



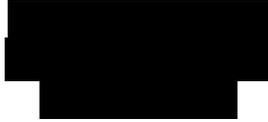
AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD – SPECIAL MEETING
December 3, 2024 1:30pm

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. BOARD DISCUSSION ITEMS
 - A. Township Manager Candidate Interviews
 - 1:30 pm - Robert Hillard
 - 2:30 pm - Timothy Dempsey
 - 3:30 pm - Timothy Schmitt
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary. Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Interim Township Manager Timothy Schmitt, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Robert Charles Hillard



Education:

Master of Public Administration Western Michigan University
Kalamazoo, Michigan - December 1996

Bachelor of Science Western Michigan University
Kalamazoo, Michigan – April 1988
Major: Public Administration
Minor: Communication

Professional Experience:

City of Charlotte - Charlotte, Michigan - City Manager - May 2024 to Present

The City of Charlotte, Michigan, is a city that provides services in the areas of fire, police, emergency preparedness, planning and development, code administration, economic development, water distribution, wastewater treatment and collection, street maintenance, storm sewer management, recycling collection, facility management, parks, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with four labor unions. The City Manager supports the implementation of contract services including information technology, financial services, public works services, and downtown outreach. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Airport Advisory Board, Parks Advisory Board, and Downtown Development Authority. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including medical facilities, industrial, downtown businesses, and retail establishments.

City of Oberlin - Oberlin, Ohio - City Manager/Treasurer - December 2016 to Present

The City of Oberlin, Ohio is a city that provides services in the areas of fire, police, dispatch, emergency preparedness, planning and development, code administration, economic development, electric distribution and generation, water treatment and distribution, wastewater treatment and collection, street maintenance, storm sewer management, engineering, refuse collection and recycling services, facility management, parks and recreation, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with five labor unions. The City Manager supports the implementation of contract services including building inspection, information technology, public transportation, downtown outreach, and energy services. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Fire Board of Appeals, Open Space Commission, Recreation Commission, Community Improvement Corporation, Historic Preservation Commission, Housing Renewal Commission, Public Utilities Commission, Civil Service Commission, Records Retention Commission, Resource Conservation and Recovery Commission, and Human Relations Commission. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, active transportation, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including a private college, medical facilities, senior housing, a federal air traffic control center, industrial, downtown businesses, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - September 2005 to July 2016

The City of Allegan, Michigan is a city that provides services in the areas of community development, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as a fire district, and ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department directors and support staff, negotiation of three labor union contracts, the preparation and presentation of capital and other fiscal budgets, and the development and implementation of a variety of economic development programs. The City Manager supported department directors in the support of many boards and commissions, including the Planning Commission, Historic District Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Downtown Development Authority, Economic Development Corporation, Downtown Economic Restructuring Committee, Downtown Design Committee, Business Park Association, Airport Advisory Board, Parks Board, and Brownfield Redevelopment Authority. The City Manager was responsible for the financial management, grant development, and implementation for the

organization. Included in this responsibility was maintaining positive relationships with other government units including federal, state, county, townships, and cities. The City Manager was responsible for contract services including building inspection, economic development, and other services. The City Manager provided collaborative relationships with many other organizations to create opportunities for partnerships. The City Manager trained department supervisors to locate grants and financial opportunities to enhance facilities and programs. The City Manager assisted citizens in navigating policy and services, including neighborhood and business support. The City Manager developed and implemented neighbor outreach programs. The City Manager established the Redevelopment Ready Community program in the City which involved system reorganization and State compliance. The City Manager coordinated the Riverfront Outreach project which involved many community listening sessions, grant research and implementation, and project development. The City Manager reorganized the operations of the airport, which included in-house support from the Public Works Department. The City Manager maintained proactive relationships with many institutions including a major pharmaceutical manufacturing facility, medical facilities, county facilities, many industrial, downtown, and retail establishments.

Village of Yellow Springs - Yellow Springs, Ohio - Village Manager - November 2000 to September 2005

The Village of Yellow Springs, Ohio is a village that provides services in the areas of police, planning, code administration, economic development, electric distribution, water treatment and distribution, sanitary sewer treatment and collection, street maintenance, mediation services, natural gas purchasing, refuse collection and recycling services, facility management, as well as parks and recreation which included a community center and pool. The Village Manager was responsible for the implementation of ordinances and policy directives of a five-member Village Council, as well as the development of capital and multi-year fiscal budgets. Also, the Village Manager was responsible for personnel management of department supervisors and support staff. The Village Manager supported many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Community Improvement Corporation, Revolving Loan Fund Committee, Design Advisory Board, Environmental Commission, Airport Advisory Board, and Human Relations Commission. The Village Manager represented the Village on the Springfield Airport Advisory Board, which involved participation with the Air National Guard. The Village Manager was assigned special projects and reports on subjects including Wellhead Protection, Blue Ribbon Finance, Police Chief Search, Downtown Parking Development, Solid Waste Bid, and Employee Manual Updates. The Village Manager was responsible for maintaining positive relationships with other government units including federal, state, county, townships, and other cities. The Village Manager maintained proactive relationships with many institutions including a private college, and many industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - October 1995 to November 2000

The City of Allegan, Michigan is a city that provides services in the areas of community development, fire, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation which included a sports complex, many parks, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, promotions, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department supervisors and negotiation of union contracts with three labor unions, the preparation and presentation of annual, multiple years, and capital budgets, and the development and implementation of a variety of economic development programs. The City Manager worked with department directors on providing support for many boards and commissions, including the City Council, Planning Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Historic District Commission, Downtown Development Authority, Economic Development Corporation, Economic Restructuring Committee, Design Committee, Tree Commission, Business Park Association, Tax Incremental Finance Authority, Economic Development Corporation, Brownfield Redevelopment Authority, Airport Advisory Board, and Wellness Committee. Further, the City Manager was responsible for the financial management, and grant development and implementation for the organization. The City Manager maintained positive relationships with other government units including federal, state, county, townships, and cities.

Western Michigan University - Kalamazoo, Michigan - Part-Time Instructor - September 1998 to November 2000

Prepared and lectured students in national, state, and local government, as well as governmental budgeting and finance.

City of Allegan - Allegan, Michigan - Assistant City Manager - August 1993 to September 1995

Assisted the City Manager in completing various operations including budget, personnel, and festival management. Provided staff support to the Planning Commission, Historic District Commission, and Parks Commission. Administered and coordinated grants for infrastructure including water, sanitary, stormwater, and streets. Provided direct oversight of airport management, which involved securing funding for many projects, including an airport master plan and taxiway expansions.

Village of Mattawan - Mattawan, Michigan - Village Manager/Clerk - May 1990 to August 1993
Organized construction of a new Village office building. Provided administrative support to the Village Council, Planning Commission, and Zoning Board of Appeals, as well as other Council committees. During this period, a Charter Review Committee was successful in adopting a revised Charter for the Village. Reviewed site plans as Zoning Administrator and worked closely with building inspectors to ensure proper communication. Prepared goal and accomplishment-oriented budgeting, and invested funds to maximize revenue. Managed personnel and coordinated land use, emergency preparedness, and water distribution plans for the community.

West Shoreline Regional Planning Commission - Muskegon, Michigan - Transportation Coordinator - April 1990

Researched corrections alternatives for County Prosecutor, as well as the Muskegon County Law Enforcement Community. Further coordinated the carpool database for the region.

City of Allegan - Allegan, Michigan - Building Official - April 1988 to April 1990

Provided Zoning, Code Enforcement, and processed Historic District applications. The position was responsible for the administration of the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. Revamped rental licensing program to assure consistent neighborhood property inspections. Provided inspection services for soil and sedimentation control permits.

Membership, Certifications, and Board Positions (Past and Present)

FEMA Emergency Management Institute - ICS 300 and 800 Trainings (2019)

FEMA Emergency Management Institute - ICS 100, 200, and 700 Trainings (2006)

International City Managers Association (1990 to August 2024)

International City Managers Association - Credentialed Manager (2008-2013)

Ohio City Managers Association (2017 to May 2024)

Lorain County Mayors and Managers Association (2016 to May 2024)

Oberlin Community Improvement Corporation (2016 - 2021)

Michigan Local Government Managers Association (2006-2014)

Southwest Michigan City/County Managers Association (2006-2016)

Allegan Rotary - Red Rose Award (2014)

Allegan County College Network (2012-2014)

Allegan Area Chamber of Commerce Board Member (2008-2010)

Michigan State University - Business Solutions Professional - Certificate (Summer 2009)

Allegan City Personnel/Finance Committee (2006-2016)

Allegan City Election Committee (2006-2016)

Allegan City Planning Commission (1995-2000, 2006-2015)



October 29, 2024

Ms. Amy Cell
Amy Cell Talent



Dear Ms. Cell:

I am enthused to submit my resume for Meridian Township's manager position. My 30 years of professional experience, including 20 years in local government, make me an ideal candidate for moving the organization forward. I have a demonstrated record as a leader throughout my career, while bringing experience in municipal governance, fiscal management, team building, and intergovernmental relations. My existing relationships within the community would expedite and ease the leadership transition.

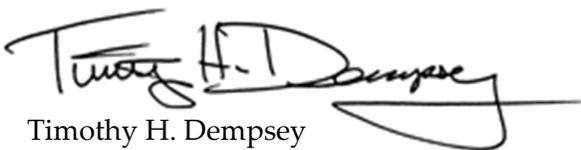
I would approach this role as I have in my current and past positions, practicing servant leadership. I actively work to meet the needs of those I serve, including elected officials, staff, residents, and township stakeholders. This core principle drives my decision making, both internally and externally, which creates relationships of mutual trust and respect that empowers individuals and builds community.

My work in the public, private, and nonprofit sectors has also taught me how to excel at creating and maintaining partnerships with people across political, organizational, socioeconomic, and racial backgrounds. I know what it takes to engage residents and staff, build trust, and reach consensus. My ability to work collaboratively is based on a foundation of strong ethics and transparency.

As a Greater Lansing resident for nearly 20 years, I understand the importance of maintaining Meridian Township's quality of life while simultaneously developing a collective vision to fulfill its tremendous potential. I welcome the opportunity to discuss how my dedication to public service and extensive skills would benefit Meridian Township.

I request that my interest in this position remain confidential. Thank you for your consideration.

Sincerely,



Timothy H. Dempsey

TIMOTHY H. DEMPSEY

CAREER HIGHLIGHTS

- High-performing executive with more than 24 years of management experience, including 15 at a senior level, covering all aspects of organizational operations, including program and project delivery, financial management, and human resources
- Relationship builder with a demonstrated track record of developing strategic partnerships, both internally and externally, to execute complex organizational objectives
- Creative problem solver able to navigate complex political and regulatory environments while delivering successful projects and programs in a timely manner
- Expert in community and economic development having overseen \$500 million of mixed-use and neighborhood redevelopment projects
- Excellent written and oral communicator with the ability to connect with and inspire diverse audiences
- Analytical thinker who understands broad topics and trends while paying attention to nuanced details

AREAS OF EXPERTISE

- | | |
|---------------------------------------|---|
| • Board and commission governance | • Citizen engagement |
| • Budgeting and financial analysis | • Community and economic development |
| • Communications and public relations | • Emergency management |
| • Data-driven decision making | • Grants and contract management |
| • Staff supervision and coaching | • Human- and social-services delivery |
| • Strategic planning and facilitation | • Infrastructure planning |
| • Technology deployment | • Small business innovation and support |

PROFESSIONAL EXPERIENCE

Senior Vice President, *Saginaw Future Inc., Saginaw, MI, 2023–present*

- Support business retention and expansion activities to ensure the stability and growth of local employers by utilizing tax abatement programs, identifying state and federal funding, and connecting with talent resources
- Provide technical assistance to local government partners on economic development strategies and programs
- Assisting multiple townships and solar developers on the approval of community solar projects totaling 445 megawatts and over \$500 million of investment
- Working with a major healthcare provider and the City of Saginaw to advance a workforce housing and neighborhood revitalization project
- Manage initiatives for Michigan’s Prosperity Region 5 (eight-counties), implementing grants with economic development partners to improve strategic site readiness and facilitate the development of workforce housing
- Market potential sites and investment opportunities to attract investment to Saginaw County and secured a Michigan MI Sites “Bronze” designation for a priority industrial park
- Partner with state and federal agencies to leverage development resources and advance projects and local initiatives
- Identify and pursue potential investors to financial support Saginaw Future’s programs and initiatives

Interim Director of Planning, Building, and Development, *City of East Lansing, MI, 2023*

- Served in an interim role on a contractual basis to assist with a critical staffing shortage (refer to prior Director role in 2012-2019 for relevant duties)

Vice President, *Public Sector Consultants, Lansing, MI, 2019–2023*

- Managed the firm’s talent and economics practice, overseeing a portfolio of 15 to 20 simultaneous projects in the fields of community and economic development, government finance and tax policy, and education
- Worked with a diverse array of public sector, nonprofit, and industry association clients at the state, county, and local levels
- Served as the firm’s subject matter expert on local government and fiscal policy
- Provided technical assistance to the Michigan Municipal League’s ServeMICity program, providing support to over 150 local governments
- Facilitated stakeholder sessions to understand complex issues, reach consensus, and developed strategic plans, including for the Michigan Department of Treasury
- Participated in the firm’s leadership team, working closely with the president and CEO to develop strategic and tactical approaches for both internal operations and external marketing
- Supervised a team of six direct reports and several affiliated consultants; managed team budgets and financial goals; and hired, evaluated, and coached staff
- Led the firm’s analytics community of practice, an internal workgroup focused on implementing quality assurance/quality control measures and improving the firm’s data analytics skills
- Responsible for pursuing business development opportunities and meeting sales targets

Deputy City Manager, *City of East Lansing, MI, 2012–2019*

- Served as second-in-command of an \$119 million organization, consisting of more than 400 employees, including primary advisor to the city manager on a broad range of operational and policy matters
- Served as acting city manager during planned and unplanned absences of the city manager
- Worked closely with elected leadership to formulate, evaluate, adopt, and implement public policy
- Extensive training in emergency management, including the Texas A&M Engineering Extension Services Enhanced Incident Management/Unified Command course
- Led an initiative to research and implement Lean Management principles to improve department and organization performance
- Served on collective bargaining teams that negotiated labor agreements with multiple unions
- Delivered frequent presentations at a wide variety of public meetings, workshops, and community events; handled regular media inquiries and worked with communications staff to enhance public relations
- Testified before the Michigan Legislature on municipal issues

Director, Department of Planning, Building and Development, *City of East Lansing, MI, 2012–2019*

Director, Department of Planning and Community Development, *City of East Lansing, MI, 2009–2012*

- Managed five functional divisions (community/economic development, planning/zoning, building, housing, and parking) with 25 full-time and 12 part-time employees, including employee recruitment, hiring, performance reviews, and coaching/mentoring
- Oversaw 12 boards, commissions, and committees/task forces, working closely with residents to formulate public policy and make recommendations to City Council
- Led efforts to update the city’s nonconforming code to encourage rental property improvements
- Facilitated mixed-use redevelopment projects totaling over \$500 million in private and public investment
- Directed the implementation of the city’s new building permit and housing licensing software system
- Supervised the creation of the city’s Comprehensive (Master) Plan
- Developed annual operating and capital budgets exceeding \$11 million and provided ongoing fiscal oversight of revenues and expenses to meet financial goals
- Directed the consolidation of the Department of Planning and Community Development with the Code Enforcement and Neighborhood Conservation, resulting in cost savings of \$150,000
- Responsible for managing a 2,600-space downtown parking system, including implementation of over \$5 million capital improvement plan and a \$1.2 million point-of-sale system

Assistant Director, *City of East Lansing, MI, 2008–2009*

Community and Economic Development Administrator, *City of East Lansing, MI, 2004–2008*

- Staff liaison for the Downtown Development Authority and Downtown Management Board, managing revitalization and business support activities
- Led development of the Technology Innovation Center, associated business incubation activities, and partnership with Michigan State University
- Led development of the Avondale Square housing project, a 26-unit, single-family, mixed-income housing redevelopment utilizing an array of state, federal, and local financing tools
- Facilitated the transition of East Lansing Housing and Neighborhood Services into the regional housing entity Capital Area Housing Partnership
- Participated in the city's Associate Manager Program

Director of Development, *City of Saginaw, MI, 2004*

- Responsible for management of all planning, zoning, and building inspection activities for the city
- Navigated projects with over \$10 million of investment through brownfield, obsolete property, Renaissance Zone (tax free), and historic tax credit approval processes
- Participated in the city's senior leadership team reporting to the city manager

Director, *Saginaw Downtown Development Authority, Saginaw, MI, 2000–2004*

- Led business district revitalization efforts and managed two business district associations (Downtown Saginaw Association and West Saginaw Civic Association)

Executive Director, *Pennsylvania Downtown Center, Harrisburg, PA, 1998–1999*

- Led a statewide membership organization assisting over 100 communities with business district revitalization efforts and managed the Pennsylvania Main Street Program's technical assistance support

Senior Analyst, *J Walter Thompson, Detroit, MI, 1997–1998*

- Managed analytical projects that utilized consumer research data to explain market performance for the restaurant, retail, and automotive industries

Analyst/Senior Analyst, *The Strategic Edge, Inc., Southfield, MI, 1994–1997*

- Undertook local, regional, and national real estate research projects for public and private entities including regional and national retailers

AFFILIATIONS AND ADDITIONAL SKILLS

- Member of the Michigan Economic Developers Association and International Economic Development Council
- Former member of the Michigan Municipal League Land Use and Economic Development Committee
- Experience with Entrepreneurial Operating System and Lean Management principles
- Past lecturer in Geographic Information Systems, Michigan State University Department of Geography
- Volunteer for Saginaw Rescue Mission, and past volunteer for MSU Alternative Spring Breaks, Meals on Wheels, Lansing Rescue Mission, St. John Food Cupboard, and Advent House

EDUCATION

- **Master of Arts** - Geography (Urban Planning and Retail Site Location concentrations)
Miami University, Oxford, Ohio
- **Bachelor of Arts** - Geography (Urban Planning concentration, Urban Studies minor)
State University of New York at Geneseo

Timothy R. Schmitt, *AICP*

October 28, 2024

Supervisor Scott Hendrickson
Treasurer Phil Deschaine
Clerk Deborah Guthrie
Trustee Peter Trezise
Trustee Marna Wilson
Trustee James McCurtis
Trustee Kathy Sundland

Supervisor Hendrickson and Board Members,

I appreciate your support as the Interim Township Manager over the past six months and I am writing to express my desire to become the permanent Township Manager for Meridian Township. My entire career has been in local government and as I have shown over the past six months, my skills are well suited for the role. I have two decades of experience on the front lines of municipal government, serving the general public and forging positive relationships, work I look forward to continuing for many years to come in the Township.

At each of my previous jobs, I have advanced my career, from entry level planning to my current position as the Interim Township Manager and Community Planning and Development Director, building both personal and professional relationships with my peers and the public. In each community, my work has had progressively more responsibility and I have taken a more active and visible role in the community. I can say unequivocally that I have helped every community where I've worked to move forward in a positive manner during my tenure.

I am a personable leader that effectively addresses public problems on a daily basis, while collaborating well with all parties to implement community goals. I believe that work should challenge you and I know that this job will continue to do that for me. I would welcome the opportunity to discuss how I can help continue to improve our Prime Community for decades to come. Thank you for your time and consideration and I look forward to speaking to you further. Consistent with Michigan law, I am requesting confidentiality for my application, until selected as a finalist for interview.

Sincerely,



Timothy R. Schmitt, *AICP*

Timothy R. Schmitt, AICP

EMPLOYMENT HISTORY

Charter Township of Meridian *Interim Township Manager* April 2024 — Present

- Leader of a Staff of 170 full time and over 50 part time employees, all working to implement the goals and vision of the Township Board and continue to build a prime community for all residents.
- Stepped into the leadership role and began working with the MTeam to address issues raised during the separation of the previous manager's employment in order to improve the overall work environment on a go forward basis.
- Oversaw development of the 2025 Township Budget, addressing short term financial challenges, while making investments in targeted programs to benefit the Township's residents and support the Township Board's goals.
- Assumed day to day management of the Utility Billing Department to provide stability to Staff and work towards addressing long term issues in the Department.
- Continued to lead the Community Planning and Development Department, furthering investment in the Community.

Charter Township of Meridian *Director of Community Planning and Development* May 2021 — Present

- Director of Department encompassing long range planning, short range planning, building, and code enforcement, with a Staff of 10.
- Oversaw update of the Township's Comprehensive Plan in 2023, outlining development goals for the following five years.
- Created and lead the creation of a number of Ordinance updates, including an overhaul of the Mixed Use Planned Unit Development ordinance and consolidation of multiple residential zoning districts to ease the development process in the Township.
- Responsible for the implementation and inspection of over \$300,000,000 in private and public investment since 2021 2021.
- Guide for private development through the Brownfield Tax Increment Financing incentive process, in conjunction with the economic development director.
- Main Staff liaison to all local homeowners associations, politicians at all levels, and members of the general public for all issues related to development or construction.

City of Howell
January 2015 — May 2021

Community Development Director

- Project manager for all new private construction, from concept meeting to occupancy, at all scales, including small single-family home additions to hundred thousand square foot additions of operating manufacturing plants.
- Coordinator for two Community Development Block Grants, competitively awarded through the State of Michigan's federal allocation.
 - Complete reconstruction of State Street and nearby alleys into a fully barrier free festival street, including utility rehabilitation and replacement (Initial award: \$1,753,179; Amended award: \$2,021,245).
 - Exterior rehabilitation of two historic buildings at the 'four corners' of downtown (Initial award: \$242,782; Amended award: \$268,914).
 - Designated Environmental Review Officer for completion and certification of the Environmental Review per State and Federal standards.
- Manager for a Transportation Economic Development Fund grant through the Michigan Department of Transportation (MDOT) to reconstruct a major industrial street.
- Guided private development projects through incentive approvals, including:
 - Brownfield Tax Increment Financing for a functionally obsolete building
 - Obsolete Property Rehabilitation Act abatement for an existing building/new use
 - Prepositioned a Commercial Rehabilitation Act district for redevelopment of an underused commercial corridor with new form-based code zoning in place
- Director of all code enforcement activities in the city, including condemnation proceedings on multiple single-family homes and one commercial structure.
- Led Certification into the Redevelopment Ready Communities program as the 30th Michigan community to streamline the development process.
- Began implementation of non-motorized infrastructure in the city, including utilization of the MDOT Training Wheels education program in the city.

City of East Lansing
July 2007 — December 2014

Community Development Analyst

- Project manager for development proposals, encompassing project review, citizen engagement, transition to building and construction, and agency coordination.
- Grant Manager for two grants under the Energy Efficiency Community Block Grant program for modernization of internal lighting in City buildings and a LED streetlight demonstration project.
- Neighborhood liaison to Oakwood and Harrison Meadows neighborhoods, dealing with day-to-day issues in the area and being first point of contact for the residents.
- Construction manager for the Avondale Square development, a mixed income, public private partnership redeveloping an entire City block.
- Historic Preservation Officer for the city, covering over a thousand owner occupied or rental structures, balancing modernization with neighborhood preservation.
- Member of the City's Green Task Force, charged with increasing environmental sustainability in everyday work and creating policies for long term sustainability.

City of Novi
September 2002 — July 2007

City Planner

- Developed a statistical model for the City's ultimate build out, projecting a decade of construction trends and the final residential profile based on existing zoning.
- Team member for development of a Fiscal Analysis of the health of the city and the impacts of Proposal A on the city's finances.
- Project manager for private development requests.

EDUCATION

Master's Degree in City and Regional Planning
The Ohio State University, Columbus, Ohio

Received May 2002

- Specialization in Law and Administration
- President, City and Regional Planning Student Association

Bachelor of Science in Geography
Ohio University, Athens, Ohio

Received May 2000

- Minor in Environmental Studies
- Specialization in Cartography

AFFILIATIONS

The Capital Collective — Co-Founder

Lansing 5:01 — Board Member

Lansing Parks Foundation — Secretary, Founding member

Lansing Chamber of Commerce — 10 Over the Next 10 Award Winner