

#57 Pepper Lockhart

Pepper Lockhart

September 14, 2021

City of Evart

RE: City Manager

Dear City Council,

I am contacting you to express my interest in the City Manager opportunity with City of Evart. After reviewing the position requirements, I believe that my qualifications and education are a great match.

Throughout my previous work experience, I've honed my skills in management and leadership, building a firm foundation of industry knowledge. My communication skills have defused countless tense situations, and I work effectively in high-pressure situations.

I am self-motivated to complete tasks on time with minimal direction and have a strong aptitude in supervising and training. I'm an energetic and enthusiastic team-player who can also step in to take the wheel when team leadership is needed.

For more details about my background, please review my enclosed resume. I believe I can be the City Manager you're looking for and welcome the opportunity to speak with you at your earliest convenience.

Sincerely,



Pepper Lockhart

Pepper Lockhart

PL



[Redacted]



[Redacted]



[Redacted]

EDUCATION AND TRAINING

Bachelor of Science

Business Administration

Ferris State University, Big Rapids, MI

May 2006

Associate of Arts

Pre- Criminal Justice

Ferris State University, Big Rapids, MI

August 2001

Associate of Applied Science

General Business

Ferris State University, Big Rapids, MI

August 1999

SUMMARY

Discerning Finance Director with experience in financial management and program leadership. Proficient in regulatory requirements and optimal approaches for keeping systems current and compliant. Highly organized, forward-thinking and responsive to changing demands.

SKILLS

- Financial planning
- Employee development
- Cross-functional team management
- Excels in team leadership

EXPERIENCE

FINANCE DIRECTOR/ TREASURER

City of Evart | Evart, MI | March 2020 - Current

- Worked with regulatory representatives to complete accurate filings and maintain compliance.
- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Verified accuracy of accounting disbursements such as payroll and vendor payments.
- Maintained current and accurate cash balances for all programs, departments, and projects.
- Supported top talent identification processes by interviewing candidates and executing onboarding, orientation, and benefits processes.
- Initiated employee evaluation process and recommended policy changes to help staff progress toward desired readiness goals.

COLLECTIONS MANAGER

Ferris State University | Big Rapids, MI | May 2015 - March 2020

- Oversaw and trained new employees on collection methods, documentation requirements and performance strategies.

- Reached out to customers to discuss late payments and options for remitting amounts due.
- Developed and improved procedures for collection of past due amounts.
- Updated accounts with documentation of interactions and current information.
- Completed investigations of customer accounts and payment histories.
- Reached out to customers to collect outstanding payments via one-time or negotiated installment methods.
- Collaborated with legal resources and recovery teams to manage default issues.
- Rectified escalated accounts payable issues from employees and vendors.

STUDENT SERVICE REPRESENTATIVE

Ferris State University | Big Rapids, MI | May 2011 - May 2015

- Directed, coordinated, and evaluated activities of personnel, including support staff within academic institutions, departments, and alumni organizations.
- Advised students on issues such as course selection, progress toward graduation and career decisions.
- Enforced company policies, answered coworkers' questions, and trained new personnel.
- Tracked outgoing and incoming money and assisted in quality control management duties.
- Offered every customer exceptional service levels by remaining friendly and professional during every transaction.

#65 Katie Beemer

To the Organizational Committee,

Growing up, my mom had worked for the state in tourism, and even after she had left the industry, she still instilled in us the innate beauty in every town in Michigan. Every Saturday, we would go on Saturday adventures with my dad, mom, and sisters, traveling to a different city in Michigan. We would explore their parks and street festivals, restaurants, and retail opportunities: seeking out places with strong community identity. We sought to find all that made that place special. It is that energy and excitement that I take to the cities I work. One of my favorite things is to hear from community members about what they think makes their community special, and when I visited Evart recently, I loved that community members had such a strong community vision and love for their neighbors.

As a city manager, I see it as my role to take the city's challenges, turn them into strengths, and highlight what makes each city special. It is the same with the employees. My management style is focused on individualization, observing the strengths of all, and building great teams by highlighting those strengths through projects which enhance their natural abilities. I believe that the secret to great teams is casting by individual strengths so that everyone can do a lot of what they do well. I highlight the work employees do and the work the city does, making it a place where people want to live, work, and play.

I bring that same energy to civic engagement, which is my favorite thing about local government. I believe that every community member's voice is essential, and I strive to make sure all are heard. I also believe that frequent consultation of community members is key to community success; after all, they know their community best, and the wheel of government cannot turn effectively without their input.

Much of the focus of my career thus far has been on collaboration with community partners, regional partners, and the State. After all, part of what makes each city special is their unique power to leverage relationships and act as a connection point between community members and other institutions. I value bridge building, and regional development, and I understand and know our state partners, whose specialized knowledge can help us achieve great things.

As a manager, one of my fundamental values is professional development and being a lifelong learner. Thus far, I have learned from various situations, even though I am early in my career. For the projects I have not yet worked on, I have a great support network within ICMA and MME and have many managers to advise me. In addition, I engage in frequent professional development, and at least once a week, I try to attend a webinar, read a book, or some other such activity that allows me to grow my practice further.

I believe I am the right fit for the City of Evart, not just because I have the requisite skills for the position learned through internships, practical classroom demonstrations, and leadership positions, but because of the values described above. I am a lifelong learner dedicated to learning about projects I have not done before. My leadership style, for employees and citizens, recognizes the innate specialness found in all and works to amplify that, ultimately bringing benefit to the community.

Sincerely,



Kathryn Beemer



Contact



Education

Bachelor of Arts in
Political Science
Pennsylvania State University

Masters of Public
Administration with a
Concentration in Local State
and Regional Governance
Grand Valley State University

Skills

Budgeting, Project
Management, Grant Writing,
Data Collection and Analysis,
Civic Engagement,
Intergovernmental
Collaboration, Marketing,
Event Planning, Grant Writing,
Economic Development,
Human Resources, Information
Technology

Awards and Certifications

Early Career Service
Certificate--
ICMA

Award for Excellence in
Service to the Community and
Profession--
Grand Valley State University

2021 Service Award--
City of Wayland

Certified Election Inspector--
State of Michigan

Kathryn Beemer

Passionate about local government, especially in civic engagement and the unique role local governments can play in connecting people, places, and institutions.

Work Experience

**Management Fellow, City of Wayland,
Wayland, MI (Pop. 4250)**

Sept 2020-May 2021

Chosen by the Michigan Municipal Executives (ICMA state chapter) as the 2020 Next Generation Management Fellow. Spearheaded Redevelopment Ready Certification from MEDC, completed 95% of best practices over nine months. Prepared new wage and benefit scales, new employee handbook language, and a pension sustainability study during labor negotiations. Created 5 year recreation plan for the City: including civic engagement, strategic planning session with Council members, and a redevelopment plan. Led review of existing code of ordinances and charter language, and developed a strategy for future revision commission. Coordinated with Council, Boards and Commissions including preparing a training strategy, new orientation format, new handbooks, new bylaws, and strategic planning. Partnered with citizens, including developing a public participation plan, civic engagement opportunities relating to recreation planning and economic development planning, providing a Guide to Business Development, updating available website information, and hosting a workshop for local business owners on grant opportunities. Worked closely with state and federal partners and developed a plan for use of incoming American Rescue Plan dollars. Worked on revenue diversification efforts, including income tax feasibility study, marijuana ordinance study, and other potential funding sources for projects. Participated in budget discussions, human resources decisions, capital improvement planning, election management, economic development and marketing planning, information technology updates, public works and public safety improvements, and planning and zoning projects.

**Graduate Research Assistant, Grand Valley State University,
Grand Rapids, MI**

Sept 2020-May 2021

Worked with the Kent Department of Public Works to provide information on best practices relating to innovation in public works sustainability. Put together case studies and best practices for classroom discussion on a variety of local government topics, including: methods of service delivery, planning and zoning, regional cooperation, economic development, and sustainability practices. Developed two new courses: Comparative Public Administration and Building Sustainable Communities. Taught two lectures, the first on the importance of trust and ethics in the public sector and the second on the history of social services.

Professional Affiliations

President--
GVSU ICMA Student Chapter
Member

Economic Development and
Land Use Policy Advisory
Committee--
Michigan Municipal League

Member, Welcome
Ambassadors--
ICMA

Women's Municipal Leadership
Program--
16/50 Project

Emerging Leaders
Development Program--
ICMA

Fellow--
Cook Leadership Academy

Member--
ICMA,
Michigan Municipal Executives,
Emerging Local Government
Leaders,
American Planning
Association,
Government Finance Officers
Association

Work Experience

Intern to the City Manager, City of Ferrysburg, Ferrysburg, MI (Pop. 3000)

December 2019-September 2020

Developed action steps for strategic plan and goals for new year, and managed completion of goals. Created a cohesive strategy for more effective civic engagement. Redesigned and rebranded city documents and marketing strategy. Created and executed social media strategy, with a focus on uplifting the voices of our community partners and providing strong communication with citizens. Searched and applied for grants. Under the direction of the City Manager: completed reports for the State of Michigan and the federal government, completed budget amendments for FY 2020 and contributed to FY 2021 budget decisions, participated in the planning and zoning approval process, including issuing yearly rental licenses for landlords and site plan approval, participated in regional government information sharing and decision making: especially the Northwest Ottawa Recreational Authority, West Michigan Shoreline Regional Development Commission, and Northwest Ottawa Water and Sewer Systems.

Economic Development and Planning Intern, City of Muskegon, Muskegon, MI (Pop. 37000)

January 2020-March 2020

Worked with the Economic Development Director and Planning Director on a variety of economic development priorities and planning projects. Participated in discussions around strategy towards increasing affordable housing development. Assisted with tax abatement compliance and reporting for low-income housing developments. Developed a comprehensive list of all current properties available and their characteristics in order to better assist companies with economic development. Searched and applied for grants.

Kids Helping Kids Program Assistant, Kids' Food Basket, Muskegon, MI

June 2018-May 2019

Developed new programming for Muskegon County for youth engagement with philanthropy. Educated over 7000 youth ages 5-17 about engaging with their communities and assisted them with planning and executing volunteer projects, resulting in over \$50,000 in donations for the organization. Formed and maintained new and past relationships with schools, faith communities, and community organizations such as scouting troops, sports teams, and other after school programs. Directly responsible for increasing donations over 150% in my program. Created family friendly pop-up events with area businesses to help bring awareness to organization needs.

#68 William Joseph

William L Joseph



September 18, 2021

Frank L. Walsh

Walsh Municipal Services, LLC

Via email to walshmuni@gmail.com

Dear Mr. Walsh,

I am writing to express my strong interest in being hired as the City Manager of Evart. I currently serve as Mayor of Mt. Pleasant, formally served as a Planning Commissioner and graduated with my B.S. from Central Michigan University, majoring in political science and mathematics. My years of experience have helped me lead my community to achievement and lay the foundation for the future. Evart's strong sense of community, appreciation for outdoor recreation and commitment to education are familiar and shared values that I contribute.

The pandemic forced local governments to act and think quickly. Decisive action while keeping a broader vision was essential to maintaining services and protecting city assets. When state revenue sharing was in question, the city became flexible and paused almost \$2 million of capital expenditures on items less critical such as park improvements. We worked with our unions and agreed to short term contracts to keep expenditures stable and not pressure negotiations in a time of uncertainty. The management team maintained a commitment to address long term costs upfront such as retirement liabilities and infrastructure projects, so future operations of the city were not jeopardized and staff knew their retirement was secure.

Achieving the Redevelopment Ready Community certification required a large commitment from the city organization and residents. Becoming the first community in our region to achieve this was a very proud moment for Mt. Pleasant. In our fast paced global economy, workers are now enjoying the ability to work from where they want to live, instead of living where they work. Competing with communities large and small across the globe is an advantage and vision we can build upon in Evart.

Overhauling the master plan, zoning ordinances and zoning map, has been integral to my experience. Focusing on the future has allowed elected officials, staff and residents to support priorities important to sustainable success. Increasing safety and access to multiple modes of transportation including pedestrians, bicycles, and electric vehicles has been a top priority that residents and visitors enjoy. Working with code enforcement and MSHDA, we have been able to provide assistance to homeowners for façade improvements and implement a property standards ordinance. This proactive approach is helping to maintain the value of homes and keep neighborhoods clean and safe.

The most valuable experience during my time in municipal government has been working with people. I seek out common ground with others and learn from their experience. I believe leadership in the community extends beyond the 9 to 5 and enjoy participating in events, volunteering and supporting service organizations. I am eager to continue our conversation and advance the goals of the Evart community.

Sincerely,



William L. Joseph

I request my application be kept confidential under the Open Meetings Act.

William L Joseph

Community Leadership

Mayor

January 2019-Present

City of Mount Pleasant, MI

- Completed Redevelopment Ready Certification recognized by the MEDC. This resulted in improvements of processes and removing barriers for investment in our community. Subsequently this has led to thousands of dollars in grant money to local businesses.
- Led ad-hoc committee to collaborate with community partners to help businesses during the pandemic. Prioritized updates to the city webpage to make resources easier to find in one location. The committee has met with many local businesses to receive feedback on program assistance during this tough time. Policy options discussed have included expansion of façade grants, wayfinding signs, rental subsidies and coordinated events.
- To assist restaurants and downtown merchants during the pandemic a section of road in our historic downtown was closed. The city funded picnic tables, plants, QR codes for restaurant menus and street paintings to create a space for community gathering. Protocol for outdoor dining has been amended to be quicker with administrative review done at the staff level.
- Completed sale and development agreement with Michigan Community Capital for 410 W. Broadway a \$16.9-million-dollar project including grants from MEDC for site preparation. A multi-use building that delivers 48 new apartments in our downtown and first floor commercial space including our cooperative grocery store.
- Entered into an agreement with Mid-Michigan Development Corporation, Union Township, Isabella County and Saginaw Chippewa Indian Tribe to provide annual funding for the Mt. Pleasant Municipal Airport and created an oversight board. This agreement will ensure sustainable funding for our airport that generates \$8 million dollars in the local economy annually.
- Partner with MSHDA to provide funds for residential home improvements. MSHDA funds of \$60,000 over two years and general fund dollars of \$120,000 have been used to fund over a dozen projects.
- Served on ad-hoc committee to select a firm to lead the adoption of a new master plan that envisions Mt. Pleasant for 2050. Participated in week-long public engagement events with residents and community partners including MDOT. The master plan was focused on sustainable land use, connected mobility systems, focused redevelopment, parks and public spaces, and innovative services. The master plan was adopted in 2020.
- Served on ad-hoc committee with representatives from Union Township, Swim Friends of Mid-Michigan and Mt. Pleasant Public Schools to research recreational authorities and related agreements for establishing an aquatics center in our community. Recreational Authority was established in 2020 and continues the progress towards the shared goals and visions.

City Commissioner

January 2018-Present

City of Mount Pleasant, MI

- Worked with the TIFA board creating grants to install fire protection systems for downtown buildings that assist building owners converting under-utilized space into housing or other uses.
- Completed development agreement with Saginaw Chippewa Tribal Council for a 300-acre parcel that was formerly the Mt. Pleasant Indian Industrial Boarding School.
- Approved a complete re-writing of our zoning ordinance and map that transitioned to a character-based code. The new ordinance aims to give greater flexibility in commercial and industrial areas while protecting the integrity of our traditional neighborhoods and eliminating many non-conformities.

Planning Commissioner

August 2016-December 2017

City of Mount Pleasant, MI

- Researched, drafted and completed a re-write of the zoning ordinance and map and approved recommendation to the City Commission for adoption.
- Served on ad-hoc committee to review the Michigan Medical Marijuana Facilities Licensing Act and draft a recommendation on regulatory and zoning ordinances to the Planning and City Commissions.
- Reviewed roughly 60 applications for special use permits, site plan reviews, rezoning map amendments, and zoning ordinance text amendments.

Isabella County Restoration House (ICRH)

Board Member

October 2018-Present

Isabella County, MI

- ICRH is non-profit organization operating as the homeless shelter for Isabella County, MI.
- Conducted strategic analysis and long term goal setting to grow the organization.
- Appointed to Executive Committee as President-Elect for 2021-2022 season. Confer with other executive committee members and the Executive Director to set meeting agendas. Review applications for new board members. Direct policy matters and recommendations to the full board. Conduct performance review of the Executive Director.
- Serve on Finance Committee that creates budget and monitors financial position throughout fiscal year.
- Volunteer setting up living space for guests and general upkeep of shelter.
- Fundraise to support operations and bring awareness of the need in our community for services.

Professional Experience

Soaring Eagle Water Park & Hotel Facilities Maintenance

October 2020-Present

Migizi Economic Development Company

- Repair, and document the condition of hotel, waterpark, golf course, and restaurant amenities.
- Assist guests and staff with their needs.

Nbakade Restaurant Cashier

November 2018-October 2020

Migizi Economic Development Company

- Perform cash, credit and room charge transactions. Fill in where needed such as bartending, serve guests at tables, bus dishes, deliver room service orders, food preparation.
- Coordinate wait staff assignments, relay information between kitchen, dining room staff and customers.
- Provide information and assistance about community resources, attractions and events.
- Train new employees.

Water Department Seasonal Maintenance

June 2016-February 2017 & June 2017-December 2017

City of Mount Pleasant, MI

- Certified by Michigan as a Waterworks System Operator Classification S-4.
- Recommend, document and perform maintenance and installation of water system components.
- Winterize fire hydrants to prevent broken parts and sustain access during emergencies.
- During major flood in 2017 worked collaboratively with Division of Public Works and Division of Public Safety to prevent flood damage of critical infrastructure.
- Train new seasonal staff.

Private Mathematics Tutor

October 2015-May 2017

- Taught and assisted with basic mathematics such as calculus, trigonometry, algebra, geometry and standardized test preparation.

Library Monitor

August 2011-September 2015

Central Michigan University Park Library

- Assist patrons successfully utilize library and community resources including those with disabilities or English as a secondary language.
- Represent Park Library and CMU to the general public, current and prospective students.
- Trained new employees and updated employee training manual.

Education

Bachelor of Science from Central Michigan University

Graduated May 2018

Majors: Mathematics and Political Science

Michigan State Tax Commission MCAO May 2021 Program

Expected Completion October 2021

- Education and training to become a certified Level II Assessor

Student Involvement

Academic Senator

August 2013-May 2015

Central Michigan University

- Determine academic policy for the university graduate and undergraduate programs. Appointed by the Student Government Association as one of six student representatives.
- Member of Police Oversight Committee. Reviewed complaints made about CMU Police Department and actions taken to correct or investigate actions of officers.
- Member of Libraries Committee. Initiated new printing system that allowed to queue print jobs online and print at any printer location in the library

Student Government Senator

January 2012-May 2015

Central Michigan University Student Government Association

- Senate Leader Pro-Tempore
- Governmental Affairs Committee Chairman
- Reformed by-laws to eliminate inconsistencies, improve participation and open process for paid appointed positions.
- Committee went to capital to express the need for higher education funding to legislators.

Professional Organizational Membership

Michigan Municipal League

January 2018-Present

Ann Arbor, Michigan

- Participated in educational programming and networking opportunities.
- Attend annual conferences, receive updates on legislative activity, communicate needs to local, state and federal elected officials.

Pi Sigma Alpha

April 2019-Present

Central Michigan University

- National Political Science Honors Society, Omega Beta Chapter
- Talk to current students about municipal government and importance of civic participation.

Michigan Association of Mayors

July 2019-Present

Ann Arbor, Michigan

- Attend annual conference and networking opportunities.
- Keep in connection with mayors across Michigan sharing policies, ordinances and insight about opportunities and obstacles.

#77 Yvonne Ridge

Yvonne Ridge

September 25, 2021

Dear Mr. Frank Walsh,

As I submit my application for City Manager, I would like to express my immense interest for this position. Being a person naturally drawn to collaboration, I have found myself active with teams of people, students, school, community-based committees, and local governments, with an emphasis on the betterment of the community. Through further development of this interest, I have been able to proudly serve as City Manager of White Cloud, Mayor of Charlotte as well as other key leadership roles. In my public and community service, I have over 25 years of increasingly responsible experience in City and County government. This, along with my education, will demonstrate my qualifications to meet the required criteria for City Manager of Evart.

In my time as City Manager of White Cloud much has been accomplished. An OPRA Distract was created, numerous grants have been applied for and awarded, four new businesses have opened, the 5-Year Parks and Recreation Plan has been completed and accepted by the DNR and work is taking place to become a Redevelopment Ready Community. Great collaboration has been taking place and the community is starting to see what White Cloud can be in the future.

Within Eaton County I have held the positions of Benefits Specialist, Accountant, Payroll & Insurance Specialist and Financial & Purchasing Assistant. These varied and vital positions have provided me with clear understanding of all aspects of human resources and financials.

As Eaton County's Accountant my responsibilities included grant accounting, assisting with the budget and financial statement preparation, analyzing monthly expenses and performing a wide variety of related accounting functions. As Benefits Specialist I am responsible for administering employee benefits and insurance programs and serve as a liaison to insurance carries and plan administrators. I possess vast knowledge in Workers' Compensation, Disability and the Family Medical Leave Act. I am responsible for keeping updated on all benefits ensuring compliance with federal and state laws.

During my time at the City of Charlotte we enjoyed several accomplishments. In addition to regular business tremendous progress has been made through a series of collaborative efforts with local nonprofit organizations, other area governments and local businesses. One of the projects I am most proud of is becoming a Michigan Main Street Community. Charlotte's Main Street, CharlotteRising is designed as a non-profit organization and has been an incredible economic boost for the city. CharlotteRising is a community-driven organization dedicated to bringing about real change. Over the past two years more than \$50,000 has been invested in facade grants for the downtown. Currently, CharlotteRising, the City and the Chamber are hosting regular conference call meetings with local businesses to find out what can be done to help local businesses owners through the COVID-19 pandemic as well as keeping business owners updated on the most current assistance available. Another collaborative project is VISION 2025, a strategic plan developed

through community input, identifying specific achievable actions aimed at improving the quality of life for all Charlotte residents. The plan is organized around the “Seven Elements of a Healthy Community,” which has been introduced to the community over the past several years through the Charlotte Area Networking for Development and Opportunity (CanDo!) organization.

CanDo! is an organization that provides opportunities to work with community leaders and citizens to support economic development and quality of life in the community. In addition to the focus on the “Seven Elements of Healthy Community” CanDo! hosts an event known as Charlotte Soup. Charlotte Soup is an idea drawn from a visit and workshop by Peter Kageyama (Author, For The Love of Cities and Love Where You Live). The workshop brought the community together to develop projects that would make tangible change in Charlotte. And CHANGE is what it has done. Over the past three years Charlotte Soup has generated many successful projects.

In addition, I served as the Charlotte High School Varsity Cheerleading Coach for 18 years. Under my leadership the Cheerleading program has earned eight league championships, one District Championship, eight Regional appearances, and five appearances at State Finals. The team has also won All State Academic honors the past 13 years and received an achievement award on the House Floor of the State Capitol from State Representative Angela Witwer.

To conclude, I am truly excited at the possibility of being connected with the City of Evart. If given the opportunity I believe I could bring the leadership necessary to continue the successes in Evart. I would appreciate the opportunity to meet with you to discuss my qualifications further. I can be reached by email at [REDACTED] or by phone at [REDACTED]. At this time, I am requesting confidentiality as allowed under the Michigan Open Meeting Act. Thank you for your time in reviewing my qualifications.

Sincerely,

Yvonne Ridge

Yvonne Ridge

Yvonne Ridge

Objective

To obtain a position where I can maximize my management and leadership skills, financial expertise, program development and organizational ability.

Education

Master of Public Administration

Northern Michigan University – Marquette, MI

Bachelor of Science, Organizational Management

Summa Cum Laude

Spring Arbor University – Spring Arbor, MI

Experience

City of White Cloud – White Cloud, MI

2020 - Present

City Manager – Responsible for developing and implementing diverse City services to meet policy requirements and community needs. Organizes and directs the operation of all City departments. Responsible for development of the annual operating and capital budgets.

- Serves as the Chief Operating Officer and for the City, with overall authority in all administrative, personnel and financial matters of the City except as otherwise provided by the City Charter or City ordinances.
- Oversees the operations of the City's department and activities. Initiates studies and monitors operations to ensure quality services and provide in an efficient and timely manner.
- Recommends policies and programs to the City Council. Provides information to the Council to aide in deliberations. Implements policies set for by the Council
- Responsible for development of the annual operating and capital budgets.
- Represents the City at meetings and conferences. Negotiates contracts and agreements on behalf of the City.
- Responds to complaints related to City policies and services and recommends remedial action as required.
- Coordinates City operations with those of other governmental agencies.
- Serves as the City's legislative coordinator and stay current on proposed changes in legislation.
- Responsible for all City assets including the City's Dam, Airport and Cemetery.
- Completed the City's Five (5) Year Parks and Recreation Plan.
- Completed the City's Airport concepts for the Michigan Airport Programming (MAP) meeting.
- Competed multiple CARES Act and other grants.
- In the process of becoming Redevelop Ready Certified.

- In the process of re-creating the DDA that was dissolved in 2019.

Eaton County – Charlotte, MI

1995 – 2020

Benefits Specialist – *Responsible for administering the employee benefits and insurance programs for the County and serves as liaison to insurance carriers and plan administrators.*

- Administers and oversees the employee benefit programs for the County including health, dental, vision, life insurance, deferred compensation and retirement benefits.
- Conducts orientation on employee benefit programs for all new employees along with providing paperwork for changes such as address, name, payroll deductions due to marriage, divorce, births, etc.
- Researches, interprets and responds to questions regarding employee benefits according to labor agreements or applicable policies.
- Coordinates, investigates and processes all FMLA, Workers' Compensation and Disability claims, including the explanation of procedures and benefits.
- Prepares and submits 1095C forms to approximately 400 employees.
- Maintains all necessary documentation regarding COBRA and ADA.
- Assists in the development of bid proposals for insurance benefits and insurance programs and makes recommendation to administration.
- Prepares bi-annual census for the actuarial valuation for the retiree health benefit.
- Processes quarterly retiree health billings.
- Researches and recommends employee benefit program.
- Assists in updating the County personnel policy and makes recommendations for labor negotiations.

Accountant – *Performs grant accounting, assists in the budget and financial statement preparation, analyzes monthly expense reports, assists in financial reporting and performs a wide variety of related accounting functions.*

- Researched grants and ensured compliance with grant accounting requirements.
- Drafted resolutions related to grants and complete grant applications.
- Assisted in the preparation of the annual budget including meeting with department heads and elected officials. Analyzed and calculated budget year anticipated payroll costs.
- Assisted in monitoring monthly departmental financial performance. Reviewed actual expenditures compared to established budget and prepared required journal entries.
- Reviewed and prepared departmental budget adjustments.
- Reconciled all payroll taxes and W2.
- Served as County liaison to external auditors. Assisted in year-end financial reporting by preparing schedules of financial activities, prepared journal entries to correct or reclassify activity and ensured compliance with generally accepted accounting practices and summarized year-end accruals for anticipated revenues and expenses.
- Assisted in the development of bid proposals for insurance benefits and insurance programs, as needed.
- Prepared annual County Cost Allocation Plan.
- Prepared bi-annual census for the actuarial valuation for the retiree health benefit.
- Processed quarterly retiree health billings.
- Served as a backup to the Payroll Clerk in their absence.

Payroll and Insurance Specialist – *Responsible for processing the County's payroll and administering employee benefits.*

- Maintained and updated official employee payroll records.
- Processed payroll for workforce of approximately 400 employees.
- Reconciled and processed payroll reports including Federal 941, State of Michigan, City of Lansing, Unemployment and Retirement.
- Responded to employee inquiries regarding payroll deductions and other issues related to the payroll process.
- Reconciled and prepared W2's at year-end.
- Administered the employee benefits program for the County.
- Coordinated and processed all workers' compensation and disability claims.
- Interpreted labor agreements and personnel policy in relation to the payroll process and all benefits.
- Conducted orientation on employee benefit programs for all new employees along with providing paperwork for changes such as address, name, payroll deductions due to marriage, divorce, births, etc.
- Assisted in the development of bid proposals for insurance benefits and insurance programs.
- Coordinated, investigated and processed all FMLA, Workers' Compensation and Disability claims, including the explanation of procedures and benefits.

Financial and Purchasing Assistant – *Responsible for purchasing and assisting with county financials.*

- Maintained fixed assets and prepared schedules for the annual audit.
- Received bids and purchased all capital equipment and vehicles.
- Maintained vendor files.
- Reconciled and processed year-end 1099 forms and all required reporting.
- Prepared monthly correcting journal entries.
- Responsible for processing and billing Freedom of Information Act requests.
- Assisted in processing accounts payable.
- Reconciled payroll bank statements.
- Provided backup support for the Accounting Clerk, Administrative Assistant and Physical Plant Secretary.

City of Charlotte – Charlotte, MI

2013 – 2020

Mayor - Elected 2019 - 2020

City Council Member – Elected 2013 - 2019

- The Mayor, together with City Council is responsible for establishing the general policies under which the City operates. Including but not limited to: Appointing the City Manager, City Attorney, City Clerk and members of various boards and commissions.
- Identifies priorities and the resources needed to achieve goals.
- Enacting ordinances, resolutions and orders.
- Approve the annual budget, set the tax rate and approve the financing of all City operations.
- Authorize contracts on behalf of the City
- Offer enhanced visibility; opportunities to exercise leadership; make strategic choices; and drive action through local nonprofit organizations, other area governments and local business.

- Develop a communication plan.
- Represent the citizens of the City of Charlotte.

Spartan Motors – Charlotte, MI

1989 – 1995

Accounts Receivable Supervisor

- Received and posted checks to proper accounts and deposited daily.
- Processed credit applications and set up new accounts.
- Reviewed monthly statements and collected on past due accounts.
- Supervised two Invoicing Clerks and one Co-op student.
- Reconciled payroll and general checking accounts
- Maintained fixed asset program and provided depreciation schedules to the auditors.

Invoicing, Payroll and Purchasing Assistant

- Processed all fire truck and chassis invoices.
- Entered payroll hours and allocated hours to specific job numbers for approximately 250 employees.
- Inventoried and ordered supplies for four Spartan facilities.

Switch Board Operator

- Answered multi-line switchboard.
- Typed and recorded invoices daily.

Charlotte Public Schools – Charlotte, MI

2004 – 2020

Varsity Sideline and Competitive Cheer Coach

- Responsible for coaching student athletes in cheerleading techniques to prepare them for events or competitions.
- Motivate student athletes to develop an appreciation of the sport and promote leadership and community service skills.
- Monitor the academic performance of team members to ensure that eligibility requirements are met and provide or obtain assistance if needed.
- Model sports-like behavior while maintaining appropriate conduct towards cheerleaders, officials, and spectators.
- Promote the sport by communicating with the news media, booster clubs, service clubs, and other organizations.
- Attend staff development meetings, clinics, and other professional activities to improve coaching performance.
- Work with Principal, Athletic Director or other appropriate administrator to ensure the best outcomes for the athletes.

Committees, Boards and Other Organizations

Newaygo County Tourism Council

Newaygo County Tourism Council – Marketing Committee

Newaygo County Tourism Council – Fundraising Committee

White Cloud Sherman Sewer Authority Board

Comprehensive Economic Development Strategy Board CEDS

White Cloud Rotary
White Cloud Christmas Committee
White Cloud Sesquicentennial Committee
Michigan Municipal League MML
Michigan Municipal League Elected Officials Academy – Level One
Michigan Municipal Executives MME
Charlotte Area Networking for Development and Opportunity (CanDo!) – Past Chairman
Sparrow Eaton Hospital Heritage Council
Women Giving Together Eaton County – Founder

Past Committees, Boards and Other Organizations

CharlotteRising/Michigan Main Street – Vice President
City of Charlotte/VISION 2025 - Chairman
Lansing Economic Area Partnership (LEAP)
Downtown Development District (DDA)
Charlotte Area Recreation Cooperative
Charlotte Rotary
General Federation of Women – Scholarship Chairman
Michigan Public Employer Labor Relations Associations
Michigan Association of Mayors
City of Charlotte Planning Commission
MHSAA Competitive Cheer Review Committee
United Way
Charlotte Junior Orioles – Past Cheerleading Commissioner