

A HERITAGE OF GOOD LIVING

CITY COUNCIL

CITY OF LATHRUP VILLAGE

27400 Southfield Road, Lathrup Village, Michigan 48076

STUDY SESSION AGENDA

MONDAY, JANUARY 27, 2020

Conference Room – Second Floor

6:00 p.m. Study Session

AGENDA ITEMS

1. Call to Order by Mayor Garrett

2. Discussion Items

A. Discussion – See, Click, Fix – update (www.seeclickfix.com – bring tablets/cell phones)

B. Discussion – Contracts (update)

C. Discussion - Marijuana Study Group Applicants (2 seats open)

- Cora Morgan

- Dawn Medley

D. Discussion – Downtown Development Authority Applicants (4 seats open)

4-year terms, including 1 unexpired term ending 2/1/2021)

- Bobbi Lovins (re-appointment)

- Bryan Ford

- Pam Shermeyer

E. Discussion – Planning Commission Applicants

(NOTE: 1 seat: Resignation of Bruce Copus – term expires 2/27/2020 and 3-year term ending 3/1/2023)

- Wilbert Fobbs III

- Bryan Ford

- Robert Mantinan

- Pam Shermeyer

- F. Discussion – Infrastructure Study Group (update)
- G. Discussion – State/Local Legislation re: Disclosures of Uncapping Property Taxes on New Homeowners
- H. Discussion – City Administrator Evaluation Form Format
- I. Discussion – Joint Meeting with Road Commission / Southfield Road

3. Mayor and Council Comments

4. Public Comments

5. Adjourn

	A	B	C	D	E	F	G	H	I	J
1	FIRM	SERVICE	CONTRACT START	CONTRACT TERM / END	TERMS	CONTACT NAME	CONTACT EMAIL	CONTACT PHONE	CONTACT ADDRESS	MEMO
2	Active Network	Recreation/facility scheduling	2015.06.22	2021.06.18	Renews every 3 years	Sara Wise-Martinez	sara.wise@activenetwork.com	800.661.1196	717 N. Harwood Dr, Ste 2500 Dallas, TX 75201	Recreation software. Original term: 6-18-2015-6-18-2018
3	Archive Social	Social Media archiving	2019.05.01	2019.07.01	\$2,388 renews annually		invoicing@archivesocial.com	888.558.6032	PO Box 3330 Durham, NC 27702	
4	Asphalt Specialist, Inc.	2016 Paving		2020						
5	AT&T	Franchise Agreement		2024.03.31						original term exp 3/31/2019
6	Baker & Elowsky, PLLC	General Legal & Proscuting Services	2016.02.22		Retainer: \$1,650/mo General legal & Prosecutions: \$130/hr Project accounts \$150/hr DDA \$130/hr					
7	Berkley	Jail Services	2018.05.01	2020.04.30	\$100 per prisoner	Matthew Baumgarten				
8	BSB Communications	Mitel Telephone Equipment				Michelle Dasher	michelle_dasher@GoBSB.com	586.859.6321		renew June/July 2018
9	Carr's Outdoor Services	2016 Pavement Joint & Crack Sealing Program								
10	CBIZ Retirement Plan Services	Retiree Healthcare Actuarial Service	2018.06.		FY 18/19: \$5000 Interim 18: \$500 Interim 19: \$00	Jeffrey Schapel	jscapel@CBIZ.com	216.525.1990	6050 Oak Tree Blvd, Suite 500 Cleveland, OH 44131	
11	Central Air Compressor Co. (CAC)	Maintenance Agreement - Tank	2019.01.01	2019.12.31	\$90/hr (avg. \$1,900/qtr)	Mike Shrewsberry	mikes@centralaircomp.com	586.558.9700	28600 Lorna Ave., Warren, MI 48090	Tank - air compressors - moving over to county
12	Civic Plus	Website hosting & Storage	2017.05.01	2018.05.01	\$6,645 \$1,200/ 2x mo +events, etc			888.228.2233	302 S. 4th St, Site 500 Manhattan, KS 66502	confirm renewal status
13	Clifton Grant	Building, Maintenance	2018.08.20	2020.06.30		Clifton Grant				
14	Crown Castle	Cell Tower at DPS	2017.01.31	2023.07.09						
15	CV Studios (formerly CMN)	Cable Services	2019.01	2020.12.31	\$25/hr, Not to exceed \$2,917/mo	Jim Nelson	lvtn@lathrupvillage.org	248.505.1658	1960 Beech Lane Dr, Troy, MI 48063	
16	Detroit Rock Salt	Road Salt	2018.05	2019 w 3 yr option	Oakland County agencies \$52.67 per ton (37,600 tons)	Martha Geyer	mgeyer@detroitssalt.com	(313) 841-5144	12841 Sanders Street Detroit, MI 48217	Farmington Hills consortium - Resolution 5.21.2018
17	Excell Landscaping LLC	Lawn maintenance, nuisance cuts		2019.06	2019 season - same prices added periodic cleanup of 696 service dr	Robert		248.544.1072	11000 Capital, Oak Park, MI 48237	annual renewal
18	Ferndale - City of	Southwest Storage Yard	2019.10.01	2019.12.31	\$1,545					
19	FiberTechnologies Networks	Metro Act	2018.09.30	2033	\$1,545	Daniel Antosik	dantosik@ferndalemi.gov	248.546.2514	521 E. Cambourne, Ferndale, MI 48222	annual renewal
20	Giffels Webster	Planning and Engineering	2010		2019: \$1,275 per month professional fee plus review rates \$52,700: \$25,000 by MEDC \$27,700 LV/DDA					3 automatic renewals for 5 years each
21	Giffels Webster	2019/20 Comprehensive Plan	2019	2021						2010: \$1,275 per month professional fee
22	Hart Intercivic	Voting Machines	2017.08.01		\$20,000					
23	Hubble Roth & Clark	Sewer Permitting								
24	HydroCorp	Water Supply Cross Connections	2018.04.01	2019.04.01 2020.04.30		David Cardinal		248.250.5000	5700 Crooks Road, Suite 100 Troy, MI 48068	Submitted 2017 MDEQ Report
25	I.T. Right	Computer/Network Support	2019.09.26	2020.08	\$8,834				5815 E. Clark Lake Bath, MI 48808	added Police Dept
26	J.H. Hart Forestry	Tree Service	2009.01.09			Judd Hart		800.404.9390	PO Box 222 Birmingham, MI 48012	
27	Keller Thoma	Labor Attorney				Steve Schwartz		313.965.7610	26555 Evergreen, Suite 1240 Southfield, MI 48076	
28	Kennedy Industries									
29	Lathrup Services	Public Works		2018.07.01		Buster Sunde		248.866.7764		proposal for additional worker
30	McKenna Services	Code Enforcement & Permits	2015.03.18							6.21.18 addendum - code enforcement
31	Munetrix	Financial Reporting	2018.12.01	annual renewal	\$4,059	Bob Kittle	bob@munetrix.com	248-499-8355	3297 Five Points Drive, Auburn Hills, MI 48326	50% reimbursement from State Treasury

City of Lathrup Village
Contracts
(draft 10.01.2018)

	A	B	C	D	E	F	G	H	I	J
1	FIRM	SERVICE	CONTRACT START	CONTRACT TERM / END	TERMS	CONTACT NAME	CONTACT EMAIL	CONTACT PHONE	CONTACT ADDRESS	MEMO
32	Oakland County Animal Shelter	Board & Disposal of Animals	2016.10.01	2022.09.30	FY 19/20: \$14.54 real / \$12.93 personal FY 20/21: \$14.69 real / \$13.06 personal FY 21/22: \$14.84 real / \$13.19 personal					
33	Oakland County Equalization	Assessing Services	2019.07.01	2022.06.30						previous: \$14.41real / \$12.80 personal
34	Oakland County I.T.	I.T. Services Interlocal Agreement	2019.06.17	2022						Original March 2017-2022; Update 6-2019-202
35	Oakland County Mutual Aid		2017. 03	2027						10 years/renew 10 years
36	Oakland County Central Support	Vehicle Services	2020.01	2025.01	\$65.11 / hr					Repairing, servicing, installing vehicle equipme
					\$25,000 deposit \$25,000 annual for reserve \$75,000 / yr 10 years					
37	Oakland County Water Resource Comm	Sanitary Retention Tankk O&M	2019.06.17	2029.06.17		Oakland County WRC				
38	Orkin Pest Control									
39	Peter Allen	Brokerage Services	2017.01.25	2018.01.25	\$190/hr					
40	Plante Moran	Auditing	06.01.2019	2020.06.30	\$39,000					
41	Schooley Mitchell Telecom Consultant	Telecom Consultant				Jim Welch	jim.welch@TelecomRx.com	313.887.1872	PO Box 2, Grosse Ile, MI 48138	requested copy of contract 10/12/18
42	Service Line Warranties of America	Water & Sewer Line warranty	2018.08.01	2021.08.01	\$4,800					3 years w/ auto. 1 year ext
43	See, Click, Fix	Customer Service Workflow	2020.01	2021.01	annual renewal	Carlos Galo	carlos@seeclickfix.com	203.239.6615		
44	SOCORA	Solid Waste & Recycling Service	2018.07.01	2027.07.01						
45	SOCRRA - Tringali	Yard waste and branch chipping	2019.07.01	2021.06.30	\$1,360 per week					
46	Southfield Fire	Fire Services	2019.07.01	2021.06.30	FY 19/20: \$614,412 FY 20/21: \$626,700					FY 18/19: \$602,365 proposed 2 yr @ 2% inc per year
47	Southfield Library	Library Services	1979.09.26							
48	Southfield Police & Fire Dispatch	Police and Fire Dispatch Services	2019.07.01	2021.06.30	FY 19/20: \$54,579 FY 20/21: \$55,124					FY 18/19: \$54,044 proposed 2 yr @ 2% in per year
49	Tatiana Kittak	Dance Instructor	2017.09.09	2020.06.30	\$1,000					Under review
50	Tringali	Sanitation, recycling	2017.07.01	2027.07.01						

**CITY OF LATHRUP VILLAGE
MARIJUANA STUDY GROUP**

UPDATED: 1/25/2020

Name	Appointment	Term end	address	email	telephone	Position
Saleem Siddiqi	2020		27670 Lathrup Blvd	ssiddiqi@lathrupvillage.org	248.390.3602	chair
Carl Woodson	2019		18168 Sunnybrook Ave	carlewoodson@hotmail.com	313.598.6884	member
Donald Eichstaedt	2019		18222 Redwood	done28@comcast.net	248.552.8030	member
Cora Morgan	applicant		18129 Sunnybrook	coraspartan@hotmail.com	586.242.8926	
Dawn Medley	applicant		18609 Rainbow Dr	dawnsmedley@gmail.com	417.268.4246	



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 12/31/2019

Please check the committee for which you are applying:

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input checked="" type="checkbox"/> Marijuana Study Group (*new) |
| <input type="checkbox"/> DDA – Economic Vitality Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |
| | <input type="checkbox"/> Other: <u> </u> |

Name: <u>Dawn Medley</u>			
Street Address: <u>18609 Runkwood Dr</u>	City: <u>Lathrup Village</u>	State: <u>MI</u>	Zip: <u>48076</u>
Home Phone: <u>4172684246</u>		Alt. Phone: <u> </u>	
Email: <u>dawnsmedley@gmail.com</u>			
Are you at least 18 years of age? Check one: <input checked="" type="radio"/> Y <input type="radio"/> N	Are you a registered voter in Lathrup Village? <input checked="" type="radio"/> Y <input type="radio"/> N	Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="radio"/> Y <input type="radio"/> N	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I have almost 30 years of non-profit higher education leadership working on new programs, judicial issues, policy creation and enforcement. I have public policy experience as well as a Master's in Human Service Administration. In addition, I grew up in a small town with parents who owned multiple small businesses. I understand the pull and push of policy with daily life experience for citizens in a smaller community. I am known as a practical problem solver who considers wide perspectives. I am open to other viewpoints and discourse as everyone's voice is valuable for collaboration. I am passionate about social justice, neighborhood quality of life, family support, and opportunity. All of these experiences will contribute to the discussion of marijuana sales in Lathrup Village and a thoughtful measured decision.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

I have been actively involved in politics my entire adult life in support of causes, candidates and programs. I have graduate level work in governmental budgeting, public policy, social justice, and I currently manage a 350 million dollar budget regulated by the Federal Government. I am responsible, diligent, and dedicated. As a parent, I want our children to be safe and I also want our city to thrive. I believe that too many folks will come to this discussion with their minds fixed and that isn't the type of committee person needed. We need to explore and investigate to make the best decision in the interest of the city and its citizens. Creating policy, weighing options, exploring new programs, and adjudicating policy issues with marijuana are areas where I have much administrative experience and I would like to bring that to the discussion in my community.

Applicant Signature

12/31/2019
Date

Return completed application to:
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

Dawn S. Medley

18609 Rainbow Drive Lathrup Village MI 48076 • (417) 268-5246 (c) • dawnsmedley@gmail.com

Academic Executive Leader | Innovator & Creator

Accomplished professional and proactive communicator nationally recognized for a strong commitment to advocacy, diversity, social justice, and innovation. Trusted leader with 20+ years of experience creating programs and strategies to achieve individual, team, and institution-level objectives. Unifies cross-functional teams in a cadence that enables seamless operations and optimizes efficiency. Demonstrated ability to reduce costs and increase revenue while driving recruiting, brand awareness, and improved academic success of students. Inspiring professional skilled in maximizing team dynamics and harnessing operational drivers to deliver results. Leader with a mission-driven focus and aptitude for connection and inspiration.

- Integrated Enrollment Management Strategies
- Artificial Intelligence
- Degree Pathways
- International Admissions Policies & Processing
- Project & Program Management
- Budgeting & Resource Planning
- Adult Student Re-engagement
- Leadership & Development
- Student Success Strategies
- Reverse Transfer
- Diversity & Inclusion
- Board, Executive, & Stakeholder Communications
- Comprehensive Communication Planning
- Retention Strategy Specialist
- Scholarship & Financial Aid Policies & Administration
- Enrollment & Retention Planning
- Demographic & Statistical Analysis
- Regulatory Compliance (Title IV Funding, ADA, FERPA, DOE, Immigration/SEVIS)
- Micro-Scholarships

SELECT PROFESSIONAL ACHIEVEMENTS

- ***Conceptualized and created Heart of Detroit Tuition Pledge to fund every admitted student in the city of Detroit with a last dollar in scholarship to inspire a college going mindset***
- ***Grew incoming full-time freshmen cohort in fall 2018 by 15% in one year while funding more than one-third of the incoming class with zero out of pocket expense through innovative financial aid/scholarship practices***
- ***Increased applications to become one of the top 10 institutions recognized nationally for application growth***
- ***Authored and secured Lumina Talent Hub designation, a competitive partnership with the Detroit Chamber***
- ***Significantly increased enrollment and financial aid opportunities of first generation, low-income, and under-represented students at multiple institutions***
- ***Achieved \$500,000 in ROI within 12 months by designing and implementing the Warrior Way Pay Back program which was a first of its kind past-due student debt forgiveness program that has since been replicated in more than 100 institutions and community/non-profit organizations***
- ***Increased student applications and enrollment by 29-106% for multiple institutions by creating and implementing highly effective recruiting and marketing strategies***

PROFESSIONAL EXPERIENCE

ASSOCIATE VICE PRESIDENT, ENROLLMENT MANAGEMENT/ CHIEF ENROLLMENT OFFICER 2016 – Present
Wayne State University

Directed day-to-day operations and strategic planning for Office of Undergraduate Admissions, Office of Student Financial Aid, Enrollment Service Center, and CRM and marketing campaigns. Oversaw Title IV financial aid and merit scholarship functions representing more than \$357 million annually. Supervised the reactivation of the One Stop Student Center to be more student supportive.

Select accomplishments:

- Restructured financial aid operations to improve efficiency; expanded programs for marketing, recruitment, demographic analysis, communications, and adult populations; redesigned merit scholarship program, which improved retention and graduation rates
- Partnered with Detroit Chamber of Commerce to secure Lumina Talent Hub designation

- Aligned the Office of Undergraduate Admissions to achieve President's strategic plan, significantly growing the undergraduate population and doubling the Net Tuition Revenue (NTR) of the freshmen class to more than \$22 million and recruiting the two largest freshmen cohorts in WSU's 151 year history, with over 15% growth in one year through creation of the Heart of Detroit Tuition Pledge and the ACCESS award
- Utilized AI to engage prospective students and created the Detroit ED411 Spirit Chatbot and led APLU expansion of the technology to Cleveland and New Orleans while securing grant funding
- Secured, implemented, supported, and hosted CSForAll Summit, a national initiative that empowers students with computer science skills to thrive in the digital economy; the summit brought more than 14,000 unique visitors to the university through on-campus and webcast program participation
- Expanded partnerships and relationships with Michigan College Access Network (MCAN), Educause, RaiseMe, AdmitHub, and Detroit Public Schools, which drove WSU reputation rise
- Restructured One Stop operations and collaborated with Orientation resources to improve efficiency and student experience
- Conceptualized and implemented a debt forgiveness program that generated significant ROI (over \$500,000) with a reenrollment rate of more than 150 students and 21 graduates within its first year; assisted other institutions in replicating the program nationally to achieve financial goals and adult education reengagement
- Secured Kresge Foundation grant funds to provide relief of short-term financial hardships, which enabled and increased student retention

DEAN OF ENROLLMENT/VICE-PRESIDENT/CHIEF ENROLLMENT OFFICER
St. Andrews University

2015 – 2016

Served on the President's Council and as the senior enrollment management officer steering operations of the Office of Administration, Office of Financial Aid, and graduate, online and international recruitment. Supervised and trained director level staff and managed budgets of \$15+ million. Led Student Exchange and Visitor Program (SEVIS), financial aid, and state audit compliance efforts.

Select accomplishments:

- Created new telecounseling initiative and developed a new communication plan for recruitment, new financial aid processing procedures, and redesigned outreach publications and the recruitment website
- Redesigned recruitment visit days, analyzed yield data of campus visits and outreach efforts, and collaborated with division leaders to enhance student recruitment success while increasing NTR
- Implemented recruitment and marketing strategies, resulting in a 54% increase in admission applications
- Conducted demographic analysis and scholarship reviews to implement a new financial aid/scholarship matrix and redefine recruitment territories

VICE PRESIDENT, ENROLLMENT MANAGEMENT/CHIEF ENROLLMENT OFFICER
Warren Wilson College

2013 – 2015

Served as an officer and member of the President's Advisory Council. Shared governance committee responsibilities and engaged with Board of Trustee members. Oversaw Undergraduate Admissions, Financial Aid, and Marketing departments and resources, including budgets of \$15 million. Established annual enrollment plans, goals, and targets for undergraduate and international recruitment. Oversaw SEVIS, I9, and visa processing for international students. Supervised, mentored, and trained director level staff. Implemented effective strategies to achieve short and long-term strategic goals.

Select accomplishments:

- Designed and implemented the financial aid and scholarship awarding structure, which increased freshmen enrollment by 6% and generated an NTR increase of \$1.4 million, while also yielding improved GPA and testing averages
- Implemented paperless processing, telecounseling, high school visit database, and Salesforce/TargetX CRM, which improved efficiency, data and outreach tracking, and reporting functions
- Redesigned website, along with marketing and direct mail communication strategies to improve recruitment outcomes and maximize student reach and awareness

DIRECTOR, STUDENT SERVICES/ASSISTANT PROFESSOR
Missouri Valley College

2012 – 2013

Created, supervised, and directed all aspects of student retention under newly implemented Student Success Model. Steered operations of the learning center, writing center, tutoring services, developmental education, ADA compliance, student

HONORS & AWARDS

LEADERSHIP DETROIT, Class XLI

APLU Innovation and Economic Development for Talent Award 2019

APLU Degree Completion Award 2018

APLU Collaborative Grant Recipient 2018, 2019

OUTSTANDING SERVICE AWARD, University of Missouri – Rolla

OUTSTANDING NEWCOMER AWARD, Missouri Association for College Admission Counseling (MOACAC)

PROFESSIONAL AFFILIATIONS & LEADERSHIP

Executive Leadership Board, Detroit College Access Network (DCAN) & MCAN

Urban Cluster Financial Aid Lead & Student Success Leader, Association of Public and Land-Grant Universities (APLU)

Designation/Grant Recipient, Lumina Talent Hub

Committee Member, Lumina Convening Program

Executive Leadership Board, Wayne County Advisory Board

Advisory Board, AdmitHub

Strategic Advisory Board, RaiseMe

Delegate, Former Advisory Board, College Board

Committee Member, WSU Diversity and Inclusion

Board Member, ACT Enrollment

Committee Member, NCAA Division II

National Conference Speaker, National Association for College Admission Counseling (NACAC)

National Conference Speaker, American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Regional Professional Development Lead, NACAC

Regional Officer, American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Association for Graduate Enrollment Management (NAGAP)

The Graduate Network

Detroit Drivers Degrees Steering Committee

Detroit Compact

Hill Harper Foundation “Manifest Your Destiny” Connector

EAB Enrollment Management Advisory Counsel

Former Delegate, Southern Associate of College Admission Counseling (SACAC) & AACAUPO

Former Professional Development & Membership Chair, Webmaster, Executive Board Member, MOACAC

Former Membership & Programming Vice President, Executive Board Member, Missouri Association for Collegiate Registrars & Admissions Officers (MACRAO)

SELECT PRESENTATIONS

- “Spirit-Detroit ED 411 AI Chatbot.” SEM AACRAO, Dallas, TX
- “Innovative Debt-Forgiveness-Warrior Way Back.” Outstanding SEM AACRAO Poster Session, Dallas, TX
- “VR done E-Z.” Educause Poster Session, Chicago, IL
- “Creating meaningful partnerships: How to leverage community relationships and resources to support students.” AMA Higher Education Virtual Conference: The Year Ahead Closing Plenary
- “The moral imperative for higher education access.” IHEP Panel, Washington D.C.
- “Debt forgiveness to re-engage adult learners.” Lumina Foundation Annual Convening, Detroit, MI
- “The business case for student success and debt forgiveness.” Illinois Equity Attainment Spring Summit, Naperville, IL
- Panelist, “Cutting edge innovations driving student success and retention.” ASU/GSV Summit, San Diego, CA
- “Warrior Way Back: Re-engaging adult returning students through debt forgiveness.” MCAN Annual Conference, Lansing, MI

orientation, freshmen seminars, curriculum development, ESL instruction, alert monitoring, parent communication, and academic advisement. Supervised faculty and provided leadership to resolve academic issues, referrals, and interventions, and assisted with monitoring and responding to athletic academic expectations and requirements.

Select accomplishments:

- Led staff in more than 800 academic strategy intervention meetings which drastically improved student success metrics
- Steered operations of a new retention division which improved service offerings and retention of at-risk and incoming students
- Recommended admission standards which enhanced retention efforts based on data collection and analysis

VICE PRESIDENT, ENROLLMENT SERVICES/CHIEF ENROLLMENT OFFICER

2008 – 2012

Forest Institute

Appointed to President's Task Force for strategic planning and served as FERPA Officer and IPEDS contact. Directed web development, social media, marketing, facilities, special events, media interaction, Board of Trustee events, graduation, admission, financial aid, registrar, international student visas, student advisement, orientation, ADA compliance, enrollment counseling, housing, instructional technology, library services, student affairs and special interests, and alumni affairs. Developed a marketing plan inclusive of rebranding, revamping direct marketing strategies, redesigning website, and revising community outreach programs to improve effectiveness and efficiency. Oversaw catalog, policy, and handbook revisions and publication. Supervised hardware and software procurement, implementation, and maintenance.

Select accomplishments:

- Increased student enrollment by 106% after creating and implementing a new recruitment plan for the admissions team
- Developed comprehensive marketing plan for the Robert J. Murney Clinic, practitioners, and St. Louis site which increased revenue and led to a full merger with the largest mental health institute in southern Missouri
- Implemented quality data initiative that improved data entry processing for admissions, registrar, and financial aid offices and expanded use of CAMS SIS to improve accuracy of reporting
- Guided transition to direct lending for the financial aid office
- Implemented MOVECHS background check protocol for applicants, practicum students, and interns
- Collaborated with academic team to secure MDHE/HLC recognition for three additional degree programs

DIRECTOR, ADMISSIONS/CHIEF ENROLLMENT OFFICER

2003 – 2008

University of Arkansas

Led and managed the Admissions program, including telecounseling, strategic planning for enrollment, direct mail, territory management, long range planning, marketing and events, freshmen class scheduling/FTE model, organizational redesign, infrastructure development, and publication cycles with oversight of 35+ full-time staff, 28+ part-time staff, and \$4.2 million aggregate budgets. Created partnerships with financial aid, testing, student affairs, registrar, orientation offices, college advisement team, university relations, athletics, alumni, and treasury.

Select accomplishments:

- Achieved a 29% growth in incoming students with no increase in scholarship expenditure
- Established policy for processing undocumented students and applicants with criminal records
- Improved technology capabilities by implementing Hobson's CRM and Peoplesoft software, ensuring efficiency and improved data capture and reporting
- Achieved \$200,000 in cost savings within 12 months by restructuring office operations, staff responsibilities, and travel territories while building a strong team and driving cohesion and collaboration
- Successfully lobbied legislators to create voluntary ACT testing for high school juniors to align with k-12 education reform

ADDITIONAL EXPERIENCE

ASSOCIATE DIRECTOR, ADMISSIONS, Southeast Missouri State University

COORDINATOR, ADMISSIONS & FINANCIAL AID, Missouri S & T

HIGH SCHOOL COUNSELOR/COORDINATOR, Illinois Math and Science Academy

- “Using artificial intelligence to reduce summer melt.” NACAC, Salt Lake City, UT
- “Developing a common agenda for serving Detroit’s adults with ‘Some postsecondary experience, no credential.’” MCAN Higher Education Advisory Board Meeting, Lansing, MI
- “Creative strategies to re-engage adult students.” Urban Institute, Washington D.C.
- Boston Foundation Mayor’s Office/Adult Engagement Presentation, Boston, MA
- “Educause-AI and Recruiting.” Denver, CO
- “Data driven decision making.” National ACT Enrollment Manager’s Conference, Chicago, IL
- Lumina Learning Lab “Re-engaging adult students”. Washington, D.C.
- “Communicating value through the admission/financial aid process.” NACAC, Indianapolis, IN
- “Personalized financial aid letters and yield.” NACAC, Orlando, FL
- “Student satisfaction with orientation programs.” MOACAC Spring Conference, Lake of the Ozarks, MO
- “Customer service: It really does matter.” MACRAO Conference, Lake of the Ozarks, MO
- “Using technology to enhance telemarketing.” MOACAC Spring Conference, St. Louis, MO
- “Everything you need to know about admissions, but were afraid to ask.” Tools of the Trade Summer Workshop for New Admission Professionals, Saint Louis University, St. Louis, MO
- “ABC’s of college admissions.” Tools of the Trade Summer Workshop for New Admission Professionals – Saint Louis University, St. Louis, MO
- “Stress and working parents: Professional development seminar.” Southeast Missouri State University, Cape Girardeau, MO
- “New student recruitment: Integrating direct mail and telemarketing.” MOACAC Spring Conference, St. Louis, MO
- “Technology and the high school guidance counselor.” CUBE Conference, William Jewell College, Kansas City, MO
- “The college selection process - What you should know.” University of Missouri – Rolla, Rolla, MO

PUBLICATIONS AND FEATURES

- Featured, “Wayne State offers free tuition to Detroit teens who graduate high school,” *Detroit Free Press*, October 23, 2019
- Featured, “Debt-Relief Program Welcome Back and Graduated Students,” *NowThis*, October 23, 2019
- Medley, D. “Using AI to help students learn ‘how to college’,” *Educause Review*, Spring 2019
- Medley, D. & Whitfield, K. “Why Wayne State is Forgiving Debt to Reengage Stop-Out Students,” *APLU’s First Draft*, June 25, 2018
- Medley, D. “Remove barriers to college degree,” *The Detroit News*, June 5, 2018
- Featured, “How to Market a College in a Troubled Locale,” *The Chronicle of Higher Education*, January 1, 2018

EDUCATION

Master of Science, Administration, Southeast Missouri State University
Bachelor of Education, English, University of Missouri
Education Specialist, Higher Education Leadership, Lindenwood University

TECHNICAL SKILLS

Prospect Data Management Systems, SLATE, AdmitHub, RaiseMe, Microsoft (MS) Teams, Salesforce/TargetX CRM, Google Docs, CAMS, CampusAnywhere, Banner, Hobson’s Connect, MS Office (Excel, Access, PowerPoint, Word, Outlook), PeopleSoft, Academic Works, iOS, Integrated Postsecondary Education Data System (IPEDS)

APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application:

Jan. 7, 2020

Please check the committee for which you are applying:

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input checked="" type="checkbox"/> Marijuana Study Group (*new) |
| <input type="checkbox"/> DDA – Economic Vitality Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |
| | <input type="checkbox"/> Other: <input type="text"/> |

Name: Cora Morgan			
Street Address: 18129 Sumybrook	City: LATHRUP	State: MI	Zip: 48076
Home Phone:		Alt. Phone: 586-242-8926	
Email: coraspartan@hotmail.com			
Are you at least 18 years of age? Check one: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Are you a registered voter in Lathrup Village? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

Attorney, 2001-present, civil & criminal practice. Represented criminal clients charged with marijuana-related offenses. Registered caregiver, Michigan Marijuana Regulatory Agency

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Core J. Moxon
Applicant Signature

Applicant Signature

1-7-2020
Date

Date _____

Return completed application to:
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076

DDA Board of Directors

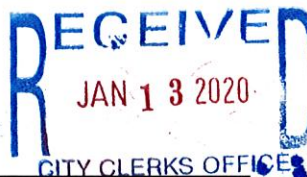
updated 1.2020

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Stake in District	Business Name	Phone Number	Email	Business Street Address	City/St/Zip	Office	Status	Date Appointed	4-yr Board Term Ends
2	Lovins	Bobbi	Business	Wallace Financial	248-647-5337	bobbilovins@gmail.com	26641 Southfield Rd.	Lathrup Village, MI 48076	Chair	applied	5/1/2016	2/1/2020
3	Dhaliwahi	Jet	Property Owner	Dahl Real Estate	734-502-7486	jetsin1@gmail.com	27236 Southfield Rd., Ste 2	Lathrup Village, MI 48076			6/17/2019	2/1/2023
4	English	Vernon	Resident	Lathrup Village	313-319-9343	vernonenglish1@gmail.com	28558 Lathrup Blvd.	Lathrup Village, MI 48076			7/24/2017	2/1/2021
5	Fortson***	Cory	Business	Fortson Dentistry	248-895-7645	fortson@gmail.com	27347 Southfield Rd.	Lathrup Village, MI 48076			6/17/2019	2/1/2023
6	Garrett	Kelly	Mayor	Lathrup Village	248-302-0336	kgarrett@lathrupvillage.org	18804 LaCrosse Ave.	Lathrup Village, MI 48076			NA	NA
7	Hertz	Ryan	Non-profit administrator	South Oakland Shelter	248-809-3773	rhertz@oaklandshelter.org	18505 W. 12 Mile Rd.	Lathrup Village, MI 48076		resigned 1/2020	8/19/2013	2/1/2021
8	Mitchell	Sheryl	City Administrator	Lathrup Village	248-557-2600 225	smitchell@lathrupvillage.org	27400 Southfield Rd.	Lathrup Village, MI 48076	Secretary		NA	NA
9	Prime	Fred	Resident	Lathrup Village	248-894-6982	fort211@yahoo.com	28066 Sunset Blvd.	Lathrup Village, MI 48076			12/1/2017	2/1/2022
10	Sugg	Dan	Business	Mich. First Credit Union	734-604-5684	dsugg@michiganfirst.com	27000 Evergreen Rd.	Lathrup Village, MI 48076	Vice Chair		4/18/2018	2/1/2022
11	Surnow	Sam	Property Owner	Surnow Company	248-865-3000	sam@surnow.com	320 Martin St.	Birmingham, MI 48009		no application	8/1/2016	2/1/2020
12	Verderbar	Dan	Realtor	Friedman Real Estate Group	248-330-6536	dan.verderbar@freg.com	34975 W. 12 Mile Rd., Ste 200	Farmington Hills, MI 48331			7/16/2014	2/1/2022
13	APPLICANTS											
14	Shermeyer	Pam	Resident	Lathrup Village	248.252.7687	1800sherm@comcast.net	28220 Lathrup Blvd	Lathrup Village, MI 48076		applied		
15	Ford	Bryan	Business	Commercial Lending	248.872.1775	bryan_ford@comcast.net	27720 Rackham	Lathrup Village, MI 48076		applied		
16												
17												
18	NONVOTING MEMBERS											
19	Last Name	First Name	Position									
20	Susie	Stec	Executive Director	Lathrup Village	248-557-2600 223	sstec@lathrupvillage.org	27400 Southfield					
21	Bratschi	Pamela	Treasurer	Lathrup Village	248-557-2600 227	treasurer@lathrupvillage.org	27400 Southfield					
22												
23												
24	***Alternate											



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: December 9, 2019

Please check the committee for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input checked="" type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group (*new) |
| <input checked="" type="checkbox"/> DDA – Economic Vitality Committee | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |

Name: Bobbi Lovins			
Street Address: 1613 Graefield Rd	City: Birmingham	State: MI	Zip: 48009
Home Phone: 248.647.5337		Alt. Phone:	
Email: bobbilovins@gmail.com			
Are you at least 18 years of age? Check one: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Are you a registered voter in Lathrup Village? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

My present employer is Wallace Financial located at 26641 Southfield Road, Lathrup Village where I have been the Director of Operations and Marketing since 2014. Consequently I have a vested interest in the economic wellbeing and growth of Lathrup Village. I have served on the Economic Vitality Committee since 2014 and the DDA Board since 2015. Furthermore, I hold a strong personal interest in the vision and purpose of the Oakland County Main Street Program and have availed myself of much Main Street continuing education as part of my commitment to the prosperity of Lathrup Village.

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

I am qualified to serve on the DDA and Committees for several reasons. First, I hold a Masters of Management degree which affords me a thorough understanding of Planning and Processes, the ability to lead and work with teams as well as implement best-practices to ensure a solid contribution of knowledge, time and talent to the DDA. Second, I am also well equipped to bring a Lathrup Village Business Community perspective to the DDA. Last, I as a strong visionary, I am able to navigate from vision to implementation toward the total effort to fulfill the overarching vitality objectives and goals.


Applicant Signature

1-7-20

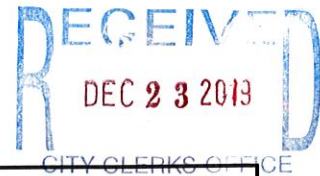
Date

Return completed application to:
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: December 20, 2019

Please check the committee for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input checked="" type="checkbox"/> Building Authority | <input type="checkbox"/> Recreation Advisory Committee |
| <input checked="" type="checkbox"/> Downtown Development Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Other: _____ |

Name: <u>Bryan Ford</u>		Are you at least 18 years of age? (check one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Street Address: <u>27720 Rockham</u>	City: <u>L.V.</u>	State: <u>MI</u>	Zip: <u>48076</u>
Home Phone: <u>248 872 1775</u>		Alt. Phone: _____	
Email: <u>BRYAN-FORD@comcast.net</u>			

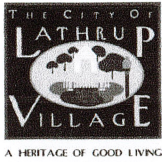
Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I HAVE 30 plus years experience in Commercial lending AND BUSINESS ADVISORY SERVICES.

V.P. Commercial Credit Manager, VP-Asset Resolution Manager, SVP-Special Assets. Managing Director-Business Advisory

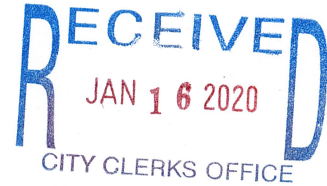
Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

My entire professional experience has been driven by a collaborative committee process.



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: Jan. 13, 2020

Please check the committee for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input checked="" type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group (*new) |
| <input type="checkbox"/> DDA – Economic Vitality Committee | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |
| | <input type="checkbox"/> Other: <input type="text"/> |

Name: <u>Pam Shermeyer</u>			
Street Address: <u>28220 Lathrup Blvd.</u>	City: <u></u>	State: <u></u>	Zip: <u></u>
Home Phone: <input type="text"/>		Alt. Phone: <u>248 252-7687</u>	
Email: <u>1800sherm@comcast.net</u>			
Are you at least 18 years of age? Check one: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Are you a registered voter in Lathrup Village? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

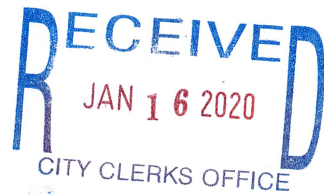
See other page

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Pamela Shermeyer
Applicant Signature

1-13-20
Date

Return completed application to:
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



January 13, 2020

To: Mayor Garrett, city council, chairs of commissions and boards

Hello. I am a recent retiree and a resident of Lathrup Village since 1983. I would be glad to serve on either the Planning Commission or the Downtown Development Authority.

I spent my entire career as a journalist, including 40-plus years at The Detroit News, where I was a senior editor and manager of a number of departments. I worked 10-hour days and was known for my attention to detail, ability to produce under pressure and management skills.

I can't claim to have any particular expertise on the work these commissions handle, but if you need someone who can ask questions, works well with others, is dependable and takes a realistic approach to problem solving, please consider me.

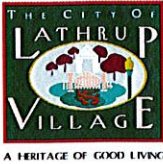
Thank you,

A handwritten signature in purple ink that reads "Pamela Shermeyer". The signature is fluid and cursive.

Pamela Shermeyer
28220 Lathrup Blvd.
1800sherm@comcast.net
248 252-7687

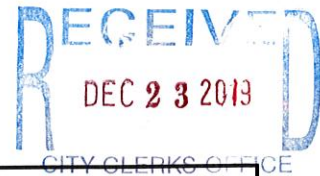
P.S. You may not realize this but the online application form is impossible to fill out completely; the input fields weren't set up properly in the PDF creation software. I could fix it if I had the right software at home, but I'm afraid I don't. Next year, it might be better to make the form a simple PDF or Word document that people could print, fill out and drop off or email.

	A	B	C	D	E	F	G	H	I
1	Planning Commission	Office	Previous Term	Current Term Ending	Email Address	Address	Home Phone	Office/Cell	Status
2	Bruce Copus	Member	11/2011-11/2014 Appt. 2/27/17	2/27/2020	becopus@hotmail.com	28050 Woodworth Way	248-559-0087	248-252-6237	resigned 12/2019
3	Jason Hammond	Member	Appt. 5/21/18	5/21/2021	hammondjm@gmail.com	27590 California Drive SE	248-217-9421		
4	Charo Hulleza	Member	3/1/2014; Appt. 5/21/18	5/21/2021	c.hulleza@wayne.edu	27380 Eldorado Place		586-201-4975	
5	Bruce Kantor	Council Liaison			bkantor@lathrupvillage.org	18129 Sunnybrook	248-552-1270	734-276-2375	
6	Mark Piotrowski	Chairperson	Appt. 3/1/2013 Appt. 3/1/16 Appt. 3/4/19	3/1/2022	mlpiotrow@att.net	28020 Eldorado	248-557-1371	248-996-3969	
7	Les Stansbery		Appt. 3/4/2019	3/1/2022	lstanbery@comcast.net	18471 Roseland	248-483-3582	248-229-7140	
8	Anna Thompson		Appt. 3/4/2019	3/1/2022	annathompsonlv@gmail.com	28604 Sunset Blvd W	248-861-7377		
9									
10	APPLICANTS								
11	Wilber Fobbs III								
12	Bryan Ford				bryan_ford@comcast.net	27720 Rackham			
13	Robert Mantinan				rob.mantinan@gmail.com	18151 Wiltshire	586.275.7875		
14	Pam Sherymeyer				1800sherm@comcast.net	28220 Lathrup Blvd	248.252.7687		
15									
16									
17	3 year terms								



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: December 20, 2019

Please check the committee for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input checked="" type="checkbox"/> Building Authority | <input type="checkbox"/> Recreation Advisory Committee |
| <input checked="" type="checkbox"/> Downtown Development Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Historic District Commission | <input type="checkbox"/> Other: _____ |

Name: <u>Bryan Ford</u>		Are you at least 18 years of age? (check one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Street Address: <u>27720 Rockham</u>	City: <u>L.V.</u>	State: <u>MI</u>	Zip: <u>48076</u>
Home Phone: <u>248 872 1775</u>		Alt. Phone: _____	
Email: <u>BRYAN-FORD@comcast.net</u>			

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

I HAVE 30 plus years experience in Commercial lending
AND BUSINESS ADVISORY SERVICES.
V.P. Commercial Credit Manager, VP-Asset
Resolution Manager, SVP-Special Assets.
Managing Director-Business Advisory

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

My entire professional experience has
been driven by a collaborative
committee process.

RECEIVED
JAN 16 2020
CITY CLERKS OFFICE

APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: 1/5/2020

Please check the committee for which you are applying:

- | | |
|---|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group (*new) |
| <input type="checkbox"/> DDA – Economic Vitality Committee | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |
| | <input type="checkbox"/> Other: <input type="text"/> |

Name: Robert Mantinan			
Street Address: 18151 Wiltshire		City: Lathrup Village	
State: MI		Zip: 48076	
Home Phone: N/A		Alt. Phone: 586-275-7875	
Email: rob.mantinan@gmail.com			
Are you at least 18 years of age? Check one: <input checked="" type="checkbox"/> <input type="checkbox"/>		Are you a registered voter in Lathrup Village? <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="checkbox"/> <input type="checkbox"/>			

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

Engineering management experience, Lathrup Village Timebank Kitchen Cabinet member/treasurer, Lathrup Summer Stroll organizer

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

Lathrup Village homeowner and resident for 7 years

[Handwritten signature]

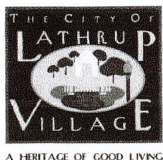
Applicant Signature

1/5/2020

Date _____

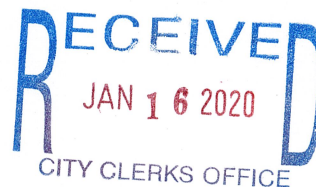
Return completed application to:

Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



City of Lathrup Village

27400 Southfield Road
Lathrup Village, MI 48076
248-557-2600
www.lathrupvillage.org



APPLICATION FOR COMMITTEES, COMMISSIONS & BOARDS

Date of Application: Jan. 13, 2020

Please check the committee for which you are applying:

- | | |
|--|---|
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Lathrup Village Foundation Board |
| <input checked="" type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Marijuana Study Group (*new) |
| <input type="checkbox"/> DDA – Economic Vitality Committee | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> DDA – Promotions Committee | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> DDA – Design Committee | <input type="checkbox"/> Streets, Drains & Sidewalks Study Group (*new) |
| | <input type="checkbox"/> Other: <input type="text"/> |

Name: <u>Pam Shermeyer</u>			
Street Address: <u>28220 Lathrup Blvd.</u>		City: <u></u>	State: <u></u>
Home Phone: <u></u>		Alt. Phone: <u>248 252-7687</u>	
Email: <u>1800sherm@comcast.net</u>			
Are you at least 18 years of age? Check one: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Are you a registered voter in Lathrup Village? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Have you been a resident of Lathrup Village for over 1 year? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	

Please list below any relevant information regarding your past or present employment experience, memberships, or personal experiences as they relate to your being qualified for the item(s) checked above.

See other page

Please list below any other relevant information that clearly states your qualifications for serving on the committees or boards checked above.

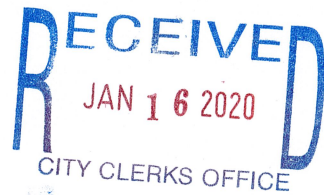
Pamela Shermeyer

Applicant Signature

1-13-20

Date

Return completed application to:
Lathrup Village City Clerk, 27400 Southfield Road, Lathrup Village, MI 48076



January 13, 2020

To: Mayor Garrett, city council, chairs of commissions and boards

Hello. I am a recent retiree and a resident of Lathrup Village since 1983. I would be glad to serve on either the Planning Commission or the Downtown Development Authority.

I spent my entire career as a journalist, including 40-plus years at The Detroit News, where I was a senior editor and manager of a number of departments. I worked 10-hour days and was known for my attention to detail, ability to produce under pressure and management skills.

I can't claim to have any particular expertise on the work these commissions handle, but if you need someone who can ask questions, works well with others, is dependable and takes a realistic approach to problem solving, please consider me.

Thank you,

A handwritten signature in blue ink that reads "Pamela Shermeyer". The signature is fluid and cursive.

Pamela Shermeyer
28220 Lathrup Blvd.
1800sherm@comcast.net
248 252-7687

P.S. You may not realize this but the online application form is impossible to fill out completely; the input fields weren't set up properly in the PDF creation software. I could fix it if I had the right software at home, but I'm afraid I don't. Next year, it might be better to make the form a simple PDF or Word document that people could print, fill out and drop off or email.



Dr. Sheryl L. Mitchell

City Administrator

City of Lathrup Village

27400 Southfield Road | Lathrup Village, MI 48076

smitchell@lathrupvillage.org

Office: 248.557.2600 x 225 | Cell: 248.520.0620

COUNCIL COMMUNICATION:

TO: Mayor Garrett and City Council Members

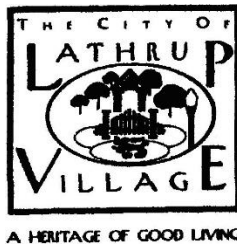
FR: Sheryl L. Mitchell, City Administrator

DA: January 25, 2020

RE: **2020 Goals**

The goals that I identified for myself include:

- Negotiate the new Police union labor contracts
- Bring on board a citizen inquiry platform (See, Click, Fix)
- Evaluation and recommend a meeting agenda platform
- Implement Phase 1 of Sidewalk Replacement Program
- Conduct analysis of water loss
- Recommend policy for funding pension and OPEB
- Move city towards obtaining Quality Budget Award
- Review/Draft RFP for Auditor
- Re-establish City of Lathrup Village as a "Tree City"



City Administrator Evaluation April 2020 – 2 Year Evaluation

Evaluation Process

1. Blank Evaluation Forms Are Submitted To The City Council by City Administrator
2. City Administrator Submits A Self-Evaluation To City Council for Their Review
3. Evaluations Completed by Councilmembers Are Submitted To Mayor Garrett and Summarized
4. Summarized Evaluations Are discussed with City Administrator and City Council at Study Session

Evaluations Definitions

The purpose of an evaluation should **not be** to end up with a "grade". Thus, it is anticipated that the resulting document will be in the form of a narrative. The evaluation format is simply a tool to accomplish two purposes:

- (a) Have good communication which can help in an individual's development
- (b) Provide input to the preparation of the plans and goals for the year ahead.

The performance rating definitions are outlined below

<u>Don't Know-</u>	Insufficient observation to make an objective evaluation.
<u>Unsatisfactory-</u>	Significantly fails to perform in a satisfactory manner. Detracts from overall performance, requiring concentrated effort to improve within the year.
<u>Needs Improvement-</u>	Meets most requirements in this category but falls short of a fully satisfactory performance in meeting expectations.
<u>Meets Expectations-</u>	Competently performs all duties and responsibilities in this category in a fully satisfactory and consistent manner.
<u>Exceeds Expectations-</u>	Performs in a manner which typically exceeds the performance level one would expect for this position. Brings something "extra" to the job in the way of ideas, judgment, initiative, etc.
<u>Outstanding-</u>	Truly exceptional. Exceeds expectations in every respect. Performs in a manner which one would anticipate is significantly better than peers in similar positions.

NOTE: Meets Expectations is the performance level one would expect from a person filling this position. One also would expect that many, if not most, incumbents would "need improvement" in one or more categories, depending on their experience level, the results obtained in a given year, or the expectations (including changing expectations) of Council Members.

City Administrator Evaluation

Council Member: _____

A. Relationships/Council

1. Communicates well with Council, keeping them informed of issues and events which may concern citizens.
2. Is well prepared for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.
3. Makes sound recommendations for Council action and development of priorities.
4. Is open and responsive to input from and needs of Council members.

Notes: _____

B. Relationships/Others

1. Assures good communication with the community and shows sensitivity to the needs and concerns of citizens.
2. Keeps in contact with and provides (directly or by staff) appropriate guidance and assistance to City committees.
3. Maintains a positive working relationship with school department and board.

Notes: _____

C. Staff Management

1. Has a high quality, well motivated staff and supports professional development.
2. Manages the staff well, including good delegation, communication and process of periodic re-evaluations

Notes: _____

D. Budget and Financial Management

1. Administers a budget process which provides the Council with quality information and data on which to make budget decisions.
2. Assures a budget which fits within a long range plan which recognizes the future financial needs of the town.
3. Provides a system, including appropriate reports to Council, which monitors and controls expenditures vs. budget.

Notes: _____

E. City Services

1. Assures the long term existence of an adequate infrastructure for the town.
2. Maintains City services at a high quality level consistent with City resources.

Notes: _____

F. Program Management

1. Recommends and prioritizes programs consistent with City resources.
2. Assures approved programs are delivered on schedule and within budget. Keeps Council apprised of any anticipated variances so they may be approved in advance.

Notes: _____

G. Leadership

1. Creates an image of Lathrup Village as a quality community through his personal activities within the City and the region.
2. Maintains, through their activities outside the town, a leadership role which enhances the ability of the City to influence decisions which will impact Lathrup Village.

Notes: _____

H. Other Items

Are there additional areas where improvement has or has not been shown?

Notes: _____
