; informs subordinates of recent changes.
- Oversees the preparation of the Police Department annual report, crime reports, and other reports as needed.
- Represents the City at meetings and conferences; explains police procedures, hears complaints and promotes community understanding of police officers. Makes public presentations to community and neighborhood groups, social service agencies, etc. upon request.
- Performs activities toward developing a positive partnership between law-abiding public and their police department.
- Advises and assists the Mayor and City Council regarding law enforcement, ordinance enforcement, and crime prevention.
- Assesses community crime prevention and safety needs.
- Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service.
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers labor relations, internal review, and legal issues ensuring department operations are consistent with current laws and regulations.
- Participates in the collective bargaining negotiations process and contract interpretation.
- Posts a City Council-approved schedule of Police department office hours for the public. Said posting shall provide a telephone number of a contact person who can be reached in the event the office is closed.
- Coordinates with the Mackinac Island Fire Department Chief to ensure that the Fire Chief and Chief of Police will not be on vacation and off island at the same time.
- Update the Mayor frequently to ensure open communication between the Police Department and the City.
- Manages escorts to ensure that no motor vehicle is on the street without an escort.
- Organizes and ensures performance of senior transports.
- Provides bi-weekly reporting to the City Council at its regular City Council meetings with relevant non-confidential updates.
- Performs and completes related work and duties as required and other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

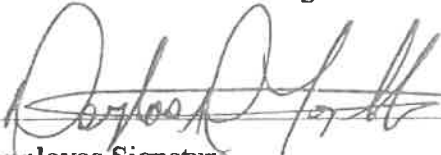
- Educational requirements include an Associate's Degree or equivalent in criminal justice.
- Experience requirements include five years of experience as a police officer and three years of supervisory police work.
- Certification by the Commission on Law Enforcement Standards, a valid Michigan driver's license, a valid Breathalyzer operator license and certification in First Aid and CPR are required.
- Knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- Knowledge of Federal and State laws and local ordinances and the limitations on police authority to effectively advise subordinates and meet public safety needs.
- Thorough knowledge of the principles, practices and procedures as applied to patrol, criminal investigations, crime prevention, crime detection and records management.
- Knowledge of personnel management techniques to plan, coordinate, assign, and supervise the work of department staff.
- Skill in the operation of police vehicles, communication equipment, and firearms.
- Must be able to respond to calls for service as required, including maintaining proficiency in the use and care of firearms.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Skill in supervising the work of others in routine and emergency situations.
- Ability to assess law enforcement needs and development and implement appropriate actions.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Ability to direct the work of others while leading and motivating a team.
- Must possess good moral character and refrain from the use of controlled substances.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgment and initiative.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
- Must, upon competent examination, show no evidence of mental illness or developmental disability which would affect the performance of the essential functions of the position.

**Physical and Mental Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's work environment can range from an office setting to dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to significant physical exertion associated with apprehending criminals. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job:

- Standing; walking; sitting; using hands to finger, handle, or feel; reaching with hands and arms; talking or hearing; climbing or balancing; stooping, kneeling, crouching, or crawling; tasting or smelling; lifting and/or moving objects of light to very heavy weight.
- At times, workloads can be extensive with limited time for response and/or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- This position will have extensive contact with others.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Vision corrected to 20/20.
- At times will be exposed to outside weather conditions, including extreme heat, cold, high winds, etc. Will occasionally be exposed to moving mechanical parts and animals; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.
- The noise level in the work environment can range from quiet to very loud.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause lost-time injury to others. Safety of others depends entirely on correct action of employee on job, and carelessness may result in incidents causing total disability or death.

  
Employee Signature

5.3.2023  
Date