

**CONTRACT OF EMPLOYMENT  
BETWEEN  
WEST TRAVERSE TOWNSHIP  
AND  
RESIDENT MANAGER OF THE THORNE SWIFT NATURE PRESERVE  
Fiscal Year 2020-2021**

This agreement is made between West Traverse Township, hereinafter called the *Township*, and John Riggs, hereinafter called the *Resident Manager*, for the period of April 1, 2020 through March 31, 2021 (One (1) Year), unless sooner as provided herein,

**WITNESS:**

**EMPLOYMENT AND DUTIES:** Resident Manager agrees to take primary responsibility for the operation, maintenance and security of the physical property of Thorne Swift Nature Preserve (*Nature Preserve*) in accordance with the Township Ordinance establishing Nature Preserve rules and regulations under the supervision of the West Traverse Township Supervisor, will utilize the Township Board's Thorne Swift Committee (*Township Committee*) in an advisory capacity, and will work with the Township Board and Little Traverse Conservancy to carry out the terms of the Township's lease with the Little Traverse Conservancy. The Resident Manager will supervise Township employees, Conservancy employees and employees provided by other governmental units who may be assigned to duties from time-to-time at the Nature Preserve. The Resident Manager will prepare and maintain such records as required by the Township Board and/or Township Committee, and shall report to the Township Board as requested. Manager will develop, promote, and administer group programs and tours with the intent being to make available and further the use of the Nature Preserve by Township Residents and other patrons.

**RESIDENCE REQUIREMENT:** Resident Manager is required to reside in the Manager's residence provided by the Township within the Preserve and to maintain it as his legal residence during the period of his employment. The Resident Manager will be responsible for the paying of utilities on the *residence meters* and the *residence telephone*. Resident Manager agrees to maintain the residence in a well-cared-for condition, normal wear and tear expected.

**EMPLOYMENT STATUS:** Resident Manager's position is part-time. It is agreed that Resident Manager may seek additional employment during the off-season provided Manager's employment and duties at the Nature Center remain primary and are not diminished as a result.

**FRINGE BENEFITS:** Resident Manager understands and agrees that West Traverse Township does not maintain contracts for or provide directly any form of Fringe Benefits. Resident Manager further acknowledges and agrees that no benefits other than the specified wages and housing provisions are provided by the Township in connection with this agreement.

**CONTRACT OF EMPLOYMENT  
BETWEEN  
WEST TRAVERSE TOWNSHIP  
AND  
RESIDENT MANAGER OF THE THORNE SWIFT NATURE PRESERVE  
Fiscal Year 2020-2021**

**NATURE PRESERVE EMPLOYEES:** The Resident Manager will be responsible for recruitment, selection and assignment of all Township employees at the Nature Preserve. The Township Board shall be advised before such hiring takes place and reserves the right to approve all matters relating to hiring and discharge of Nature Preserve Employees. Adequate staff shall be maintained consistent with *proper operation and holding open* of the Nature Preserve, and to ensure that a Nature Preserve employee is present whenever the gate is open.

**APPROVAL OF EXPENSES:** When tasks or projects relating to care and maintenance of the physical property of the Nature Preserve are necessary, and beyond the capabilities of the Resident Manager, agreement must be obtained from the Township Recreation/Thorne Swift Committee to recommend that the Township Board approve the request prior to contracting for outside services. As to day-to-day operations and maintenance of the Nature Center, the Township maintains relationships with approved vendors and the Resident Manager will utilize these vendors unless emergency circumstances arise.

**COMPENSATION:** For the period of this contract, the Township Board agrees to pay the Resident Manager an amount of \$38,184.00, in 24 equal semi-monthly payments of \$1,591.00. Paydays will be on the 15<sup>th</sup> and 30<sup>th</sup> of each month, per the Township Payroll Processing Policy.

**EVALUATION:** The Township agrees to provide an evaluation of the job performance of the Resident Manager annually. To this end, Manager agrees to attend any meeting or provide any information requested by the Township Board or Board Committees relating to evaluation.

**TERMINATION OF EMPLOYMENT:** Either Party may terminate this contract at will upon ninety (90) days written notice to the other party. After the expiration of such ninety (90) day notice neither party shall have any further obligations under this agreement.

**TERMINATION OF RESIDENCY:** Upon the termination date of employment for any reason, Resident Manager, Spouse, and Dependents are required to immediately vacate the Nature Center residence along with the removal of all personal property from the residence and all other areas of the Nature Center. Residency may be extended for a period not to exceed thirty (30) days at the discretion of the West Traverse Township Board.

**CONTRACT OF EMPLOYMENT  
BETWEEN  
WEST TRAVERSE TOWNSHIP  
AND  
RESIDENT MANAGER OF THE THORNE SWIFT NATURE PRESERVE  
Fiscal Year 2020-2021**

**CONDITION OF PREMISES:** Upon termination of residency, Resident Manager agrees to leave residence and all other Nature Center property and premises in a pre-occupancy, well-cared-for condition, reasonable wear and tear expected.

**DEATH OF RESIDENT MANAGER:** In the event of death of the Resident Manager, his Spouse and Dependents shall be permitted to reside in the Nature Center residence for sixty (60) days following date of death.

**MODIFICATION OF TERMS:** The terms of this contract may be modified by mutual written agreement of the parties.

***IN WITNESS WHEREOF:***

We have approved and signed this agreement.

**Thorne Swift Resident Manager**

\_\_\_\_\_

Date: \_\_\_\_\_

John Riggs

**West Traverse Township Supervisor**

\_\_\_\_\_

Date: \_\_\_\_\_

Robert Sandford