CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
AGENDA

June 20, 2022
6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Goodman
5. Public Comment on Agenda Items

6. Approval of Consent Agenda
    a. Regular Agenda
    b. Minutes of the June 6, 2022, Regular City Council Meeting
    c. List of Bills

7. Unfinished Business

8. New Business

    a. Resolution 22-06-Resolution of Appreciation
    b. Executive Search Firm Proposals-Roosevelt Park Police Chief
    c. Senior Millage Ad Hoc Committee-Set Meeting Time and Date
    d. Tractor Purchase Approval-Equipment Fund

9. Public Comment
    Please state your name and home address
    Please limit comments to 3 minutes per individual presentation
    (City Council Rules of Procedure: 10/7/2011)

10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
12. Adjournment

American Disability Act Compliance: For access to open meetings of the City Council and any of its committees or subcommittees, the City of Roosevelt Park will provide necessary reasonable auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon twenty-four-hour notice to the City of Roosevelt Park. Individuals with disabilities requiring auxiliary aids or services should contact the City of Roosevelt Park, City Clerk by writing or calling, 231-755-3721 or call the following: TDD: Dial 7-1-1 and request a representative to dial 231-755-3721.

City of Roosevelt Park

A Proud Community

To: Honorable Mayor and City Council
From: Jared Olson, City Manager
Date: June 16, 2022
Subject: **Monday, June 20, 2022**– CITY COUNCIL MEETING

The following is information pertaining to items on the agenda for your meeting:

COUNCIL WORK SESSION:

1. Active Agenda Items

COUNCIL MEETING:

a. **Resolution 22-06-Resolution of Appreciation-** As Chief Boone attends his final City Council meeting before officially retiring, staff feels it appropriate to approve a resolution of congratulations for his decade of service to the Roosevelt Park community.

b. **Executive Search Firm Proposals-Roosevelt Park Police Chief-** With the formal retirement of the Roosevelt Park Police Chief, a formal hiring process must begin and due to time constraints, a volatile job market, and the extreme importance of this position, formal proposals have been requested for executive search firms to assist in this process.

c. **Senior Millage Ad Hoc Committee-Set Meeting Time and Date-** The next Senior Millage Committee meeting time and date is needed as the next Senior Lunch and Learn event is scheduled for July 26th at the Community Center.

d. **Tractor Purchase Approval-Equipment Fund**-Staff is requesting City Council approval to purchase a tractor with mower and front bucket attachment to replace the back-up zero turn mower. $60,000 was budgeted for capital purchases for FY 2022 and the State of Michigan purchasing program has the purchase price of the proposed unit at $16,973.28.

Informational attachments and reports are included in the back of the packet.

If you have questions, please contact me.

CITY OF ROOSEVELT PARK
CITY COUNCIL
REMOTE MEETING MINUTES
June 6, 2022

This meeting was called to order by Mayor Aaron Langlois at 6:15 p.m.

PRESENT: **Council Members:** Mayor Aaron Langlois, Greg Neiser, Stacey Burmeister, Diane Goodman, Noah Crossno, Fawn Cruz, Mayor Pro-Tem Sutton

STAFF: City Manager Jared Olson, City Attorney Sawyer Rozgowski, City Clerk Ann Wisniewski, Chief Boone, City Treasurer Kate Dibble

ABSENT: None

WORK SESSION

Council discussed Agenda Items:

- Notice of Retirement – Council Acceptance
- Second Quarter Budget Amendments – FY 2022
- MDOT Category B Grant Application – Resolution of Approval
- 2023 Parks Millage Language – Resolution of Approval
- List of Bills

Special Guests:

- Attorney Al Swanson and Attorney Jason Kolkema both running for different judgeships

Mayor Langlois called the Council meeting to order at 7:32 p.m.

2022-059 **ROLL CALL**
City Clerk Ann Wisniewski called roll call.

2022-060 **INVOCATION**
Council Member Burmeister provided the Invocation.

2022-061 **PUBLIC COMMENT ON AGENDA ITEMS**
Christina Achterhoff District Rep for Senator Jon Bumstead

2022-062 **CONSENT AGENDA**
Council Member Crossno moved to approve the consent agenda. This motion was supported by Council Member Neiser.
Roll Call: 7 Ayes, 0 Nays, 0 Absent

2022-063 **UNFINISHED BUSINESS**

None

2022-064 **NEW BUSINESS**

8**A. Notice of Retirement – Council Acceptance**

City Mayor Langlois moved to accept the Chief of Police Boone's written notice of retirement. This motion was supported by Council Member Goodman.
Roll Call: 7 Ayes, 0 Nays, 0 Absent. Motion Passes

8B. Second Quarter Budget Amendments – FY 2022

Council Member Neiser moved to approve the second quarter budget amendments as presented. This motion was supported by Mayor Pro-Tem Sutton.
Roll Call: 7 Ayes, 0 Nays, 0 Absent. Motion Passes

8C. MDOT Category B Grant Application – Resolution of Approval

Council Member Cruz moved to approve resolution 2022-05 for the 2023 Category B Transportation and Economic Development Fund Program. This motion was supported by Council Member Crossno.
Roll Call: 7 Ayes, 0 Nays, 0 Absent. Motion Passes

8D. 2023 Parks Millage Language – Resolution of Approval

Council member Crossno moved to approve the wording in Resolution 22-04 Proposed Charter Amendment. This motion was supported by Council Member Neiser.
Roll Call: 7 Ayes, 0 Nays, 0 Absent. Motion Passes

2022-065 **COUNCIL COMMENTS**

Council Members shared comments

2022-066 **DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

2022-067 **PUBLIC COMMENTS**

None

2022-068 **ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 7:57 p.m. This motion was supported by Mayor Pro-Tem Sutton and carried unanimously.

_____

Ann Wisniewski, City Clerk

CITY OF ROOSEVELT PARK
A Proud Community
900 OAK RIDGE ROAD
ROOSEVELT PARK, MI 49441
(231) 755-3721

COUNCIL LIST

Wednesday, June 08, 2022

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
3017(E)	ACCIDENT FUND			
		WORKERS' COMP INSURANCE	07012022	971.70
			Check Total	**971.70**
3018(E)	BANK OF AMERICA BUSINESS CARD			
		GARDEN HOSE - PD GARAGE	111277360338	29.99
		EXTERNAL DVD DRIVE PD, KLEENEX, LABELS,	111672818118	213.45
		FLAGS	106681	181.23
		IRRIGATION POLY PIPE	36589898	337.99
			Check Total	**762.66**
3019(E)	CONSUMERS ENERGY			
		1000 0015 5745 936 OAKRIDGE GUL 1	206613556946	28.51
			Check Total	**28.51**
3020(E)	CONSUMERS ENERGY			
		1000 0015 6057 936 OAKRIDGE GUL 2	206613556947	2,117.79
			Check Total	**2,117.79**
3021(E)	CONSUMERS ENERGY			
		1000 0017 0686 3106 ROOSEVELT RD	206079831850	12.30
			Check Total	**12.30**
3022(E)	CONSUMERS ENERGY			
		1000 0038 5011 TRAFFIC LIGHTS	207058115702	230.44
			Check Total	**230.44**
3023(E)	CONSUMERS ENERGY			
		1030 2926 0835 49441 LED LIGHT RD	201007771336	1,053.66
			Check Total	**1,053.66**
3024(E)	PITNEY BOWES INC			
		POSTAGE MACHINE INK	8147035	84.99
			Check Total	**84.99**
3025(E)	WEX BANK			
		GAS (DPW 298.062 GAL, PD 476.826 GAL)	81278400	3,031.91
			Check Total	**3,031.91**
3026(A)	ASPHALT PAVING, INC.			
		13A TOP PATCH	API-0000270	45.45
			Check Total	**45.45**
3027(A)	CITY OF NORTON SHORES			
		FIRE SERVICES APRIL-JUNE	22-06222022	56,250.00
			Check Total	**56,250.00**
3028(A)	EMERGENCY SERVICES LLC			
		UNIT 6 - BATTERY CHARGE, OBSERVATION	18791	6.50
		UNIT 4 TRANSPORT - WARRENTY WORK	18792	6.50
			Check Total	**13.00**
3029(A)	FLEX ADMINISTRATORS, INC.			
		FLEX ADMINISTRATION	498800	35.00
			Check Total	**35.00**
3030(A)	MUSKEGON TOWNSHIP - MCD 911			
		JUNE IT SUPPORT	2200001135	447.43
			Check Total	**447.43**
3031(A)	PARMENTER LAW			
		GENERAL	265480	2,662.50
		PROSECUTIONS	265481	134.50
		GENERAL	265482	227.50
		GENERAL - PURCHASE OF 1367 W. SHERMAN	265483	717.50
		GENERAL LEGAL	265484	78.50
		GENERAL	265485	547.38
			Check Total	**4,367.88**

CITY OF ROOSEVELT PARK
A Proud Community
900 OAK RIDGE ROAD
ROOSEVELT PARK, MI 49441
(231) 755-3721

COUNCIL LIST

Wednesday, June 08, 2022

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
3032(A)	PLANTENGA'S CLEANERS			
		PD UNIFORM CLEANING	052022	22.00
			Check Total	**22.00**
3033(A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5635198	50.00
		DPW UNIFORM CLEANING	5637113	50.00
			Check Total	**100.00**
3034(A)	WISNIEWSKI, ANN			
		VISION REIMBURSEMENT	VISION0422	104.00
			Check Total	**104.00**
37779	BORGMAN TREE SERVICE			
		TREE REMOVAL	3820	5,050.00
			Check Total	**5,050.00**
37780	INTEGRITY BUSINESS SOLUTIONS			
		PD SQUAD ROOM CHAIRS	2347954-0	2,097.00
			Check Total	**2,097.00**
37781	KENT COMMUNICATIONS INC			
		WATER BILL/NEWSLETTER PRINTING	311145	1,920.46
			Check Total	**1,920.46**
37782	RADARSIGN			
		SPEED SIGN	14285	3,455.00
			Check Total	**3,455.00**
37783	STATE OF MICHIGAN - MLCC			
		ROOSEVELT PARK DAY LIQUOR LICENSE	202209	50.00
			Check Total	**50.00**
37784	W.M.C.J.T.C. ATTN: LORI BOEVE			
		SPRING DUES	4853	99.26
		AUG 8-12 TRANING - MORSE	4775	200.00
		REFUND FOR INV 4274 FTO TRAINING	CR 4765	(200.00)
			Check Total	**99.26**
			Report Total	**82,350.44**

Agenda Item___8A_____

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
June 20, 2022

Item: Resolution of Appreciation- Police Chief David Boone	**Date:** June 20, 2022
The council is being asked to present a Resolution of Appreciation to help recognize the long list of achievements and over a decade of dedicated service by our retiring Chief of Police, Dave Boone.	
Financial Impact: None	
Recommendation: Present the attached resolution of appreciation to Roosevelt Park Police Chief David Boone on his retirement on behalf of the residents, council, and the community of the City of Roosevelt Park.	
Signature:	**Title:** City Manager

City of Roosevelt Park

A Proud Community

City of Roosevelt Park
Resolution 22-06
Resolution of Appreciation

WHEREAS, the City of Roosevelt Park City Council, on behalf of our residents and staff, wish to sincerely acknowledge the contributions of Roosevelt Park Police Chief David Boone,

WHEREAS, the City has benefited these past ten years from his over forty years of experience; and

WHEREAS, Chief Boone began as Police Chief with an understaffed department and tools and equipment in disrepair, he built the department by obtaining the necessary tools, equipment and staff to perform the work needed to serve our businesses and residents; and

WHEREAS, Chief Boone has been instrumental in implementing new technology, public service approaches, and increased levels of public service throughout his decade of service; and

WHEREAS, Chief Boone has been fully committed to serving the public and improving the operations of the entire Roosevelt Park Police Department of which the community will reap the benefits for many years to follow; and

NOW, THEREFORE BE IT RESOLVED that the Roosevelt Park City Council recognizes the exceptional unyielding public service of this employee and emphasizes that all citizens of Roosevelt Park are encouraged to bestow perpetual kindness, gratitude, and appreciation upon Roosevelt Park Police Chief David Boone for his dedicated service to the residents of the City of Roosevelt Park.

_____

Aaron Langlois, Mayor
City of Roosevelt Park

_____

Ann Wisniewski, City Clerk
City of Roosevelt Park

Agenda Item____8B____

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
June 20, 2022

Item: Executive Search Firm Proposals- Police Chief	**Date:** June 20, 2022

Summary: With the formal retirement of the Roosevelt Park Police Chief being effective on June 30th, a formal hiring process must begin and due to time constraints, a volatile job market, and the extreme importance of this position, staff has requested formal proposals from executive search firms to assist in this process. As attached, several Michigan based firms and even some national firms were able to submit proposals for a full scale recruitment process.

Search Firm	Full-Service Proposal	Total Cost
Walsh Municipal Services Okemos, MI	Yes	$10,800
Amy Cell Ypsilanti, Michigan	Yes	$18,500
GovHR-USA Northbrook, Illinois	Yes	$23,500
Michigan Muni. League Ann Arbor, Michigan	Unable to Quote	N/A
International Assoc. of Chiefs of Police Alexandria, Virginia	Unable to Quote	N/A

Both the MML and the IACP were unable to accommodate a hiring proposal or search due to their current staffing and operational capacity. All three entities that submitted proposals have great references, successful histories of municipal recruitments in Michigan, and would be capable of handling our current needs.

With the significant cost difference between the full-service search proposals, staff is recommending the City engage Walsh Municipal Services as proposed. As the included schedule states, their work would begin almost immediately with a job description and community profile issued as early as the week of June 25th. With their very detailed schedule dates, we would most likely have a new Chief of Police onboard within twelve weeks. The cost would be added to the budget however is almost entirely offset by the equivalent wages budgeted and not paid for those weeks.

Financial Impact: As described above and will be close to equaling unpaid wages.

Recommendation: To approve the Roosevelt Park Police Chief hiring proposal from Walsh Municipal Services and authorize staff to execute a letter of engagement.

CITY OF ROOSEVELT PARK

POLICE CHIEF SEARCH

"Frank Walsh was exactly the person that we needed to help us with our search for a City Manager. He did his research and took the time to learn about our community and solicited feedback from community members. His process was very facilitative."

- Garnet Lewis, Mayor, City of Saugatuck

HOME OF THE

Dear Mayor Langlois, Mayor Pro Tem Sutton and City Council Members,

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new Police Chief. We deeply respect the importance of this recruitment and are prepared to bring meaningful results to Roosevelt Park. Having known and respected Manager Olson for the past ten years, I'm very confident in our ability to attract successful leadership to your community.

I founded Walsh Municipal Services, LLC in 1997. For the past 25 years, my Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. Over the past two years, Walsh Municipal Services, LLC has provided exemplary customer service to Portage, Chelsea, Fennville, Alpena, Marquette, Saugatuck, Saline, Ada Township, Caro, Saginaw Township, Brooklyn, Manchester, Georgetown Township, Mount Pleasant, Durand, Morenci, Frankenmuth, Hartland Township, Bridgeport Township, Decatur, Suttons Bay, Pinckney, Coopersville, Paw Paw, St. Johns, Eaton Rapids, Evart, Blissfield and Wolverine Lake.

Our firm is committed to modest fees, outstanding customer service and trusted client communication. I hope you will have an opportunity to reach out to any of our clients we have served over the past 25 years. Please feel free to visit our firm's website at www.walshmuni.com. We go beyond experience and educational backgrounds. We focus on the "right fit". Roosevelt Park will draw outstanding talent. However, our focus will be on presenting you the top candidates who will be a "great fit" for the Roosevelt Park Police Department and community.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President
Walsh Municipal Services, LLC

OUR CLIENTS…

“Frank’s recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services.”

- Matt Waligora, Mayor, Alpena, MI

“Thank you for all the time and effort you devoted to making certain the Mount Pleasant search was successful. Rest assured that I am a Walsh Municipal Services fan!"

- Dr. George Ronan, City Commissioner, Mount Pleasant, MI

“Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette.”

- Jenna Smith, Mayor, City of Marquette, MI

“5-star recruitment Firm. Frank Walsh is amazing. Excellent customer service.”

- Connie Cobley, Councilmember, Durand, MI

“Working with Frank was an awesome experience. His recruitment process is outstanding.”

- Colleen Christensen, President Pro Tem, Suttons Bay, MI

FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 25 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. However, we have close ties to several managers that assist in the outreach process. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a $40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Roosevelt Park.

RECRUITMENT - RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the City Council and appropriate staff on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 25 years of municipal recruitment experience
- 30 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 37 years of municipal management experience
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS

SCOPE OF SERVICES

The Selection
Walsh Municipal Services (WMS) is prepared to initiate the City of Roosevelt Park search process immediately following the City Council selection.

Recruitment and Marketing
Our firm will recruit through the MML website, social media outlets, word-of-mouth and the Michigan Association of Police Chiefs Facebook Page. Our efforts will successfully reach over 1,000 potential candidates.

Candidate Qualifications
WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the best 4-6 candidates. The phone interviews will delve into each applicant's experience and credentials to serve the City of Roosevelt Park.

Reference Reviews
WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of candidates will be presented to the City Council for their consideration.

Reference Review Mitigation
As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

Community Groups, Staff and Interviews
WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews. We also offer a community meet-and-greet with the candidates as well as an opportunity for staff to meet with candidates prior to their interviews. All of our services are offered as a flat fee.

SCOPE OF SERVICES CONT'D

Detailed Candidate Background Checks
WMS will verify selected candidates educational and employment background, financial/credit, newspaper research, social media and coordinating criminal and civil litigation checks. Our firm uses retired East Lansing Internal Affairs Director Ken Ouellette to perform a thorough background check. However, the community reserves the right to select their own investigator.

Notify Candidates Not Selected
WMS prides itself in its communication skills. This not only includes the City Council, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

Structuring Candidate Offer
WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Council.

Communication and Updates
No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

THE PROPOSED SCHEDULE

In summary, WMS provides a thorough recruitment process and offers the following detailed schedule (subject to change by City Council):

JUNE 20, 2022 – FIRM SELECTION BY CITY COUNCIL

JUNE 24, 2022 – JOB ANNOUNCEMENT POSTED ON MUNICIPAL SITES & SOCIAL MEDIA

JUNE 24 – JULY 22, 2022 – RECRUITMENT PERIOD

JULY 22, 2022 – DEADLINE TO APPLY

AUGUST 1, 2022 – CITY COUNCIL MEETS IN CLOSED SESSION TO REVIEW CANDIDATES

AUGUST 4, 2022 – CITY COUNCIL ANNOUNCES 4 FINALISTS

AUGUST 19, 2022 – MEET AND GREET WITH STAFF

AUGUST 20, 2022 – PUBLIC INTERVIEWS

AUGUST 20 – AUGUST 28, 2022 – FINAL BACKGROUND CHECK AND CONTRACT NEGOTIATION

AUGUST 29, 2022 – CITY COUNCIL APPROVES NEW POLICE CHIEF CONTRACT

SEPTEMBER 19, 2022 – NEW POLICE CHIEF BEGINS SERVICE TO ROOSEVELT PARK

EXPERIENCE AND RESULTS

City of Durand (population 4,457)
City Manager
Reference, Ms. Connie Cobley, Council Member, 989-288-3585; conniecobley@live.com

City of Portage (population 53,114)
City Manager
Reference, Ms. Patricia Randall, Mayor, 269-806-2875; randallp@portagemi.gov

City of Alpena (population 10,483)
City Manager
Reference, Mr. Matt Waligora, Mayor, 989-766-3557; mattwa@alpena.mi.us

City of Marquette (population 21,697)
City Manager
Reference, Ms. Jenna Smith, Mayor, 906-361-7429; jsmith@marquettemi.gov

Ada Township (population 15,350)
Township Manager
Reference, Mr. Bob Proos, Trustee, 616-437-3559; bobproos@servantfire.com

City of Saline (population 8,350)
City Manager
Reference, Mr. Brian Marl, Mayor, 734-429-4440; brianmarl@gmail.com

City of Mount Pleasant (population 26,616)
City Manager
Reference, Mr. Will Joseph, Former Mayor, 810-355-6505; josep2wl@gmail.com

BENEFITS OF
WALSH MUNICIPAL SERVICES

WMS sets the bar high. We offer the City of Roosevelt Park the following large firm benefits:

♦ Unparalleled Commitment

♦ 25 years of recruitment experience

♦ Knowledge and appreciation of the City of Roosevelt Park and Muskegon County

♦ Timely and consistent communication....the City Council will be kept informed

♦ Competitive fees

♦ No hidden costs....no surprises

♦ Responsive customer service.....7 days a week

♦ References that will speak to our success rate

♦ We will present you with a strong field of finalists

♦ A new Police Chief appointed on August 29, 2022

♦ Service Beyond Selection

COST PROPOSAL

Walsh Municipal Services will oversee the entire Roosevelt Park recruitment for a fee of $10,000.

The additional expenses are as follows: Comprehensive Background Check ($500), Publication Costs ($300). ***Total not to exceed $10,800.***

- Draft and post job announcements through multiple print and internet-based sources.
- Recruit a **talented and diverse** field of candidates.
- In addition to resumes, provide a candidate questionnaire, which will be made available to the City Council at the time the governing body reviews candidates.
- Conduct preliminary phone interviews with top candidates.
- Complete responsible in-depth reference checks for top candidates.
- Prepare candidates and City Council for public interviews.
- Meet with the City Council to review top candidates.
- Prepare interview questions that encompass the City of Roosevelt Park community and qualifications sought by the City Council.
- Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- Assist the City Attorney in contract negotiations.
- Service beyond the selection.

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next Police Chief. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Roosevelt Park.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
2637 Elderberry Drive
Okemos, Michigan 48864
517-920-0134
Walshmuni@gmail.com

Walsh Municipal Services, LLC
CONNECTING LEADERS TO COMMUNITIES SINCE 1997

Recruitment Services For

Police Chief

Prepared for the City of Roosevelt Park

Presented by Amy Cell, LLC

June 11, 2022

AmyCell LLC
CONNECTING TALENT & OPPORTUNITY

Jared Olson
City Manager
City of Roosevelt Park
900 Oak Ridge Road
Roosevelt Park, MI 49441

Dear Mr. Olson,

Thank you for the opportunity to submit this proposal to assist the City of Roosevelt Park in its search for a new Police Chief.

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors and we are committed to providing you exceptional service and sharing with you our passion for Michigan communities. My hope is that upon review you will find us to be an excellent fit for these engagements.

We believe that we are the right partner for the City of Roosevelt Park due to the following attributes which we will detail in the attached proposal:

- ***Passion for community service*** - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan's communities!

- ***Local knowledge makes for better marketing*** - We get to know the communities we are working with, through research and one on one meetings. We will then create a "Community Profile" that we share widely to attract candidates.

- ***Consensus builders*** - We can interview City Council members and staff and to align the Council on the ideal candidate profile.

- ***Top notch candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates' background and accomplishments.

- ***Customized approach*** - Each of our executive search engagements is unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering and communication approach that fits with your needs. Our extensive experience with planning and project management and transparent communication style will help the selection team through the experience as smoothly as possible.

- ***Our team*** - We have a team of 23 highly qualified and diverse recruiters and HR experts based in Michigan.

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in

the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work with the City of Roosevelt Park on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,

Amy Cell

President

215 W. Michigan Ave., Ypsilanti, MI 48197
Phone: 734-657-0370 E-Mail: Amy@AmyCellTalent.com

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A. Qualifications

Type of Business

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all the necessary licenses and certifications to be able to perform the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or amy@amycelltalent.com.

History

Since our founding in March of 2015, Amy Cell, LLC has conducted over 1000 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive jobseeker experience has led to strong growth, and our firm is proud to have all of our employees based in Michigan.

Why Us?

Here are the reasons that communities have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing. We have our own database of 1000+ municipal professionals, and send out monthly communications. We have four LinkedIn recruiter licenses so that we can effectively target top-notch talent, and ensure a diverse applicant pool.
- We are well versed in applicable laws including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member that was a long serving local government employee. Thus we understand the day to day activities of local government.

- We have a strong marketing team that is well versed in social media and media relations. We can prepare press releases as directed by the City Council to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new Police Chief hit the ground running. We also offer a 360 degree feedback review after six months to help address any issues to ensure that the Police Chief has an accurate understanding of what they should keep, stop and start doing.

Municipal Clients We Have Served

Municipal Clients We Have Served		
City Ann Arbor	City of Clawson	City of Dearborn
City of FarmingtonHills	City of Fraser	City of Grand Rapids
Village of Capac	City of Holland	City of Jackson
City of Madison Heights	City of St. Clair Shores	City of Yale
City of Ypsilanti	Lapeer County	Macomb Township

215 W. Michigan Ave., Ypsilanti, MI 48197
Phone: 734-657-0370 E-Mail: Amy@AmyCellTalent.com

Redford Township	**Scio Township**	**Village of Almont**

Examples of Prior Engagements

City of Fraser

Engagement: In July of 2020 we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short term issues as well as the permanent City Manager. Additional HR projects included implementation of the BS&A HR module, developed a new handbook, oversaw benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

City of Ann Arbor

Engagements: City Administrator (2020), CFO (2021) City Attorney (2021), City Administrator and City Attorney Performance reviews (2020, 2022)

Results: We have had a long relationship with the City of Ann Arbor, having done multiple high profile searches with a 100% placement rate. A summary of the searches is as follows: the City Administrator search in June 2020 which resulted in 268 candidates and 3 finalists; Chief Financial Officer search in January 2021 resulted in 89 Candidates and 4 finalists; and the City Attorney search in July 2021 which resulted in 19 candidates and 1 finalist.

St. Clair Shores

Engagements: Two City Manager searches one in 2019 and most recently in February 2022

Results: We have completed 2 City Manager searches for St. Clair Shores with a 100% placement rate. A summary of the searches is as follows: the City Manager search in 2019 which resulted in 17 candidates and 4 finalists and the City Manager search in February 2022 which resulted in 43 candidates and 4 finalists.

City of Holland

Engagement. In November 2017, Amy Cell, LLC was awarded the bid to assist the City of Holland in their search for a City Manager. Despite competitive bids from well-known municipal recruiting firms, the City

chose Amy Cell, LLC due to the success of a prior unrelated high profile search. The search attracted over 60 qualified candidates from around the country and abroad, and resulted in a successful hire within 10 weeks of the initial job posting.

Quotes from Clients

May 25, 2022

"*As part of our City Council's Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.*

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts."

Ann Arbor Mayor Pro Tem Julie Grand

St Clair Shores City Council Meeting, April 4, 2022

"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."

St Clair Shores Council Member Candice Rusie

"It's been a pleasure again to work with Amy Cell's agency."

St Clair Shores Council Member Chris Vitale

Fraser City Council Meeting, February 10, 2022

"Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren't anticipating and you tackled those with such grace and such dignity and found us candidates."

Fraser City Council Member Amy Baranski

"I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly."

Fraser City Council Member Amy Baranski

"Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that."

Fraser City Council Member David Winowiecki

"Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us."

Fraser City Council Member Kathy Blanke

References

Below is a sample of recent relevant engagements.

Please feel free to contact any of the following individuals as references.

Client	Project Title Search	Contact Person	Telephone / email
City of Fraser	City Manager Search	Kathy Blanke City Council	(586) 293-3100 ext 110 kathyb@micityoffraser.com
City of Ann Arbor	City Administrator, City Attorney Searches	Stephen Postema, City Attorney	(734) 846-1495 spostema@a2gov.org skpostema@gmail.com
Lapeer County, Village of Almont	County Administrator, Village Manager Searches	Ian Kempf	(810) 417-0395 ikempf@imlaycityflorist.com

B. Recruitment Work Plan

To assist the City of Roosevelt Park in finding their new Police Chief, we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Council.

Step One - Create a Clear Target and Plan

Through a detailed needs assessment, we will learn from you the "must have" and "ideal" experiences and behaviors for the Police Chief. We will start by interviewing stakeholders including elected officials and staff members to understand the goals, skills, experiences and behaviors that are critical and "ideal" for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will create a comprehensive position profile. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present the rubric, profile, draft timeline and compensation data to Council.

Step Two - Market the Posting to the Right People

We use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working and playing in the City of Roosevelt Park region. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

Step Three - Thoroughly Access Applicants

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review for Council. We will coordinate any additional assessments as directed by the Council.

Step Four - Interviews

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. As directed by Council, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the City Council for

the interviews by providing guidance, support and interview questions customized to the qualities that emerged through the detailed needs assessment.

Step Five - Negotiation

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Council.

Step Six - Transition Support

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local "greeters" to help welcome the new person into the community. We also offer a complimentary 360 degree feedback check-in after six months, and we assist the Council with determining performance expectations.

Proposed Timeline

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the City of Roosevelt Park. It is our goal to create and implement a plan that works well to meet the City's objectives, recognizing that a flexible approach is often needed as plans unfold.

The detailed timeline below demonstrates how a typical search process flows after we are contracted to begin the search.	
Activity	**Time Frame**
Stakeholder interviews - We interview stakeholders including the Council, staff, and key community members to understand the goals, skills, experiences and behaviors that are critical and "ideal" for the position. We also learn about the key benefits of the position, organization and community.	Weeks 1, 2
Selection Criteria Matrix - Based on interview feedback and survey data we create a "talent matrix" of key criteria.	Week 3

Marketing plan - Based on the interview feedback and research, we will create a digital and print marketing package that will be used to market the opportunity.	Week 3
Review salary data - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the hiring committee at the first meeting and determine target compensation range.	Week 3
Align - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
Market the opportunity - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
Assess applicants - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Weeks 4-9
Present candidates - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have at least one week to review information prior to the meeting to determine finalists.	Week 10
Determine finalists - We will review candidates with the selection team and determine interview panelists.	Week 11
Interviews - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms.	Week 13
Negotiation & Relocation - We provide a variety of support regarding contract negotiations and onboarding. We also provide a six month 360 degree feedback report for the new Police Chief to enhance rapid development.	TBD

Key Personnel

Our Team

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
Amy Cell	President and Founder	**Role**: Lead. Oversees all search aspects included in this proposal.
Sarah Helmich	Vice President	**Role**: Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
Rebecca Roberts	Senior Associate Consultant	**Role**: Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

Background Checks

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Road, Suite 208, Clinton Township, MI 48038

C. Costs

We provide a variety of search packages that fit a range of budgets and needs.

Search Components	Full	Value	Basic
Number of individual intake interviews	11-30	5-10	0
Develop and launch community survey, analyze results	Yes	No	No
Create inviting job posting	Yes	Yes	Yes
Develop recruitment brochure	Yes	No	No
Promotion via job boards and social media including LinkedIn, Facebook and Twitter	Yes	Yes	Yes
Screening survey	Yes	Yes	Yes
Cyber review, video interview & gather references (A la carte fees: background check $200 each, reference check $300 each, video interviews $600 unlimited)	Yes	Yes	No
Reference checks, phone interview, background checks	Yes	Yes	No
Write press release announcing finalists	Yes	No	No
Host community reception, gather and analyze feedback	Yes	No	No
Coordinate interviews. Provide questions and guidelines	Yes	Yes	No
Compile and summarize interview feedback	Yes	Yes	No
Support offer negotiation process	Yes	No	No
360 degree feedback for new Police Chief	Yes	No	No
Guarantee*	One year	None	None
Consultant mileage travel costs included in the fee.	Yes	No	No
Total Cost	**$18,500**	**$8,250**	**$3,950**

215 W. Michigan Ave., Ypsilanti, MI 48197
Phone: 734-657-0370 E-Mail: Amy@AmyCellTalent.com

Note: Reception food costs, interview food costs, and candidate travel costs are not included above.

***Placement Guarantee Terms**

In the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.

Thank you again for the opportunity to submit this proposal to assist the City of Roosevelt Park in its search for a new Police Chief.

Amy Cell

President, Amy Cell, LLC

734-657-0370 Amy@AmyCellTalent.com

D. Attachments

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ATTACHMENT I

Team Resumes

Amy Cell

Sarah Helmich

Rebecca Roberts

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AMY CELL

734-657-0370
Amy@AmyCellTalent.com

SUMMARY

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI
President, **3/2015 - Present**
Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI
Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015
MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a $11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.
- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.

- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a $50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

ANN ARBOR SPARK, Ann Arbor, MI
Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011
Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a "talent hub" for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day "Starting Your Own Business" program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced "large company" managerial talent transition into "new economy" opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI
Senior Associate Director, Office of Student Life, 9/2004 - 7/2006

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

APPLIED BIOSYSTEMS, Foster City, CA
Senior Manager, Human Resources, 11/2003 - 6/2004

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.**HR DRIVERS, Los Altos, CA**

Managing Partner, 9/2002 - 10/2003

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

SRI CONSULTING, Menlo Park, CA
HR Manager, 2001 - 2001

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

FORD MOTOR COMPANY, Dearborn, MI
HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

PLANTE & MORAN, CPA's, Ann Arbor, MI
Certified Public Accountant, 1990 - 1993

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

EDUCATION

THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI

MBA - Ross School of Business Administration, 1993 - 1995

- with High Distinction (Top 10%)

BBA - Ross School of Business Administration, 1987 - 1991

BOARD MEMBERSHIPS

Board & Community Involvement: Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women's Council, Women's Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

SARAH HELMICH, CFA

Ann Arbor, Michigan (734) 272-3533
Sarah@amycelltalent.com
LinkedIn: Sarah-Helmich

Experienced financial and human resource consulting professional, passionate about helping local companies and communities grow.

EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI
Vice President **2018 - Present**

- Facilitate full-service executive talent searches which includes close client communication to understand hiring needs and must-have candidate skills and attributes.
- Manage recruitment process including writing job descriptions and screening and interviewing candidates.
- Lead teams of associate consultants and senior consultants in corporate and municipal recruiting projects.
- Screen Requests for Proposals (RFP's) and develop proposals responses.
- Set up and manage technology and software programs for the firm.
- Assist in new employee training and onboarding.

Manager, Accounting and Finance **2016 - 2018**

- Manage all financial aspects of a growing talent consulting firm, including payroll, taxes, cash flow and reporting.
- Negotiate building leases and manage vendor relationships.
- Assist in talent mixers and workforce development seminars for economic development groups, industry associations and alumni groups.

INDEPENDENT FINANCIAL CONSULTANT, Ann Arbor, MI **2006 - 2015**
Self Employed Contractor, clients include:

- **Leslie Science and Nature Center** - Bookkeeping and accounting contractor, duties included setting up financial organization, audit prep, fundraising, and working on grant writing team.
- **Lymphoma Foundation of America** - Accounting Manager for patient focused cancer charity.
- **WholeHeart Group** - Financial manager for a start-up food company. Set up financial accounts and pricing, sales product mix modeling.
- **DTE Energy Services** - Assisted in analysis and modeling of new and existing long-term energy purchases between DTE and corporate customers**.**

AMERICAN INTERNATIONAL GROUP, Houston, TX **2000 - 2004**
AIG Global Investment Corporation
Vice President, Private Placements

- Underwrote the purchase of privately placed debt, including synthetic and leveraged leases. Purchases totaled over $600 million for the year 2003, of which 10% were non-US based borrowers.
- Negotiated documentation and conducted due diligence for new issuance and restructurings.
- Managed a private debt portfolio of $2.4 billion with a concentration in energy and manufacturing companies.

FIRST CHICAGO CORPORATION (now JP Morgan Chase), New York, NY **1996 - 1999**
Vice President, National Banking

- Marketed bank operating and capital market products to large corporate customers and prospects.
- Prepared and presented proposals advising clients on financing alternatives including private placements, bank debt, public securities, tax advantaged bonds and receivables securitizations.

Associate, Leveraged Finance, Chicago, IL / New York, NY **1995 - 1996**

- Designed and utilized financial models evaluating capital structure, firm value, public debt ratings and earnings forecasts.

NBD BANK, Chicago, IL **1991- 1994**
Assistant Vice President

- Managed a portfolio of commercial loans to small- and medium-sized companies.
- Supervised the commercial loan credit department.

EDUCATION

UNIVERSITY OF CHICAGO
Booth School of Business Chicago, IL **1993 -1995**
Masters of Business Administration
Concentration in Accounting and Finance
Dean's List

UNIVERSITY OF MICHIGAN, Ann Arbor, MI **1985-1990**
Bachelor of Arts in Economics and French
Upper-level Concentration, International Economics
Exchange student in Paris, France (11 months)

BOARD & COMMUNITY INVOLVEMENT

President, Neighborhood Association, Ann Arbor
Treasurer, Non-Profit Social Organization of Second Home Owners, Canada
Election Monitor, City of Ann Arbor
Volunteer, Natural Area Preservation, Ann Arbor

Rebecca Roberts

Kalamazoo, MI, 49009 • 269-447-8676
rebecca@amycelltalent.com • linkedin.com/in/rebecca-roberts-0538201a3/

Human Resource Consulting | Recruitment | Training Design | Performance Management | Employee Engagement | Organizational Development | AR Functions | Inventory Management | Supplier Relations |

WORK EXPERIENCE

AMY CELL, LLC, Ypsilanti, MI

Associate, 8/2021 - Present

- Restructure performance evaluation forms and process to impact client's non-profit, healthcare organization.
- Develop organizational charts and SOP's for internal usage
- Management of different jobs postings and responsible for posting jobs on multiple platforms in a timely manner
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations
- Facilitate employee conversations and manage engagement activities to support a series of DEI workshops for 20 employees in a client's organization
- Facilitate full-cycle recruitment services for all level positions in multiple industries

VANDE BUNTE EGGS, Otsego, MI

Business Analyst Internship, 1/2021 - 5/2021

- Conduct supplier analysis to ensure cost effectiveness of production materials
- Manage existing supplier relationships and establish new contacts for cost saving opportunities
- Inventory management, reporting, and purchasing for three facilities
- Establish and maintain spreadsheet and documentation for capital projects and future developments
- CFS inventory management and general IT on-site contact and liaison for third party IT company
- I-9 audit preparation and employee file review

Office Manager, 12/2017 - 5/2021

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assist employees with form interpretation, and digitalization of all employee files
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data
- Sourced and implemented uniform system for all processing and production employees at two facilities
- Representing the company at food shows in a professional manner
- Miscellaneous duties assigned by management

Accounting Assistant, 11/2016 - 7/2017

- Established system for organization and digitalization of all capital asset files
- Archived accounting records in compliance with retention standards

EDUCATION

GRAND VALLEY STATE UNIVERSITY, **Grand Rapids, MI**

Bachelors of Arts, Business Administration

City of Roosevelt Park, Michigan
Chief of Police

Recruitment Proposal
June 14, 2022

630 Dundee Road
Suite 225
Northbrook, IL 60062
Primary Contact Person: Laurie Pederson
Director of Administrative Services
847-380-3240
info@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.

GovHR USA
GovTEMPS USA

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GovHR USA
GovTEMPS USA

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Team

Project Manager & Main Point of Contact:

GovHR Vice President Jon Fehlman will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

Jon Fehlman
Vice President
707-538-8228
JFehlman@GovHRusa.com

Proposal Inquiries:

Laurie Pederson
Administrative Services Director
847-380-3198
LPederson@GovHRusa.com

GovHR Owners:

Heidi J. Voorhees
President
847-380-3240
HVoorhees@GovHRusa.com

Joellen J. Cademartori
Chief Executive Officer
847-380-3239
JCademartori@GovHRusa.com

GovHR USA
GovTEMPS USA

References

The following references can speak to the quality of service provided by GovHR.

Decatur, GA
(Chief of Police, 2022)
(Senior Engineer/City Engineer, 2021)
(Human Resources Director, 2020)
(Assistant City Manager, 2019)
(City Manager, 2018)
Andrea Arnold, City Manager
Decatur City Hall, 2nd Floor
509 North McDonough St.
Decatur, GA 30030
Andrea.Arnold@decaturga.com
Patti Garrett, Mayor
404-370-4102
Patti.Garrett@decaturga.com

Dubuque, IA
(Chief of Police, 2022)
(Fire Chief, In Progress)
Kecia Dougherty, Human Resources Strategic Workforce Equity Coordinator
50 W 13th Street
Dubuque, IA 52001
563-589-4100
Kdougher@cityofdubuque.org

West Chicago, IL
(Public Works Director, 2021)
(Chief of Police, 2021)
Michael Guttman, City Administrator
475 Main St.
West Chicago, IL 60185
630-293-2200
MGuttman@westchicago.org

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of $125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for $2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 11,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
  - Leadership and management skills
  - Size of organization
  - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
  - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 2 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification ✓ U.S. Federal Criminal Search ✓ Enhanced Verified National Criminal - National Sex Offender Registry - Most Wanted Lists FBI, DEA, ATF, Interpol - OFAC Terrorist Database Search - OIG, GSA, SAM, FDA - All felonies and misdemeanors reported to the National Database	✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Leans and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned **Optional:** Credit Report – Transunion with score (based on position and state laws) **Optional**: Professional License Verification Drug Screen Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (https://www.govhrusa.com/diversity-equity-and-inclusion-resources/) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

Project Timeline

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		**Phase II**				**Phase III**			**Phase IV**	**Phase V**		**Phase VI**	

Weeks 1 & 2	Phase 1: On Site Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

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Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	**$19,500**
Recruitment Expenses: (not to exceed) ➢ Expenses include candidate due diligence efforts	**1,500**
Advertising: *Advertising costs over $2,500 will be placed only with client approval. If less than $2,500, Client is billed only for actual cost.	**2,500***
Total:	**$23,500****

*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at $125/hour; $500 for a half day and $950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Payment of invoices is due within thirty (30) days of receipt. Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee

Final Invoice upon completion: 20% of the Recruitment Fee plus all expenses

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Qualifications

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

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Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Roosevelt Park, Michigan agrees to retain GovHR USA, LLC ("GovHR") to conduct a Chief of Police Recruitment in accordance with its proposal dated June 14, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Roosevelt Park, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Assessment Center

If requested, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. GovHR consultants will prepare all the related documents and scoring sheets for any three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Written/Oral Presentation Exercise
- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of the Client's choosing

Optional Assessment Center Fee: $8,000*

*The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by $750.

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the client in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The client will be responsible for paying a minimum $500 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the client chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

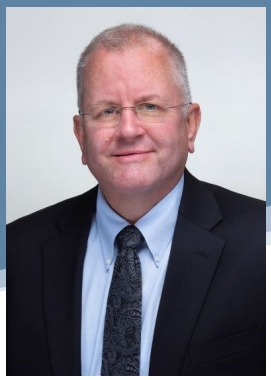
Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost $100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between $100 to $500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



JON FEHLMAN

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Chief (Ret.) Jon Fehlman's community oriented career has been through police service and other community-based services. His commitment to forging relationships that last a lifetime and strengthens communities led to his recognition by the International Community Oriented Policing Conference with their James Q. Wilson award.

Chief Fehlman is the owner of Thatcher Lewis, LLC based in Murfreesboro, TN. He works with police departments to facilitate the discussions of the issues facing law enforcement and the community. He has traveled throughout the United States speaking and teaching law enforcement in association with the FBI Law Enforcement Executive Development Association (FBI LEEDA). His greatest professional passion is helping leaders lead and develop others. Chief Fehlman provides leadership training through all levels of organizations. Chief Fehlman serves on the advisory board of the **Institute for American Police Reform (IAPR)** a non-partisan organization providing guidance on policing laws and policies, police accountability and partnerships in the community, leadership development, and police standards and training development.

Chief Fehlman has extensive experience in police officer involved critical incidents. He has investigated incidents from both the administrative and criminal perspective. He has served on the board of directors for National Alliance for Mental Illness-Sonoma County and engaged his communities on mental health and policing relationships. Chief Fehlman has received a Medal of Valor as well as numerous recognitions and commendations during his career.

PROFESSIONAL EDUCATION

- Master of Science, Emergency Management, California State University, Long Beach
- Bachelor of Science, Workforce Education and Development, Southern Illinois University, Carbondale

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- FBI Law Enforcement Executive Development Association, Instructor/Consultant
- FBI National Academy (Class 245), Executive Development
- Graduate Certificate in Leadership (University of Virginia)
- FEMA Courses in Emergency Management, Homeland Security Terrorism Liaison
- Homicide Investigation, Field Training Officer, Officer Involved Shootings
- Internet Crimes Against Children
- Santa Rosa Regional Training Center, Former Adjunct Instructor
- National Alliance for Mental Illness-Family to Family, Former Instructor
- The President's 21st Century Policing Report supporting all six pillars: Building Trust and Legitimacy, Policy and Oversight, Technology and Social Media, Community Policing and Crime Reduction, Training and Education, Officer Wellness and Safety, Credibility, Ethics, Emergency Management, Trainer

MEMBERSHIPS AND AFFILIATIONS

- FBI Law Enforcement Executive Development Association
- FBI National Academy Alumni Association
- International Association of Chiefs of Police
- National Sheriffs Association
- American Society for Training and Development
- National Association of Field Training Officers
- National Alliance on Mental Illness
- United Against Sexual Assault
- Southern Illinois University Alumni Association
- California State University Long Beach Alumni Association
- Leadership Santa Rosa Alumni Association
- Washington Association of Sheriffs & Police Chiefs
- California Association of Hostage Negotiators
- California Narcotics Officer Association

PROFESSIONAL BACKGROUND

30+ Years of Local Government Leadership and Management in Law Enforcement and Emergency Management

• Leadership Consulting Services	2000-Present
• Chief of Police, City of Bainbridge Island, WA	2008-2012
• Lieutenant, City of Santa Rosa, CA	2006-2008
• Sergeant, City of Santa Rosa, CA	2000-2006
• Police Officer, City of Santa Rosa, CA	1996-2008
• Police Officer, City of Laguna Beach, CA	1985-1996

P: 847.380.3240 www.govhrusa.com

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Law Enforcement Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Unalaska	Police Chief	4,768	2018
Georgia	Decatur	Police Chief	25,000	2021
Illinois	Arlington Heights	Chief of Police (Virtual)	75,500	2019
	Buffalo Grove	Chief of Police	42,909	2013
	Cary	Chief of Police	18,713	2010
	College of Lake County	Chief of Police	Multi	2020
	Des Plaines	Chief of Police	58,364	2020
	Evanston	Chief of Police	75,000	2018
	Glencoe	Public Safety Director	8,723	2013
	Grayslake	Chief of Police	24,400	2011
	Highland Park	Chief of Police	31,365	2017
	Hinsdale	Police Chief (Professional Outreach)	16,816	2017
	Joliet Junior College	Director of Campus Safety and Security, Chief of Police	700,000	2020
	La Grange	La Grange, IL - Chief of Police(Virtual)	15,610	2017
	La Grange Park	Chief of Police	13,579	2014
	Lake Bluff	Chief of Police	5,700	2018
			5,722	2013
	Lake County	Sherriff's Office Business Manager	703,462	2015
	Lake County/Nineteenth Judicial Circuit Court	Superintendent of Detention (Professional Outreach)	Multi	2018
	Lake Forest	Chief of Police	19,375	2012
	Lincolnshire	Chief of Police	7,500	2016
	Lincolnwood	Chief of Police	12,590	2017
	Lisle	Chief of Police	23,440	2019
	Mokena	Chief of Police	19,042	2013
	Moline	Chief of Police	43,100	2017
		Chief of Police Selection Services	43,100	2010
	Naperville	Chief of Police	148,000	2021
	Northbrook	Chief of Police	35,000	2020
			37,000	2017
	Northern Illinois University	Chief of Police	44,098	2013
	Northwestern University	Director of the Office of Professional Standards	21,000	2014
	Northwestern University Police Department	Commander (2 positions)	21,000	2018
		Commander and Accreditation Manager	21,000	2017
	Oakton Community College	Chief of Police and Emergency Management	46,000	2019
	Peoria	Chief of Police	115,234	2021
	Princeton	Chief of Police	7,700	2017

	Schaumburg	Chief of Police	75,000	2013
		Deputy Police Chief	75,000	2018
	St. Charles	Chief of Police	33,264	2014
	Tinley Park	Chief of Police	58,000	2011
	Vernon Hills	Chief of Police	25,911	2017
	Villa Park	Chief of Police (Virtual)	22,038	2017
				2020
	Wauconda	Chief of Police	14,125	2015
	West Chicago	Chief of Police	27,221	2021
	Woodridge	Chief of Police	32,971	2011
	Wynstone Property Owners Association	Director of Public Safety	1,500	2013
Indiana	St. John	Chief of Police	15,677	2015
Iowa	Dubuque	Chief of Police	59,700	2021
Michigan	Ann Arbor	Deputy Police Chief	117,700	2017
	Midland	Chief of Police	42,000	2011
	Midland	Chief of Police	42,000	2019
Montana	Bozeman	Chief of Police	39,860	2015
Ohio	Kettering	Chief of Police	55,870	2014
Pennsylvania	Allegheny County	Police Superintendent	1,230,000	2016
	Ferguson Township	Police Chief	18,300	2017
	McCandless	Chief of Police	28,457	2016
	Mt. Lebanon	Chief of Police	33,137	2015
Virginia	Hampton	Chief of Police	137,436	2021
	Prince William County	Chief of Police	460,457	2020
	Roanoke	Chief of Police	100,220	2019
	Virginia Beach	Chief of Police	442,707	2020
Wisconsin	Bayside	Police Chief	4,400	2018
	Beaver Dam	Chief of Police	16,291	2010
	Beloit (City)	Chief of Police	36,966	2020
		Police Chief	36,966	2016
	Brown Deer	Chief of Police	12,000	2014
				2021
	Burlington	Chief of Police	10,511	2009
	DeForest	Chief of Police	10,000	2018
	Evansville	Chief of Police	5,124	2019
	Grafton	Chief of Police	11,766	2019
	Middleton	Chief of Police	21,000	2019
	Monona	Chief of Police	8,000	2020
	Polk County	Chief Deputy Sheriff	43,476	2016
	River Falls	Chief of Police	15,200	2015
	Sparta	Chief of Police	9,600	2014
	Sun Prairie	Chief of Police	32,894	2019
	Waukesha	Chief of Police	72,489	2019

Jared D. Olson

From: Emily Kieliszewski
Sent: Friday, June 3, 2022 2:24 PM
To: Jared D. Olson
Subject: RE: Executive Search RFP

Hi Jared:

Thank you so much for thinking of the League to assist in your search for a new police chief. We would love to help and submit a proposal, but we're currently at capacity with searches for our communities.

Good luck in the search process and congratulations to your police chief on their retirement!
Emily

Emily Kieliszewski
Member Programs Manager, Membership Engagement
Ph: 517-908-0302 I Fax: 517-372-7476
208 N. Capitol Ave., 1st Floor, Lansing MI 48933
www.mml.org

Jared D. Olson

From: Stephen Izaguirre
Sent: Monday, June 13, 2022 9:57 AM
To: Jared D. Olson
Cc: Professional Services
Subject: RE: Roosevelt Park Police Chief Executive Search

Good morning, Mr. Olson:

Unfortunately, the IACP would not be able to submit a proposal and meet the timeline your community needs right now. We appreciate the opportunity and wish you the best of luck in your endeavor.

Thank you for your consideration!

Warmly,

Stephen Izaguirre
Project Coordinator, Professional Development & Engagement
International Association of Chiefs of Police
44 Canal Center Plaza Suite 200, Alexandria, VA 22314
Direct: 703-647-7209 | Main Line: 800-THE-IACP
izaguirre@theiacp.org | theIACP.org | theIACPconference.org
Facebook | Twitter | Instagram | LinkedIn | IACPBlog

Agenda Item___8C____

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
June 20, 2022

Item: Ad Hoc Senior Millage Committee- Set Meeting	**Date:** June 20, 2022
The next meeting date and time for the Ad Hoc Senior Millage Committee Meeting is needed. The draft schedule is attached to this memo which includes the next Lunch and Learn event on July 26th.	
Financial Impact: None	
Recommendation: Set a time and date for the next Ad Hoc Senior Millage Committee meeting.	
Signature:	**Title:** City Manager

Agenda Item_____8D___

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
June 20, 2022

Item: Tractor Purchase Approval-Equipment Fund	**Date:** June 20, 2022

As staff continues to keep up on our fleet maintenance and replacement in order to remain within our six-year capital improvement plan, one of the purchases discussed in prior Council meetings was the purchase of a new tractor for the Department of Public Works.

For fiscal year 2022 the replacement of two pickup trucks was budgeted in the capital cost of $60,000 however with the temporary elimination of fleet ordering and government pricing, staff has proposed postponing those purchases until next fiscal year.

As such, one item that would be moved forward is the replacement of our backup zero turn mower. When we began to review our department needs, it became apparent that spending $12,000 on a lawn mower may not be in our best interest and thus the DPW Superintendent has pivoted to the possibility of bringing a compact tractor into the departments fleet. This would have a mid-mounted sixty-inch mower deck to be used as the backup however it also offers greater flexibility in other areas of operation.

With the compact size of this unit and the bucket attachment, we will be able to greatly increase our efficiency in several landscaping projects, parks, and street/sidewalk operations. It would also allow us to utilize it on the baseball fields at Delmar Field of which right now, our full-size backhoe does not fit through the gates and prone to damaging the fields due to his sheer weight.

This is a strong back up mower while also offering much greater abilities and use when compared to a zero-turn mower that is only used for a few weeks a year.

The spec sheet and formal quote of $16,973.28 is attached. As shown, this is through the State of Michigan MiDeal purchasing program and the 28% discount is included. This would leave approximately $43,000 unallocated in the capital purchase line of the equipment fund.

Financial Impact: $60,000 budgeted for capital purchases in FY 2022

Recommendation: Approve the MiDeal quote of $16,973.28 for the New Holland Workmaster 25S tractor as presented from Burnips Equipment and declare the current back up zero turn mower as surplus equipment for online sale.

Signature:	**Title:** City Manager

Dorr – 3073 142nd Ave, Dorr, MI 49323
Big Rapids – 18612 Northland Dr, Big Rapids, MI 49307
Coopersville – 7353 State Rd, Coopersville, MI 49404
Hudson – 15838 Carleton Rd, Hudson, MI 49247
Three Rivers – 55232 Franklin Dr, Three Rivers, MI 49093
Wyatt – 66400 IN-331, Wyatt, IN 46595

Sales Quotation

Prepared for: City of Roosevelt Park
Address: 900 OAKRIDGE RD
MUSKEGON,MI 49441
Sales Person: Chad Inman

Date: 6/16/2022
Valid Through: 6/30/2022

For the purchase of

Description	Price
2022 New Holland Workmaster 25S tractor - LSM0W25SEM0017786	20,599.00
R4 TIRES, ROPS, MOWER, LOADER 100LC, HST	
Guaranteed MIDEAL/Sourcewell discount of 28% - Member ID 217037	-5,767.72
Freight and Sundries	1,392.00
Set up and Pre-delivery inspection (includes loading rear tires)	500.00
Delivery	250.00
Total Purchase:	$ 16,973.28

Trade Allowance

Total Trade Allowance:	$ 0.00

Sale Terms

Price is valid on current unit only and is subject to change.

Total Purchase:	$ 16,973.28
Less Trade Allowance:	$ 0.00
Tax:	
Net Cost:	$ 16,973.28

Your yard and estate work just got EASIER.

WORKMASTER 25S Sub Compact Tractor

The **WORKMASTER 25S sub-compact** tractor is the perfect "first step" tractor for homeowners and AG-lifestylers who need a hardworking, versatile small tractor to handle the chores a garden tractor just can't.

Small but mighty

The economical, 25-hp WORKMASTER 25s may be the smallest model in the WORKMASTER line, but it's ready to take on your yard, landscape, gardening and property maintenance jobs. Its compact size makes it easy to operate and maneuver around obstacles and in confined spaces.

Rugged power to load, mow, dig, grade, and more

You get the power you need from the reliable, 3-cylinder engine and dual-pump hydraulic system. The steering pump provides for smooth, hydrostatic power steering and the implement pump delivers hydraulic flow to implements and to the three-point hitch that lifts and lowers rear implements like blades and rotary cutters, A rear 540-rpm PTO (power take off) allows you to power rear implements such as rotary tillers, and a 2,500-rpm mid-PTO is also standard equipment for powering a mid-mount mower, front mount snow blower or broom (if so equipped).

4WD traction and rear differential lock

Standard four-wheel drive keeps you moving in wet or irregular ground. Step on the diff lock pedal and the rear wheels work in unison to give you more traction when needed.

Your choice of four productive packages

Choose tractor and implement package combination that's right for your needs.

- Loader package
- Loader backhoe package
- Loader and mid-mount mower package
- Mid-mount mower package

The 100LC front loader turns you into a one-person moving crew, allowing you to load and move dirt, mulch, firewood, snow and more. The 905GBL backhoe adds digging, excavating and trenching to your capabilities. The mid-mount mower mows five-foot wide to cover large lawns in a hurry.

Burnips Equipment Co.

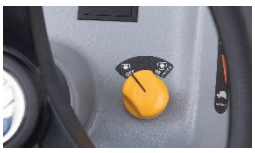
Find a location near you!

Dorr, MI 616.896.9190
Big Rapids, MI 231.592.1200
Coopersville, MI 616.997.9190
Hudson, MI 517.448.2071
Three Rivers, MI 269.273.3253
Wyatt, IN 574.633.4017
Breckenridge, MI 989.481.2020

Simple to use and maintain.

WORKMASTER 25S

WORKMASTER 25S sub-compact tractors are backed by the FREE Boomer Guard6 Limited Warranty. 6 years of worry-free operation, 2 years of bumper-to-bumper coverage, plus an extra 4 years of powertrain protection.



Electro-Hydraulic PTO engagement

Large cupholder and power outlet

Cruise Control

Rugged Toolbox

Servicing the WORKMASTER 25S is as simple as it gets, with an easy opening hood and convenient access to all service points.

Deluxe comfort, high-back seat with armrests

Modern, informative instrument cluster

New Holland's dual-pedal hydrostatic transmission does away with a forward/reverse shift lever and clutching. Just press one pedal to go forward and the other to move in reverse. Low range for heavy-load jobs like tilling, scraping and blowing snow, and high range for transport and high-speed mowing.

Engine	
Gross horsepower	24.7 rpm
No. of cylinders	3
Fuel Tank	6.6 gal
PTO	
PTO horsepower	17.2 hp
PTO speed	540 rpm
Mid-PTO speed	2500 rpm
Transmission	
Type/Control	2 Range Hydro/Dual Pedal
Max forward speed	9.1 mph
Cruise Control	Standard HST
Rear diff-lock engagement	Mechanical
Hydraulics & 3-point	
Total Flow	6.7 gpm
3-Point hitch	Chain Type Stabilizers/Fixed Link Ends
3-Point lift capacity @ ball ends	992 lbs.
3-Point lift capacity @ 24 in. behind ball ends	728 lbs.
Front Axle Options	
Four-Wheel Drive	Yes
Dimensions & Weight	
Wheelbase	56.1 in.
Length	97.4 in.
Width	46.7 in.
Height (top of ROPS or Cab)	87.4 in.
Weight	1444 lbs.

Front Loader

25S model	110LC
Lift Capacity (500mm forward, max height)	693 lbs.
Lift Capacity (bucket pivot pin, max height)	1005 lbs.
Breakout force (500mm forward)	1426 lbs.
Breakout force (bucket pivot pin)	2078 lbs.
Max lift height (to bucket pivot pin)	72 inches
Max dump angle	46 degrees
Bucket roll back angle	28 degrees
Cycle Times	
Raising time	3.6 seconds
Lowering time	2.1 seconds
Bucket dump time	2.3 seconds
Bucket roll back time	1.5 seconds

Burnips Equipment Co.

NEW HOLLAND AGRICULTURE

NEW HOLLAND CONSTRUCTION

www.burnips.com

City of Roosevelt Park

A Proud Community

Informational Updates

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.

Resource Recovery Center Monthly Report May, 2022

The Muskegon County Resource Recovery Center exists to improve the public health of Muskegon County citizens by receiving polluted wastewater, cleaning it up, and returning it the environment for reuse and enjoyment. We recognize the weight of our responsibility as stewards both of the environment and of our system infrastructure which enables us to do our job. Our goal is to offer our service to the people of Muskegon County at the best possible rate without compromising our stewardships.

~David Johnson, Director

FINANCIAL REPORT

Christine Morris / Administrative Analyst

APRIL FINANCIAL REPORT

Operating expenses for the first seven months of the 2022 fiscal year were $8,430,680, or 51% of the FY2022 budget. Revenues for the same period were $8,802,158, or 48% of the budget.

FARM REPORT

Ted Costigan / Farm Manager

2022 GROWING SEASON

Alfalfa seeding began May 10 and was wrapped up by May 13. Soybean planting began on May 16 and was finished on the 23rd. Corn planting got underway during the week of the 23rd. Irrigation started on May 24. After a cold and rainy spring, it is amazing how quickly the fields had dried out, almost overnight. One change this season is that the new rigs are scheduled for installation midway through the irrigation season. There are many preparations that need to be made ahead of time to avoid any interruptions when this installation takes place.

INFRASTRUCTURE MAINTENANCE AND IMPROVEMENT PROJECTS

Dave Johnson / Director

SOUTH IRRIGATION STATION REPLACEMENT

In May Kamminga & Roodvoets pumped the new South Station outlet lagoon full of water in order to leak test it. The leaks that were discovered were repaired with a product from Xypex Crystalline Technology. Then they applied water proofing to the outside of the outlet lagoon. The next step will be back-filling around it.

Water from the East Storage Lagoon was pumped into the new South Station outlet lagoon in order to leak-test it. (The brown water in the foreground is *not* the East Storage Lagoon. It's just a big mud puddle that the contractor had to work around.)

A view from the top: the concrete outlet lagoon filled with water for leak testing.

J STATION REPLACEMENT

This month K&R has been busy working inside the new J Station. The control panel and the motor control centers were installed, as were the HVAC mechanical equipment and the long-awaited stairs. (Though, wouldn't you know it, the railing for the stairs still hasn't arrived!)

Parkway Electric, the electrical subcontractor, installing the PLC in the new J Station.

STATISTICAL COMPARISONS

Dave Johnson / Director

FLOWS AND LAGOON LEVELS

The average daily wastewater flow (Fig. 1) received at the MCRRC in April was 11.5 MGD, 13% higher than the same period last year. Hauled waste flow for April (Fig. 2) was 3.8 MG, 21% lower than the same period last year. The volume of water in the storage lagoons (Fig. 3) near the end of April was 3,367 MG, 3.3% higher than it was at about the same time last year.

Figure 1

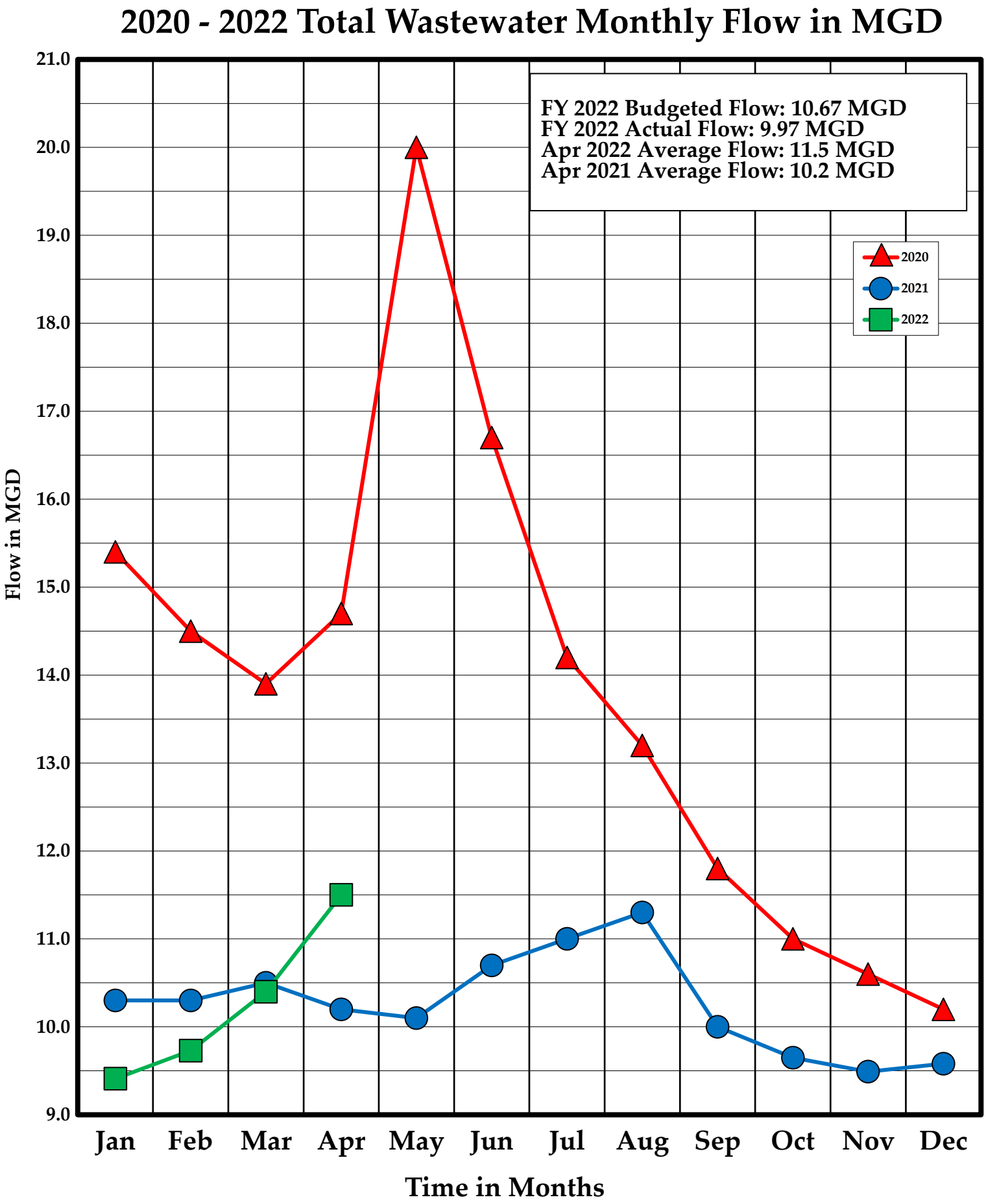

2020 - 2022 Total Wastewater Monthly Flow in MGD
FY 2022 Budgeted Flow: 10.67 MGD
FY 2022 Actual Flow: 9.97 MGD
Apr 2022 Average Flow: 11.5 MGD
Apr 2021 Average Flow: 10.2 MGD
2020
2021
2022
Flow in MGD
21.0
20.0
19.0
18.0
17.0
16.0
15.0
14.0
13.0
12.0
11.0
10.0
9.0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Time in Months

Figure 2

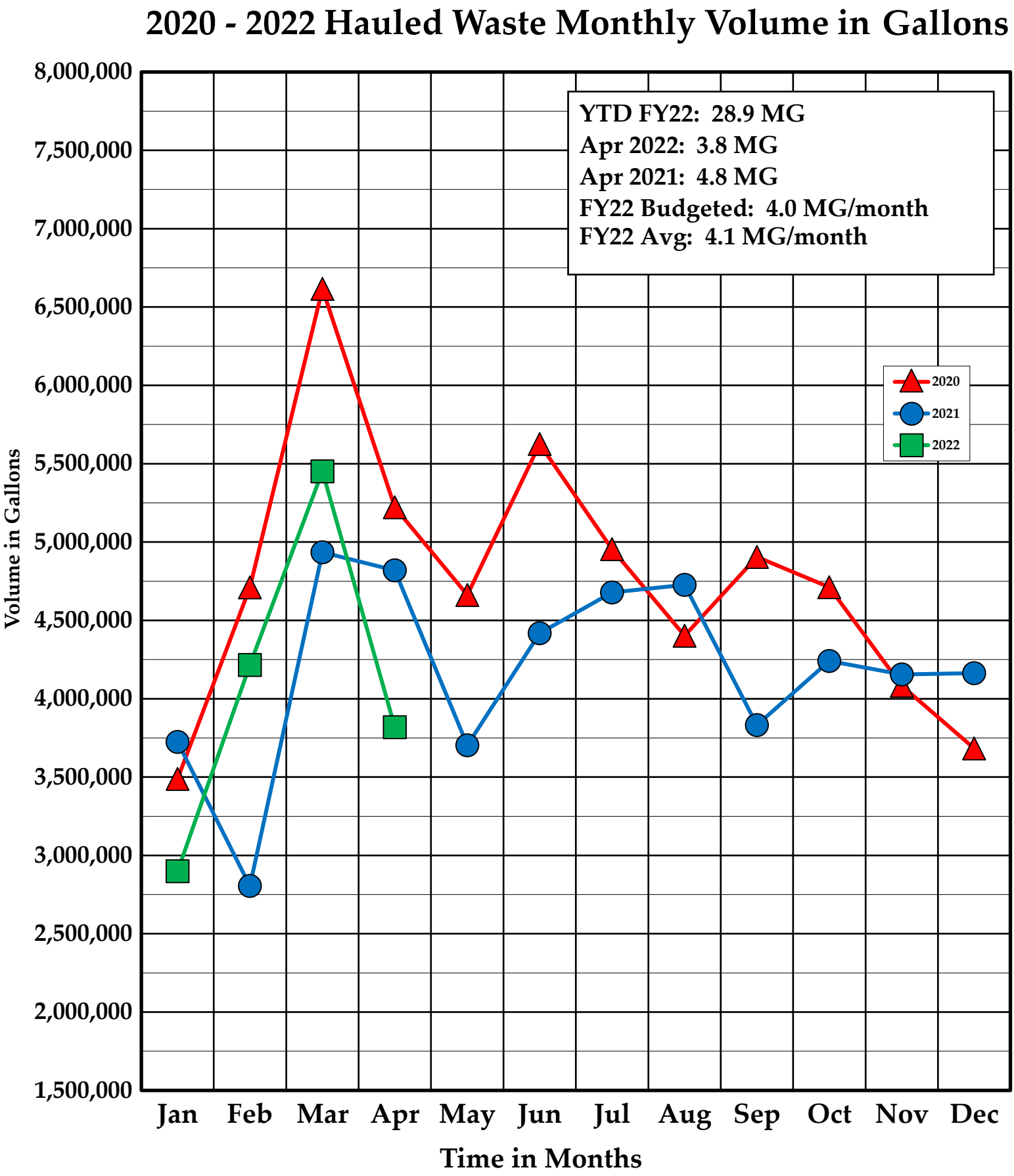
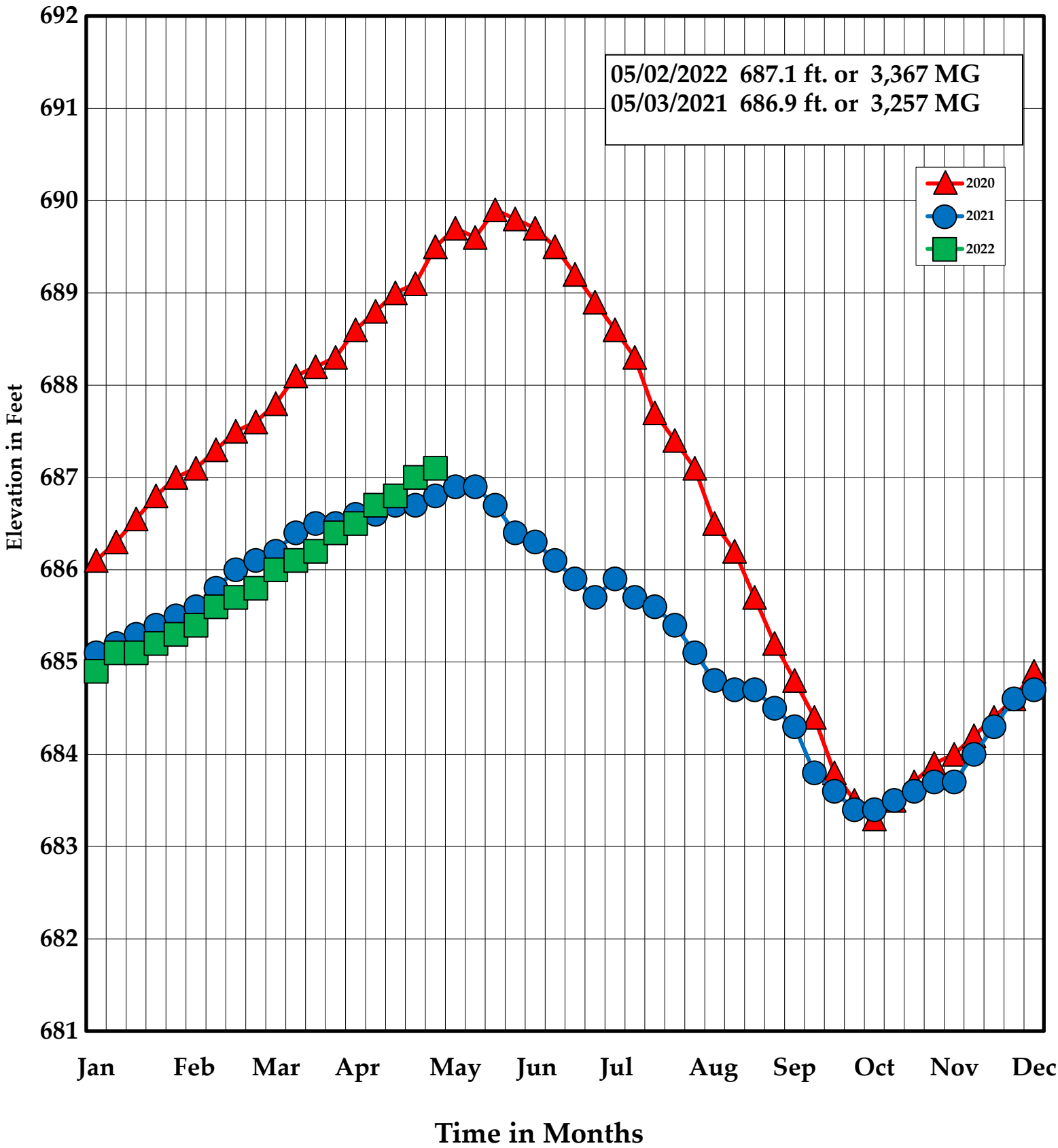

2020 - 2022 Hauled Waste Monthly Volume in Gallons
YTD FY22: 28.9 MG
Apr 2022: 3.8 MG
Apr 2021: 4.8 MG
FY22 Budgeted: 4.0 MG/month
FY22 Avg: 4.1 MG/month
2020
2021
2022
Volume in Gallons
8,000,000
7,500,000
7,000,000
6,500,000
6,000,000
5,500,000
5,000,000
4,500,000
4,000,000
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Time in Months

Figure 3

2020 -2022 Metro Lagoon Average Elevation in Feet