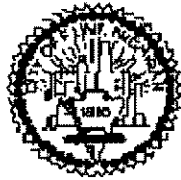


# City of Flint, Michigan

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
www.cityofflint.com*



## Meeting Agenda - FINAL

**Monday, February 12, 2024**

**4:30 PM**

**CITY COUNCIL CHAMBERS**

### **SPECIAL AFFAIRS COMMITTEE**

*Candice Mushatt, Vice President, Ward 7*

*Eric Mays, Ward 1  
Quincy Murphy, Ward 3  
Jerri Winfrey-Carter, Ward 5  
Dennis Pfeiffer, Ward 8*

*Ladel Lewis, Ward 2  
Judy Priestley, Ward 4  
Tonya Burns, Ward 6  
Eva L. Worthing, Ward 9*

*Davina Donahue, City Clerk*

## ROLL CALL

## REQUEST FOR CHANGES AND/OR ADDITIONS TO THE AGENDA

## PUBLIC SPEAKING

*Members of the public shall have no more than three (3) minutes to address the City Council on any subject.*

## COUNCIL RESPONSE

*Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two (2) minutes.*

## CONSENT AGENDA

*Per the amended Rules Governing Meetings of the Flint City Council (as adopted by the City Council on Monday, February 27, 2023), the Presiding Officer or Chair may request the adoption of a "Consent Agenda". After a motion to adopt a Consent Agenda is made and seconded, the Presiding Officer or Chair shall ask for separations. Any agenda item on a Consent Agenda shall be separated at the request of any Councilmember. After any separations, there is no debate on approving the Consent Agenda - it shall be voted on or adopted without objection.*

## RESOLUTIONS

### 240021 Amendment/Contract/Priority Waste/Observed Holidays

Resolution resolving that the Flint City Council adopts this resolution to support the Priority Waste Company making the necessary amendments to honor Martin Luther King Day as a National Holiday and allow all employees who are contracted with the City of Flint to have a day off.

### 240042 Recognition/February as Black History Month

Resolution resolving that that the month of February, 2024, is hereby recognized as Black History Month in the City of Flint, and that all residents are encouraged to learn about and commemorate the vital roles played by African-Americans in building City of Flint and our Nation.

### 240053 Management and Maintenance Agreement/Flint City Golf, LLC/Operation of Swartz Creek and Kearsley Golf Courses

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to enter into a management and maintenance agreement with Flint City Golf, LLC for the operation of Swartz Creek Golf Course for the period ending December 15, 2024, in the amount of \$42,500 per year.

## APPOINTMENTS

- 240043** Appointment/Hurley Board of Hospital Managers/Dr. Christopher E. Martin
- Resolution resolving that the Flint City Council approves the appointment of Dr. Christopher E. Martin (6031 Dupont St. Flint MI 48505) to serve a five-year term on the Hurley Board of Hospital Managers, with such term commencing immediately and expiring on April 30, 2028.
- 240044** Appointment/Flint Housing Commission/Tracy Fountain
- Resolution resolving that the Flint City Council approves the appointment of Tracy Fountain of 230 I E. Second St Flint, MI 48503, to the Flint Housing Commission, to fill the remainder of the term ending on August 31, 2028.
- 240045** Appointment/Flint Planning Commission/Nadia Rodriguez
- Resolution resolving that the Flint City Council approves the appointment of Nadia Rodriguez, of 1604 Court St, Flint, MI 48503, to the 7<sup>th</sup> Ward seat on the Flint Planning Commission, to fill the remainder of the three-year term ending on March 31, 2025.
- 240046** Reappointment/Flint Planning Commission/Carol-Anne Blower
- Resolution resolving that the Flint City Council approves the reappointment of Carol-Anne Blower, of 3323 Holly Ave, Flint, MI 48506, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, filling the 4<sup>th</sup> Ward seat on that body.
- 240047** Reappointment/Flint Planning Commission/Mona Munroe-Younis
- Resolution resolving that the Flint City Council approves the reappointment of Mona Munroe-Younis, of 2721 Indian Bow Trail, Flint, MI 48507, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, for the 9<sup>th</sup> Ward seat on that body.
- 240048** Reappointment/City-Wide Advisory Committee/Mezon Green-Martin
- Resolution resolving that the Flint City Council approves the appointment of Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.
- 240049** Appointment/Zoning Board of Appeals/Jon Kingen
- Resolution resolving that the Flint City Council approves the appointment of Jon Kingen to the Zoning Board of Appeals for the remainder of a 3-year term commencing immediately upon adoption of this resolution and expiring August 31, 2024.
- 240050** Reappointment/Zoning Board of Appeals/Jerry David Kea

Resolution resolving that the Flint City Council approves the reappointment of Jerry David Kea to the Zoning Board of Appeals for the remainder of a 3-year term commencing immediately upon adoption of this resolution and expiring August 31, 2026.

**240051** Appointment/Human Relations Commission/Christopher Frye

Resolution resolving that the Flint City Council approves the appointment of Christopher Frye to the Human Relations Commission for the remainder of a 3-year term commencing immediately upon adoption of this resolution and expiring October 28, 2025.

**ORDINANCES**

**240052** Amendment/Ordinance/Chapter 35 (Personnel)/Section 35-112.04 (Job Description and Qualifications)/Director of Department of Public Works (DPW)

An ordinance to amend the Flint City Code of Ordinances by amending Chapter 35 (Personnel); Section 35-112.04 (Job Description and Qualifications - Director of Department of Public Works).

**ADJOURNMENT**

240021



RESOLUTION NO: \_\_\_\_\_

PRESENTED: JAN 22 2024

ADOPTED: \_\_\_\_\_

**RESOLUTION AMENDING THE CONTRACT WITH PRIORITY WASTE COMPANY  
TO HONOR M.L. KING DAY AS A HOLIDAY**

This resolution is requesting the administration, priority waste company, City of Flint Law Department to do all things necessary to draft and amend the contract with Priority Garbage Company that will include honoring M. L. King as a Holiday that will allow workers who are employed with the company to have a day off.

In addition, we are requesting that all future contracts with any Garbage Company have in the contract a provision that will honor M. L. King Day as a holiday.

**BE IT RESOLVED** that the Flint City Council hereby adopt this resolution to support the Priority Waste Company making the necessary amendments to Honor Marting Luther King Day as a National Holiday and Allow all Employees who are contracted with the City of Flint to have a day off.

**APPROVED CITY COUNCIL:**

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240042



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB - 7 2024

ADOPTED: \_\_\_\_\_

**Resolution Recognizing February as Black History Month  
in the City of Flint**

Since 1926, the achievements and contributions of African-Americans have been recognized across the country each February; and

The achievements and contributions of African-Americans are not just Black history, but are a critical and important part of American history;

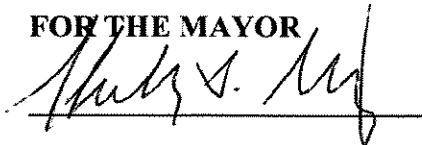
African-Americans have played key roles in the City of Flint's history, as educators, doctors, lawyers, judges, clergy, community activists, public servants, sports, and the arts.

From trailblazers like Dr. Jesse Leach, jazz musician Betty Carter, and Mayor Floyd McCree, to the leaders upholding and building upon that legacy today, African-Americans have been a vital part of the City of Flint's past and continue to be a key part of the City's future.

Mayor Sheldon Neeley and the Flint City Council recognize and honor the contributions, large and small, of the many African Americans who have cared for, educated, inspired, and led our community and nation.

**THEREFORE, BE IT RESOLVED** that the month of February, 2024, is hereby recognized as Black History Month in the City of Flint, and that all residents are encouraged to learn about and commemorate the vital roles played by African-Americans in building City of Flint and our Nation

FOR THE MAYOR

  
\_\_\_\_\_

FOR THE CITY COUNCIL

\_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_

William Y. Kim, City Attorney

240053



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB 12 2024

ADOPTED: \_\_\_\_\_

**RESOLUTION AUTHORIZING THE DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES TO ENTER INTO A MANAGEMENT AND MAINTENCE AGREEMENT WITH FLINT CITY GOLF, LLC FOR THE OPERATION OF SWARTZ CREEK AND KEARSLEY GOLF COURSES**

**BY THE CITY ADMINISTRATOR:**


**WHEREAS**, Flint City Golf desires to extend their management and maintenance agreement with the City of Flint to operate Swartz Creek Golf Course.

**WHEREAS**, Flint City Golf, LLC will manage Swartz Creek and Kearsley Lake Golf Course for a term of nine (9) months, concluding on December 15, 2023, at an annual rate of \$42,500. Flint City Golf is liable for all maintenance repairs, with expenses capped at \$1,500. Should repair costs exceed this amount, the City of Flint will reimburse 50% of the excess. Flint City Golf, LLC will also fully cover all utility bills, including Consumers Energy, water/sewer charges, security, gas/fuel, and any additional fees.

**WHEREAS**, The course will be available for the Flint Junior Golf Program. Flint City Golf, LLC will use employees of their choice as staff at Swartz Creek and Kearsley Lake Golf Course.

**IT IS RESOLVED**, That the Appropriate City Officials are authorized to do all things necessary to enter into a management and maintenance agreement with Flint City Golf, LLC for the operation of Swartz Creek Golf Course for the period ending December 15<sup>th</sup> 2024 in the amount of \$42,500 per year.


**APPROVED AS TO FORM:**

  
William Kim (Feb 7, 2024 16:57 EST)  
William Kim, City Attorney

**APPROVED AS TO FINANCE:**

  
Phillip Moore (Feb 7, 2024 16:00 EST)  
Phillip Moore, Chief Financial Officer

**FOR THE CITY OF FLINT:**

  
Clyde Edwards (Feb 7, 2024 17:20 EST)  
Clyde Edwards, City Administrator

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_



## CITY OF FLINT

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### RESOLUTION STAFF REVIEW FORM

**TODAY'S DATE:** 01/31/24

**BID/PROPOSAL** n/a

**AGENDA ITEM TITLE:** RESOLUTION AUTHORIZING THE DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES TO ENTER INTO A MANAGEMENT AND MAINTENCE AGREEMENT WITH FLINT CITY GOLF, LLC FOR THE OPERATION OF SWARTZ CREEK AND KEARSLEY GOLF COURSES

**PREPARED BY:** Ashly Harris, Business and Community Services Dept., 810.766.7426 x3002

**VENDOR NAME:** Flint City Golf, LLC

**BACKGROUND/SUMMARY OF PROPOSED ACTION:**

Since 2012, Flint City Golf, LLC has been a dedicated lessee of Swartz Creek and Kearsley Lake golf courses. This partnership was further solidified in 2014 through a renegotiated lease, extending Flint City Golf's stewardship for an additional eight years, a term that concluded in November 2023.

In anticipation of the lease's expiration, the City of Flint Department of Business Services initiated a bid solicitation process in October 2023. Despite receiving three bids, one was disqualified due to its incomplete nature. The Parks Division conducted a thorough review of the remaining two proposals and engaged in negotiations with the most qualified bidder. Unfortunately, mutually agreeable terms could not be established.

Given these circumstances, the Parks Division believes it is prudent to issue a new Request for Proposals (RFP) only after a comprehensive evaluation of the golf courses' conditions has been completed. This strategic approach ensures that the decision-making process is not compromised by the urgency to prepare for the upcoming season.

As the new golfing season looms, the Parks Division recommends entering into a temporary lease agreement with Flint City Golf, LLC, the incumbent operator. This interim solution will afford the Parks Division the necessary time to assess the property thoroughly and strategize capital improvements. It is imperative to acknowledge that each bid highlighted the need for substantial repairs to restore the facilities to an acceptable standard. The Parks Division intends to use this period to develop a robust plan aimed at enhancing the longevity of the golf courses, with the ultimate goal of transforming them into sustainable revenue sources for the City of Flint.





CITY OF FLINT

FINANCIAL IMPLICATIONS: NONE

BUDGETED EXPENDITURE? YES [ ] NO [ ] IF NO, PLEASE EXPLAIN: N/A

Table with 5 columns: Dept., Name of Account, Account Number, Grant Code, Amount. Includes a row for FY23/24 GRAND TOTAL.

PRE-ENCUMBERED? YES [ ] NO [ ] REQUISITION NO: N/A

ACCOUNTING APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCE APPROVAL: Phillip Moore (Feb 7, 2024 16:00 EST) Date: 02/07/2024

WILL YOUR DEPARTMENT NEED A CONTRACT? YES [X] NO [ ] (If yes, please indicate how many years for the contract): Estimated timeframe of 2 years.

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR (This will depend on the term of the bid proposal)

BUDGET YEAR 1:

BUDGET YEAR 2:

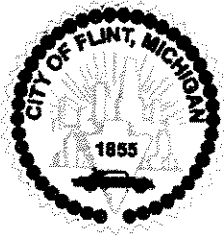
BUDGET YEAR 3:

OTHER IMPLICATIONS (i.e., collective bargaining): N/A

STAFF RECOMMENDATION: (PLEASE SELECT): [X] APPROVED [ ] NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Emily Doerr (Feb 7, 2024 16:56 EST) (Emily Doerr, Director of Business and Community Services)

240043



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB - 7 2024

ADOPTED: \_\_\_\_\_

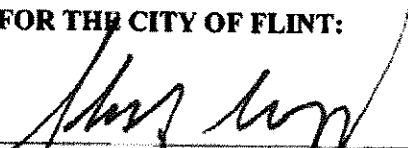
**RESOLUTION APPROVING THE APPOINTMENT OF DR. CHRISTOPHER E. MARTIN TO THE HURLEY BOARD OF HOSPITAL MANAGERS.**

Section 6-201(A) of the Flint City Charter provides that members of the Board of Hospital Managers shall "consist of fifteen (15) members appointed by the mayor with the approval of the City Council."

Pursuant to that authority, Mayor Sheldon A. Neeley appoints Dr. Christopher E. Martin, of 6031 Dupont St Flint, MI 48505, to the Board of Hospital Managers, to fill the vacancy created by the April 30, 2023 expiration of Harriet Scott appointment to that body.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Dr. Christopher E. Martin (6031 Dupont St. Flint MI 48505) to serve a five-year term on the Hurley Board of Hospital Managers, with such term commencing immediately and expiring on April 30, 2028.

**FOR THE CITY OF FLINT:**

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, City Attorney

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# Dr. Christopher E. Martin Sr. THD

Senior Pastor, Cathedral of Faith Church

6031 Dupont St

Flint, MI 48505

(810) 955-4495

coffinance2@gmail.com

## SKILLS

- More than 15 years in management
- Interpersonal Skills
- Able to multi-task
- Union and Business Negotiator
- More than 20 years of budget and finance

## EXPERIENCE

- Flint City Wide Elected Official for 8 years
- National Trustee for the Church of God In Christ Inc for 4 years
- Advisory Board Member for Molina Healthcare
- Past Board Member of the Flint Cultural Center Corporation
- Former Member of Council of Urban Board of Education
- Former Negotiator for MEA, AFSCME, and SEIU Labor Unions

## EDUCATION

**University of Michigan, Flint MI** - *Bachelor of Arts*

MAY 1999

**Kingdom University International Seminary** -*Doctorate of Theology*

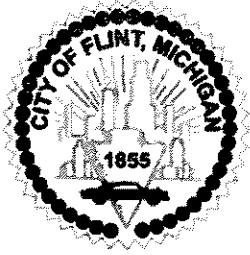
JUNE 2023

## AWARDS

- Senior Pastor of the Year, Kingdom International University Seminary, 2023
- Flint Activist of the Year, 2005

References upon request

240044



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB - 7 2024

ADOPTED: \_\_\_\_\_

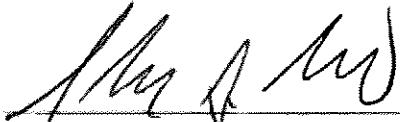
**RESOLUTION APPROVING APPOINTMENT OF TRACY FOUNTAIN TO THE FLINT HOUSING COMMISSION**

Mayor Sheldon A. Neeley appoints Tracy Fountain, of 2301 E. Second St, Flint, MI 48503, to the Flint Housing Commission, to replace Phillip Schmitter, whose term expired on 8.31.2023.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Tracy Fountain of 2301 E. Second St Flint, MI 48503, to the Flint Housing Commission, to fill the remainder of the term ending on August 31, 2028.

**FOR THE CITY OF FLINT:**

**APPROVED BY CITY COUNCIL:**

  
\_\_\_\_\_  
**Sheldon A. Neeley, Mayor**

\_\_\_\_\_

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim (Jan 22, 2024 15:49 EST)  
**William Kim, City Attorney**

# TRACEY FOUNTAIN

STATE OF MICHIGAN - MDHHS  
STATE BUREAU ADMINISTRATOR

2301 E. Second St.  
Flint, MI 49503

(810) 820-0074

FountainT@michigan.gov  
Tfountain1969@gmail.com

## OBJECTIVE

To obtain a challenging position that will provide an opportunity to apply my knowledge, education, and skills, as well as offer opportunities for personal and professional growth.

## EDUCATION

The University of Michigan  
• Master of Public Administration – 2003

The University of Michigan  
• Bachelor of Arts: Sociology – 1997

MDHHS Leadership Academy – 2009  
• Certificate of Completion- August 2012

Cultural Intelligence Center  
• Trainer Certification- 2022

University of South Florida  
Muma College of Business  
• Certification-Diversity, Equity, and Inclusion in the Workplace-2022

## EXPERIENCE

*Michigan Disability Determination Services, Lansing, MI*  
• State Bureau Administrator, 2023-Present

*Kent County Department of Health and Human Service, Flint, MI*  
• Director, 2017-2023

*Genesee County Department of Health and Human Service*  
• District Manager, 2013-2017

*Genesee County Department of Human Services, Flint, MI*  
• Acting Program Manager, 2011-2013

*Genesee County Department of Human Services, Flint, MI*  
• Family Independence Manager, 2008-2011

*Shiawassee County Department of Human Services, Owosso, MI*  
• Family Independence Manager, 2006-2008

*Genesee County Department of Human Services, Flint, MI*  
• Departmental Analyst- Payment Accuracy Specialist, 2005-2006

*Genesee County Department of Human Services, Flint, MI*  
• Family Independence Specialist/Family Resource Specialist, 2001-2005

*Huron Valley Center, Ypsilanti, MI*  
• Forensic Security Aide, 1994-2001

## AFFILIATIONS

Kent County Housing Stability Alliance, Member

- 2022-2023

Heart of West Michigan United Way, Board Member

- 2020-Present

Essential Needs Task Force, Board Member

- 2017-2023

Kent School Services Network, Board Member

- 2017-2023

Kent County Family and Child Coordinating Council, Executive Member

- 2017-Present

Kent County Human Services Committee, Member

- 2017-2023

Kent County School/Justice Partnership, Board Member

- 2017-2022

Kent County Emergency Operations Committee, Member

- 2017-2023

Kent County Community Health Advisory, Alternate Member

- 2017-2023

Kent County Lead Taskforce, Member

- 2017-2019

Regional Indian State Partnership, Member

- 2017-2023

Workforce Development Board, Alternate Member

- 2015-2017

## QUALIFICATIONS

**Bureau Director (2023-Present)**. Provide leadership and direction of the productivity and activities of the Disability Determination Services agency for the State of Michigan in partnership with the Social Security Administration. Responsible for the successful leadership of a large organization of 600+ public servants and 5 Area Offices across the state of Michigan. Maintains the financial operations to ensure the effective execution of the organization's annual spending plan. Oversees the implementation of the human resource policies, practices, and procedures.

**County Director (2017-Present)**. Provided leadership and direction of the productivity and activities of the Assistance Payments program for the county. Responsible for the successful leadership of a large organization of 260 public servants. Represents the agency in developing community partnerships that will further advance the department's mission to address the needs of the citizens. Maintains the financial operations to ensure the effective execution of the organization's strategic plan. Oversees the implementation of the human resource policies, practices, and procedures. Established a culture of excellence.

**District Manager (01/2013-2017)**. Built a strong team of 180 high performing public servants. Ensured proper implementation of policy and procedure. Administered programs to assist clients to reach self-sufficiency and ensure safety for vulnerable adults with the Assistance Payments and Adult Services programs. Strategized to use district funds and resources to optimize the quality of customer service provided. Set a standard of excellence and cultivated a workforce of dynamic leaders. Provided continuous training and staff development to establish a winning team. Established a culture of excellence.

**Program Manager (03/2011-01/2013)**. Oversight of the daily functioning and program implementation of both the North District, and when reassigned, the larger McCree District. Monitored all payment programs and staff of 120-180. Assured that all processes functioned efficiently to provide quality customer service. Greatly improved processes and performance in both districts.

**Family Independence Manager (06/2006-03/2011)**. Managed the implementation of policy and procedure for our various programs by a staff of 12-25 ES and FIS specialists. Monitored reports and data in an effort to establish the necessary supports needed to assist staff in achieving success. Interfaced with the community as a representative of the Department of Human Services.

Midwest Partners Committee,  
Member

- 2015-2018

Flint Mission Team-Water Crisis

- 2016-2017

Urban 14 Committee, Member

- 2013-2015

Equal Opportunity and Diversity  
Inclusion Advisory Committee,  
Member

- 2014

Flint Board of Education, Board  
Trustee

- 2006 & 2008

Shiawassee Hunger Network,

- 2006-2008

The Neighborhood Supporting  
Kids of Shiawassee County,

- 2006-2007

RECOGNITION —

Crain's Grand Rapids Notable  
West Michigan Leader-2023

MDHHS Diversity, Equity, and  
Inclusion Champion-2023

**Program/Administrative Experience:**

**Departmental Analyst (10/2005-06/2006).** Gathered and analyzed data related to the Food Assistance Program. Coordinated activities that would reduce FAP error rate. Developed corrective action plans and procedures. Acted as consultant to the County Director and District Managers. Trained best practices and policy that would result in the improvement of payment accuracy.

# TRACEY FOUNTAIN

STATE OF MICHIGAN-MDHHS  
STATE BUREAU ADMINISTRATOR

2301 E. Second St.  
Flint, MI 49503

(810) 820-0074

FountainT@michigan.gov  
Tfountain1969@gmail.com

## REFERENCES

### **Dwayne Haywood**

Senior Deputy Director  
Economic Stability Administration  
235 S. Grand Ave.  
Lansing, MI 48933  
(313) 518-7371  
[HaywoodD2@michigan.gov](mailto:HaywoodD2@michigan.gov)

### **Emersond Jean-Baptiste**

BSC3 Director  
800 Water Tower Rd.  
Big Rapids, MI 49307  
(269) 363-1668  
[Jeanbaptistee@michigan.gov](mailto:Jeanbaptistee@michigan.gov)

### **Bruce McCoy**

Chair  
Kent County-MDHHS Board  
121 Franklin St. SE #200  
Grand Rapids, MI 49501  
(616) 813-5432  
[bamccoybom@cs.com](mailto:bamccoybom@cs.com)

### **Kathy Miller**

BSC3 Director (**Retired**)  
1555 Nichols Rd.  
Benton Harbor, MI 49022  
(269) 861-0776  
[Kamiller95@gmail.com](mailto:Kamiller95@gmail.com)

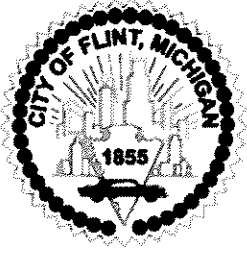
### **Sheryl Thompson**

Deputy Director (**Retired**)  
Field Operations  
(810) 874-9419  
[Etaria2@comcast.net](mailto:Etaria2@comcast.net)





240045



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

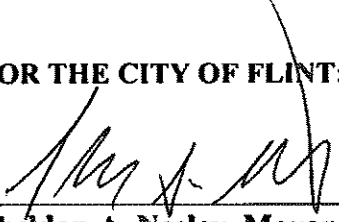
**RESOLUTION APPROVING APPOINTMENT OF NADIA RODRIGUEZ  
TO THE FLINT PLANNING COMMISSION**

Mayor Sheldon A. Neeley appoints Nadia Rodriguez, of 1604 Court St, Flint, MI 48503, to the 7<sup>th</sup> Ward seat on the Flint Planning Commission, to fill the remainder of the three-year term ending on March 31, 2025.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Nadia Rodriguez, of 1604 Court St, Flint, MI 48503, to the 7<sup>th</sup> Ward seat on the Flint Planning Commission, to fill the remainder of the three-year term ending on March 31, 2025.

**FOR THE CITY OF FLINT:**

**APPROVED BY CITY COUNCIL:**

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

\_\_\_\_\_

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, City Attorney

240046



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB - 7 2024

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING RE-APPOINTMENT OF CAROL-ANNE BLOWER  
TO THE FLINT PLANNING COMMISSION**

Mayor Sheldon A. Neeley re-appoints Carol-Anne Blower, of 3323 Holly Ave, Flint, MI 48506, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, filling the 4<sup>th</sup> Ward seat on that body.

**BE IT RESOLVED** that the Flint City Council approves the reappointment of Carol-Anne Blower, of 3323 Holly Ave, Flint, MI 48506, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, filling the 4<sup>th</sup> Ward seat on that body.

**FOR THE CITY OF FLINT:**

Sheldon A. Neeley, Mayor

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_

**APPROVED AS TO FORM:**

William Kim, City Attorney

# CAROL-ANNE BLOWER

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Flint, MI 48506 • 517-980-4363 • carolanneelise@gmail.com

## Professional Summary

Committed and highly-motivated professional, with a background in marketing/photography, city planning and non-profit leadership, seeking a role where skills can be put to use in the public sphere. Uses independent decision-making skills and sound judgement to positively impact community success.

## Skills

Decisive problem solver

Exceptional multi-tasker

Organized and efficient

Motivated team player

Public speaking

Citizen engagement

Effective communicator

Community development

Media relations

Computer literate

## Work History

**Planning Commissioner, 08/2012 to Current**

**City Of Flint – Flint, MI**

Works directly with staff, consultants, and community stakeholders to produce, edit and implement guiding documents like the Comprehensive Plan, Zoning Code, Marihuana Ordinance and Capital Improvement Plan;

Review rezoning requests, site plans, special use and other land use applications;

Assist in the current efforts to certify Flint as a Redevelopment Ready Community;

Attend and contribute to executive meetings, communicating directly with staff on current applications and projects.

**Freelance Photographer, 01/2008 to Current**

**Carol Anne Elise Photography – Flint, MI**

Photograph high-quality images for various clients seeking portrait and event content;

Edit images and format for social media and print;

Manage photography business including fostering clientele relationships to promote work and attract new clients

**Zoning Board of Appeals Representative, 05/2015 to 04/2022**

**City Of Flint – Flint, MI**

Only Planning Commission member to simultaneously serve on the Zoning Board of Appeals as the Planning Commission Representative and serve as formal liaison between the two bodies;  
Assisted in granting variances and resolving disputes regarding decisions of the zoning department;  
Provided information and summaries between the two bodies for consideration and review;  
Worked directly with staff to assure applications and meeting minutes were consistent.

**Interim Executive Director, 08/2009 to 09/2010**

**Flint Club – Flint, MI**

Represented organization to local public by giving presentations and speeches and participating in community events;  
Maintained a membership of over 3000 former Flint residents in 22 states, and provided them with opportunities for local civic engagement;  
Developed and maintained operational and programming budget of over \$100,000 and created new revenue streams through grants and fund raising;  
Developed and published a monthly membership newsletter;  
Made recommendations to Executive Board for budget, vision and programming needs.

**Program and Membership Director, 01/2006 to 07/2009**

**Flint Club – Flint, MI**

Created and maintained databases for over 1000 local members and 3000 non local members;  
Authored and distributed press releases for organization;  
Updated organization website and social media sites;  
Collaborated with community leaders and organizations to promote community service projects;  
Created and organized Flint's first young professionals networking organization;  
Developed and reviewed programming, including monthly networking breakfasts focused on topics relevant to Flint's revitalization.

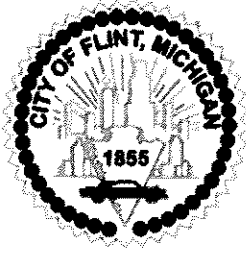
**Education**

**Flint Central High School - Flint, MI**

Interdisciplinary Social Science

Michigan State University - East Lansing, MI

240047



RESOLUTION NO.: \_\_\_\_\_

PRESENTED: FEB - 7 2024

ADOPTED: \_\_\_\_\_

**RESOLUTION APPROVING RE-APPOINTMENT OF MONA MUNROE-YOUNIS  
TO THE FLINT PLANNING COMMISSION**

Mayor Sheldon A. Neeley re-appoints Mona Munroe-Younis, of 2721 Indian Bow Trail, Flint, MI 48507, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, for the 9<sup>th</sup> Ward seat on that body.

**BE IT RESOLVED** that the Flint City Council approves the reappointment of Mona Munroe-Younis, of 2721 Indian Bow Trail, Flint, MI 48507, to the Flint Planning Commission, to serve a three-year term beginning on April 1, 2024 and ending on March 31, 2027, for the 9<sup>th</sup> Ward seat on that body.

**FOR THE CITY OF FLINT:**

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
**Sheldon A. Neeley, Mayor**

\_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**William Kim, City Attorney**

# Mona Munroe-Younis

810.845.4633 | mona.munroe.younis@gmail.com | 2721 Indian Bow Trail, Flint, MI 48507

## SKILLS : EXPERIENCE

Community Engagement  
Project Management  
Partnership Development  
Group/Coalition Facilitation  
Event Creation/Promotion  
Grant/Report Writing  
Budget/Fund Management  
Training Development  
Policy Development  
Relationship Building

### **Founder and Executive Director (April 2018-present)**

*Environmental Transformation Movement of Flint / Flint, MI*

- Lead and develop multiple environmental justice-related community education and issue advocacy programs, fundraising and financial management, partnerships and coalition-building, and strategy development
- Current projects include: addressing air quality & climate change, environmental sustainability & equity planning
- Developed and piloted curriculum for grassroots environmental justice community leader development program

### **Neighborhood Planner (Aug. 2019-March 2022)**

*Department of Planning & Development, City of Flint / Flint, MI*

- Lead coordinator for planning and developing \$4.2 million of transformational neighborhood improvements around new HUD-sponsored Choice Neighborhoods Initiative (CNI) housing
- Organized large-scale community member/partner engagement and composed equity-focused plan for prioritized neighborhood improvements
- Co-developed/implemented community group capacity-building, including for neighborhood groups and Truth, Racial Healing & Transformation facilitation to undo urban renewal and create strong relationships between neighbors

## EDUCATION

Master of Science,  
Environ. Justice & Policy  
University of Michigan  
Ann Arbor / 2008 - 2011  
Highlight: Successful team  
project adapting  
place-based education  
program for U.S. Forest  
Service Urban Connections

### **Program Manager for Flint Initiatives (Nov. 2016-Aug. 2019)**

*School of Public Health (SPH), University of Michigan / Ann Arbor, MI*

Bachelor of Science,  
Environ. Science & Planning  
University of Michigan-Flint  
Flint / 1999-2006

- Liaison between the Flint, MI community and the U-M SPH Flint Task Force for the Flint water crisis response, including applied learning, education and policy change partnerships & programs.
- Composed/implemented "See for Yourself: What's In Your Water?" curriculum for over 100 middle schoolers, 600 adult residents, and video series for general public & deaf residents.
- Secured over \$26,000 to organize 2018 UM Public Health Flint Task Force Water Summit and Flint grassroots policy change advocacy training for water quality and affordability.
- Initiated multi-school partnership to fundraise and organize 15+ water distributions, repeatedly reaching over 1,000 residents.

# Mona Munroe-Younis

810.845.4633 | mona.munroe.younis@gmail.com | 2721 Indian Bow Trail, Flint, MI 48507

## CERTIFICATIONS : EXPERIENCE (CONTINUED)

- Graduate Certificate in Restorative Practices International Institute for Restorative Practices (IIRP) Bethlehem, PA / March 2019
- Leadership, Excellence, Achievement and Development (LEAD) University of Michigan-Flint Flint, MI / September 2012
- Certificate in Public Participation International Institute for Public Participation (IAP2) Tempe, AZ / January 2012
- Adjunct Lecturer (September-December 2016)**  
*Department of Geography, Planning & Environment, University of Michigan-Flint / Flint, MI*
  - Developed and taught "Healthy Planet, Healthy People: Shaping a Sustainable, Healthy Future" (ESS/URP 140) course on sustainable urbanism, environmental justice and health with four real-world service-learning projects.
- Program Manager (February 2013-November 2016)**  
*Office of University Outreach, University of Michigan-Flint / Flint, MI*
  - Cultivated university-community partnerships for teaching, research, internships and co-curricular programs, including *Impact Circle for Imagine Flint Master Plan Implementation* to catalyze investment in underserved neighborhoods.
  - Created and implemented a scaffolded, holistic support system for faculty and departments to use pedagogical innovations and best practices for community-based teaching, research and service. Secured and managed \$50,000 from the Provost.
- Administrative/Project Coordinator (August 2006-February 2013)**  
*Office of University Outreach, University of Michigan-Flint (Flint, MI)*
  - Brought national recognition as lead writer of UM-Flint's 2010 Carnegie Classification for Community Engagement application.
  - Rebuilt the Center for Civic Engagement and all of its initiatives from marginally productive to a highly recognized and utilized center for institutional priority-setting and capacity-building. Initiated internal partnerships for systematic tracking and promotion of community-engaged courses.
  - Coordinated the Flint River Corridor Alliance (FRCA) Board of Directors and FRCA Hamilton Dam Committee and co-led the Center for Applied Environmental Research (CAER).
- Business Administrator Associate/Administrative Associate (September 2002-August 2006)**  
*Office of Research, University of Michigan-Flint / Flint, MI*
  - Managed 11 internal faculty and student grant programs, federal and other sponsored grants including regulatory compliance, and the Office of Research annual budget of over \$1 million.



# Mona Munroe-Younis

810.845.4633 | mona.munroe.younis@gmail.com | 2721 Indian Bow Trail, Flint, MI 48507

## AWARDS

Community Leadership  
Award for Environ. Justice  
Michigan United  
Virtual / December 2021

Community Leadership  
Award for Environ. Justice  
Michigan United  
Dearborn, MI / December  
2019

Bunyan Bryant  
Environmental Justice  
Leadership Award  
Sierra Club Michigan  
Lansing, MI / January 2019

Staff Impact Award  
University of Michigan  
Ann Arbor, MI / May 2018  
Highlight: \$2,500 for  
community reinvestment

U.S. President's Volunteer  
Service Award - Bronze,  
collectively for Flint &  
Genesee Literacy Network  
Action Team Co-Leaders /  
September 2016

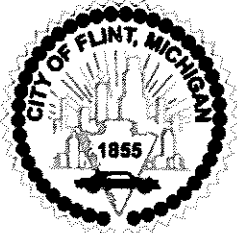
Genesee County Historical  
Society Heritage Day Award  
for UM-Flint partnership  
facilitation / May 2011

University of Michigan-Flint  
Maize & Blue Distinguished  
Scholar Highlight: highest  
undergraduate honor /  
December 2006

## SELECTED COMMUNITY SERVICE

- Michigan Advisory Council for Environmental Justice Member (Apr. 2018-present)
- Racial Healing Practitioner for Truth, Racial Healing & Transformation Flint initiative (Sept. 2018-present)
- Sierra Club Michigan Environmental Justice Action Group Chairperson (Aug. 2017-present); Sierra Club Michigan Executive Committee ex-officio member (Jan. 2018-present)
- M.A.D.E. Institute Board Member supporting residents in rebuilding their lives after incarceration (Oct. 2017-Oct. 2020)
- City of Flint Zoning Board of Appeals Commissioner (Oct. 2017-August 2019) (stepped down to accept City staff position)
- Flint Environmental Justice Summit Co-Organizer (Dec.-Mar. 2017, 2018, 2019)
- Michigan Environmental Justice Summit Co-Organizer (July-Sept. 2014 & 2018)
- Raise It Up! Youth Arts & Awareness Board (Member July 2013-Oct. 2017, Vice President June 2015-October 2017)
- Co-Leader of the Flint & Genesee Literacy Network Family Literacy Action Team (June 2015-Sept. 2016)
- City of Flint Imagine Flint Master Plan Implementation Steering Committee (March 2014-March 2016); Implementation Task Group Co-Leader for Natural Resources, Open Space and Conservation (July 2014-Aug. 2015)
- City of Flint Imagine Flint Master Plan Group Facilitator/Member for Natural Resources, Open Space & Conservation (Advisory Oct. 2012-July 2013, Implementation Aug. 2013-Nov. 2015)
- U.S. Social Forum Flint Team Organizer/workshop organizer for Flint Urban Revitalization session (Dec. 2009-June 2010)
- Co-Organizer and environmental justice workshop presenter for the Social Justice Now Symposium in Flint (Feb.-Mar. 2010)
- Applewood Initiative for Urban Gardening and Community, Piper Avenue Community Garden technical assistant (Sept. 2007-July 2008)
- Leadership Development in Interethnic Relations (LDIR) Program healthy school food access project (Jan.-April 2007)

24004B



RESOLUTION NO.: FEB 7 2024  
PRESENTED: \_\_\_\_\_  
ADOPTED: \_\_\_\_\_

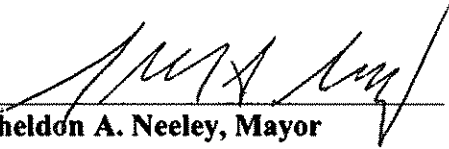
**RESOLUTION APPROVING REAPPOINTMENT OF MEZON GREEN-MARTIN  
TO THE CITY-WIDE ADVISORY COMMITTEE**

Mayor Sheldon A. Neeley appoints Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.

**FOR THE CITY OF FLINT:**

**APPROVED BY CITY COUNCIL:**

  
Sheldon A. Neeley, Mayor

\_\_\_\_\_

**APPROVED AS TO FORM:**

  
William Kim, City Attorney

240049

**RESOLUTION:**

**PRESENTED:** FEB - 7 2024

**ADOPTED:**

**RESOLUTION APPROVING THE APPOINTMENT OF  
JON KINGEN TO THE ZONING BOARD OF APPEALS**

**BY THE CLERK:**

3rd Ward Flint City Councilmember Quincy Murphy recommends the appointment of Jon Kingen (2432 Beta Lane, Flint, MI 48506 – Ward 3) to the Zoning Board of Appeals.

**IT IS RESOLVED**, the Flint City Council approves the appointment of Jon Kingen to the Zoning Board of Appeals for the remainder of a 3-year term commencing immediately upon adoption of this resolution and expiring August 31, 2024.

**APPROVED AS TO FORM:**

**APPROVED BY FLINT CITY COUNCIL:**

\_\_\_\_\_  
William Kim, Chief Legal Officer

\_\_\_\_\_

# Jon Kingen

2432 Beta Lane, Flint MI 48506 | 810-259-4660 | JonKingen56@gmail.com

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## Objective

To obtain a Leadership position supported by a background in Retail Management, Supervision, Inventory Control, and Customer Service.

## Summary of Qualifications

- Dynamic Leader and Team Builder with proven success at driving superior customer service and profitability
- Managed many teams of Assistant Store Managers, Department Supervisors, and hundreds of Associates
- Excellent at maintaining store appearance, maximizing space for greater product exposure, and sales, all guided by customer voice, and company core values
- Formulated daily and weekly sales and activities reports
- Consistently collaborated with Department Supervisors/Managers in promoting marketing mix, achieving greater sales volume
- Provided disciplined leadership while setting clear expectations, and held teams/self accountable for results
- Responsible for new store set-up (Big Lots, Alpena MI, and Sault Ste. Marie MI), involved staff hires, building store fixtures, and set-up of original merchandise
- Managed merchandising, ordering, and maintenance features, along with cash and inventory control
- Performed all recruitment, training, and coordination of store personnel
- Initiated and managed the Inventory Control Specialist (ICS) Teams for Wal-Mart

## Education

Northwood University, Midland MI

**Bachelor of Business Administration, Management**

May 2012

Charles Stewart Mott Community College, Flint MI

**Associates Degree in General Studies – High Honors**

December 2010

**Associates Degree in Arts – High Honors**

December 2010

**Certificate of Achievement – Entrepreneurship – High Honors**

December 2010

**Associates Degree in Business Management – High Honors**

May 2012

## Employment History

<b>Shift Supervisor</b>	Rite-Aid Pharmacy, Flint MI	01/15/06 – 04/17/08
<b>Machine Operator</b>	Qualified Staffing, Lapeer MI	12/07/05 – 01/14/06
<b>Department Manager</b>	Wal-Mart, Troy MI	03/03/03 – 12/05/05
<b>Assistant Store Manager</b>	Big Lots, Sault Ste. Marie MI	10/16/01 – 01/10/03
<b>Asst Customer Service Manager</b>	Neiman's Family Market, Alpena MI	12/04/00 – 07/28/01
<b>Support Manager</b>	Wal-Mart, Burton MI	01/16/98 – 11/27/00
<b>Asst Customer Service Manager</b>	Kessel Foods, Burton MI	*1981 – 1985

## Student Leadership

**Dean's Choice as Student Representative, Campus Life Enhancement Fund (CLEF)**

**Vice-President of Leadership, Phi Theta Kappa**

**Dean's List Every Term**

Active Member, Student Government

2010 Recipient of Robert Mogford Award for Campus & Community Civic Activities

Member, Mayor's Student Advisory Committee



November 1, 2011

Letter of Recommendation: Jon Kingen

To Whom It May Concern:

Jon Kingen is a graduate of Mott Community College and a former student representative on our College Life Enhancement Fund Committee (CLEF). It is my pleasure to write this letter of recommendation for him as he makes application for acceptance in graduate school. Jon has indicated to me that he plans to pursue a MBA degree. I can recommend him without reservation, for this program of study and any other that he chooses to pursue. Jon has the intelligence, discipline and commitment needed for advanced study.

While here at Mott Community College, he took challenging courses and a full load each semester. He earned mostly 4.0 grades, graduating with a 3.85 grade point average—high honors. His academic ability is well documented by his transcript.

Jon's interpersonal and social skills cannot be assessed by his academic record. However, I feel that I got to know him quite well. I appointed Jon to the CLEF Committee as my representative. We kept in close contact as he served on the committee and wrestled with difficult decisions and managing the interpersonal dynamics of the Committee. He was a strong, outspoken advocate for students and brought to the committee the perspective of a mature, goal oriented student. He was not intimidated by the seasoned faculty leaders around the table; however he was open to learning from them and from me. This committee consists of students, faculty and administrators who make decisions to award over \$200,000.00 a year to student clubs and others wishing to hold events and programs to enhance college life. Any committee managing that amount of money will undoubtedly face tough decisions which tests ones character and values. Jon stood the test very well and made the sacrifice to self-educate on issues before attending meetings and standing in judgment of others' ideas. He will take graduate studies seriously and will not be overwhelmed by the work. His fellow students will appreciate his dry humor and will appreciate his willingness to actively work in group situations. Quite simply, he is ready for graduate work and worthy of the opportunity.

Sincerely,

Delores Deen,  
Executive Dean, Student Services

## **Charles Stewart Mott Community College**

1401 East Court Street • Flint, Michigan 48503-2089 • (810) 762-0200  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

240050

**RESOLUTION:**

**PRESENTED:** FEB - 7 2024

**ADOPTED:**

**RESOLUTION APPROVING THE REAPPOINTMENT OF  
JERRY DAVID KEA TO THE ZONING BOARD OF APPEALS**

**BY THE CLERK:**

Tonya Burns, 6th Ward Flint City Councilmember, recommends the reappointment of Jerry David Kea (1012 Freemont St., Flint, MI 48504) to the Zoning Board of Appeals.

**IT IS RESOLVED**, the Flint City Council approves the reappointment of Jerry David Kea to the Zoning Board of Appeals for the remainder of a 3-year term commencing immediately, and expiring August 31, 2026.

**APPROVED AS TO FORM:**

**APPROVED BY FLINT CITY COUNCIL:**

\_\_\_\_\_  
William Kim, Chief Legal Officer

\_\_\_\_\_







240051

**RESOLUTION:**

**PRESENTED:** FEB - 7 2024

**ADOPTED:**

**RESOLUTION APPROVING THE APPOINTMENT OF  
CHRISTOPHER FRYE TO THE HUMAN RELATIONS COMMISSION**

**BY THE CLERK:**

Per the City Charter that went into effect on Jan. 1, 2018, the Human Relations Commission shall be comprised of nine members, one from each ward in the City of Flint ; and

Each Council member shall appoint one resident of his or her ward to serve on the Commission, which aims to assist in the elimination of prejudice, hate and discrimination and promote equality in the treatment of all residents; and

Judy Priestley, 4th Ward Flint City Councilmember, recommends the appointment of Christopher Frye (1309 Kearsley Park Blvd., Flint, MI 48506) to the Human Relations Commission.

**IT IS RESOLVED**, that the Flint City Council approves the appointment of Christopher Frye to the Human Relations Commission for the remainder of a 3-year term commencing upon adoption of this resolution, and expiring October 28, 2025.

**APPROVED AS TO FORM:**

**APPROVED BY FLINT CITY COUNCIL:**

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William Kim, Chief Legal Officer

*Resume of:*

# Christopher Frye

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## EXPERIENCE

1975-1978

Director, photographer – WWTV, Cadillac MI

1978-1979

Director/graphic artist/photographer - WILX-TV, Jackson, MI

1979-1999

Director/Producer - WJRT-TV, Flint, MI

1999-2001

Creative Services Director - WSMH-TV, Flint, MI

2001-2009

Account Executive/Ad Sales - Comcast, Flint, MI

2009-2013

Self-employed Online Marketing Consultant

2009-PRESENT

Free Lance Marketing Consultant/Media Buyer

2018-PRESENT

Editor-Flint: Our Community, Our Voice, Monthly Community  
Newspaper

## EDUCATION

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Wayne State University, Detroit, MI

Bachelor of Fine Arts/Speech Communication and Theater

## COMMUNICATION

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The ability to communicate with clients, coworkers, friends, family to consider options to problems and issues to come to an equitable solution to most situations.

## LEADERSHIP

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While I have never aspired to be a "leader," my choice of career required that I be one. I am not afraid to take on a chore when it is necessary. I rely on my team and colleagues to work together to achieve the best results. Former President, current Treasurer of Flint Neighborhoods United. Block Club President for 15+ years. Past Governor of the 6th District of the American Advertising Federation. Former Union Steward. Volunteer for multiple community projects in my adopted hometown of Flint.

## REFERENCES

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Available upon request.

ORDINANCE NO. \_\_\_\_\_

**IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF FLINT:**

Sec. 1. An Ordinance to amend the Flint City Code of Ordinances by amending Chapter 35, Personnel, by adding Sections 35-112.04 Job Description and Qualifications – City Administrator, which shall read in its entirety as follows:

**§35-112.04. JOB DESCRIPTION AND QUALIFICATION – DIRECTOR OF DEPARTMENT OF PUBLIC WORKS**

Pursuant to section 1-501(b) of the Flint City Charter, the **ATTACHED** job description and qualifications are hereby adopted by reference and attached hereto.

Sec. 2. This ordinance shall become effective immediately upon publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**FOR THE CITY:**

\_\_\_\_\_  
For the City Council

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, Acting City Attorney

**CITY OF FLINT**  
**Position Description**

<b>Title: Director of Dep't of Public Works</b>	<b>Job Code Number: N/A</b>
<b>Established: July 1, 2014</b>	<b>Appointed</b>

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the City Administrator, the Director of the Department of Public Woks is responsible for performing executive-level administration, supervisor, and technical work in directing the activities of a full-service public works department which includes, transportation, sanitation, and utilities/water services.

**SUPERVISION RECEIVED:**

Reports to the City Administrator.

**SUPERVISION EXERCISED:**

Exercises supervision over all staff in the Department of Public Works.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes, and directs all aspects of departmental operations ensuring safety, quality and efficiency.
2. Ensures that utility systems and facilities meet State and EPA requirements.
3. Supervises personnel, evaluates performance and oversees training and professional development.
4. Represents the City and Public Works Department in meetings with public officials, other public agencies, and civic groups to coordinate, develop and implement projects and programs.
5. Develops, recommends, and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, legal requirements and the city's overall strategic plan.
6. Evaluates the need for and develops plans, schedules and cost estimates for long-range capital improvement programs and maintenance of public facilities to increase efficiency and cost-effectiveness.
7. Selects and procures equipment and materials as needed in accordance with capital improvement plans and approved budgets.
8. Prepares and maintains appropriate records and reports as required.
9. Performs other duties as determined by the City Administrator.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Bachelor's degree in STEM (Science, Technical, Math) or closely related field, and five (5) to seven (7) years of progressively responsible experience in the area of public works or utilities engineering and at least one (1) year in an administrative/supervisory capacity;  
-or-  
Associates degree in STEM (Science, Technical, Math) or closely related field, and seven (7) to ten (10) years of progressively responsible experience in the area of public works or utilities engineering, and two (2) years in an administrative/supervisory capacity.  
-or-  
High School Diploma or Equivalent AND a minimum of fifteen (15) years of progressively years of progressively responsible experience in the area of public works or utilities engineering and at least three (3) years in an administrative/supervisory capacity.
- B. Certification by the State of Michigan as a wastewater or drinking water operator, or eligibility for temporary reciprocity of certification by the State of Michigan preferred. In addition, certification by

NASSCO (National Association of Sewer Service Companies) and/or Michigan Public Service Institute is also preferred.

- C. Possession of valid State of Michigan Driver's License or ability to obtain one within three months.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Classification History:**

Established: 7/1/2014

Last Revised: 6/7/2016

**The job description is not an exhaustive list of all duties and responsibilities and does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**