



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP TREASURER SEARCH COMMITTEE
SPECIAL MEETING
November 15, 2018 10:00 am

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
5. APPROVAL OF AGENDA
6. COMMITTEE ACTION ITEMS
 - A. Review Township Treasurer Vacancy Applications
 - B. Closed Session-Review Applications that have Requested Confidentiality Under the Michigan Open Meetings Act
 - C. Select up to 3 Finalists
7. COMMENTS FROM THE PUBLIC
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.
Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

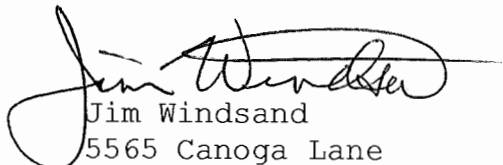
Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

November 12, 2018

To the Township Board:

I would have preferred to deliver this message personally, but I expect to be out of town during this important meeting. That said, I would like to encourage the board to support Phil Deschaine for the Meridian Township Treasurer's position. I have known Phil for more than 15 years, and his character, judgment, and enthusiasm for assisting others are beyond reproach. Phil (an Eagle Scout himself) was instrumental in mentoring both of our sons in the process of becoming Eagle Scouts. He volunteered many hours during the process. Phil also volunteered numerous hours in support of other scouts in Haslett Boy Scout Troop 97.

Thank you.



Jim Windsand
5565 Canoga Lane
Haslett, MI 48840
516-339-3633 (home)

November 14, 2018

Ron Styka
Meridian Township Supervisor
5151 Marsh Road
Okemos, MI 48864

Dear Mr. Styka:

I support and endorse Phil Deschaine for the position of Meridian Township Treasurer.

The Treasurer administers the taxes and financial matters of the Township, in conjunction with the Supervisor, Manager, and the Accounting and Budgeting Director. First and foremost, however, the Treasurer is a position of political leadership and a member of the Board of Trustees.

As a Board member, Mr. Deschaine has distinguished himself as a political leader, working to balance the township's budget, manage its environment and natural areas, and support infrastructure and public safety.

Mr. Deschaine has worked to create a community-wide sexual assault prevention program; funded local roads and infrastructure, eliminated commercial blight, and in general funded core services, while protecting the township's financial reserves. As a Trustee, he has also worked to stabilize the Township's long-term pension obligations, by increasing its payments into the employee retirement system. This plan will allow the Township to finance its actuarial obligations to retirees, without compromising day-to-day services.

Thank you for your time and consideration. Please contact me at csiemon@ingham.org, or 517-483-6272, if I can be of assistance.

Sincerely,



Carol A. Siemon



CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY
TOWNSHIP TREASURER SEARCH COMMITTEE
NOTICE OF SPECIAL MEETING

The Township Treasurer Search Committee of the Charter Township of Meridian will hold a special meeting on Thursday, November 15, 2018, at 10 AM, at the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864. The purpose of the public meeting is to (1) review, consider and discuss the applications submitted prior to 4 PM, November 14, 2018, by applicants for the Township Treasurer vacancy, (2) reduce the number of applicants to a short list of no more than 3 finalists for interview and consideration by the entire Township Board, and (3) consider such other matters and take such other action as may be permitted by law. A portion of the special meeting may be conducted as a closed session to consider any applications for which the applicants have requested confidentiality,

Individuals with disabilities requiring auxiliary aids or services should contact Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258.

Frank L. Walsh, Township Manager
517.853.4258

1747 Maple Ridge #17
Haslett, MI 48840
14. November 2018

Joyce Marx, Human Resources Director
Meridian Township Municipal Building
5151 Marsh Road
Okemos, Michigan 48864

Dear Ms. Marx:

Please consider this as my application for the position of Meridian Township Treasurer which is currently available. My resume and three letters of reference are enclosed, as well as a list of my current job duties as the (unpaid) President of the Meridian Hills Condominium Association.

To address the items as listed on the formal application:

1. I confirm that I am available to be interviewed at the Meridian Township Board meeting to be held at 10:00 AM on November 17, 2018, and to begin training with Treasurer Brixie starting on November 26, 2018. I confirm that I am available to assume the position of Treasurer of the Charter Township of Meridian on a full-time basis, 8:00 AM to 5:00 PM, Monday through Friday, in addition to participating in after and/or before work hours meetings and responsibilities, beginning on December 10, 2018.

2. I was elected Meridian Township Treasurer in November, 1996 and served in that position through November 20, 2000. I am familiar with and performed all statutory functions of the Treasurer's office. In addition, I stipulated that all individual millages be listed on the tax bills, rather than just be lumped by "county" and "township" as they had been up to that time. I was an active participant in all Township Board and other meetings which were attached to the Treasurer's position.

3. Community Activities and Volunteerism:

President, Meridian Hills Condominium Association, Haslett, MI, 2013--.

Member, Friends of Historic Meridian since 1976.

Past President and Treasurer (at different times), Riverwalk Theatre, Lansing MI.

Past Board Member, Capital Area Transportation Authority, Lansing, MI.

Active Member, Kedzie Society (50+ years graduates), Michigan State University.

Past Member, Ingham County Board of Canvassers.

Co-Founder and Vice Chair, Meridian Township Economic Development Corporation.

Actor in MSU Theatre Department productions, 2016 and 1964.

Director, actor and writer, Riverwalk Theatre, 1989-2018.

Wrote the play, "Okemos Passing" at the request of the Meridian Township Sesquicentennial Commission in 1992, which was then presented at Riverwalk Theatre.

MORE

4. I am well aware of, and have had extensive experience with, the responsibility to deal with planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review, which accrue to the Treasurer's office and position.

5. I have resided in Meridian Township since 1975. My great-grandparents George and Emma Hudson established a farm at the southwest corner of Mount Hope and Hagadorn roads in 1882. My mother Eileen was President of the Okemos High School Student Council in 1934.

6. As noted elsewhere, I was elected and served as a Meridian Township Trustee 1980-1984, and as Meridian Township Treasurer 1996-2000.

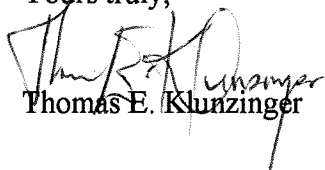
7. As noted above, I was twice elected to the Meridian Township Board. In addition, I have been elected four times to the Board of the Meridian Hills Condominium Association.

8. Reason I am seeking the Township Treasurer's position:

This would be a unique opportunity for the Township to demonstrate a commitment to diversity of thought as well as to a commitment to hiring older workers. It would also be an opportunity for the Township to build on the Dougan Precedent from the City of Lansing, whereby Steve Dougan was appointed to the City Clerk position in 2001 with the pledge that he would not run for election that year, but rather would devote himself to conducting the necessary duties of his office and would let others spend their time campaigning for office. I would make a similar pledge, that is, I would serve out the remainder of this term and would not seek election in 2020. Outside of these particulars, I am ready, willing and able to "hit the ground running," as it were, and would only require minimal training to get back in the harness of Meridian Township Treasurer.

I look forward to discussing any of the above items, and more, with the appropriate officials in the very near future. Please feel free to contact me if you need further information.

Yours truly,


Thomas E. Klunzinger

T.E. Klunzinger

P.O. Box 585, Okemos, MI 48805
(517) 349-0799 • teklunzinger@yahoo.com

Recent/Past Experience with Structured Communications:

- Editor, *Dreams Gone Wrong* by Lingg Brewer, 2013.
- Medical Transcriptionist with Automated Business Communications, 2016-17.
- Medical Transcriptionist at Eaton Rapids Medical Center, 2004-2016.
- First Place, Community Theater Association of Michigan Playwriting Contest 2011, for *A Sale in Boston*. (Other works produced in New York, Los Angeles and Michigan.)
- Contributing Writer, *City Pulse*, Lansing; mostly theater coverage. Originated Pulsar Awards.
- Editor, *The Mich-Matist*, quarterly publication of the Michigan State Numismatic Society.
- Advertising Manager and Compliance Officer, The Eyde Company, Lansing.
Developed and administered \$10 budget for Hannah Technology & Research Center.
- Dramatists Guild Member since 1981.
- Staff Writer and Administrative Assistant (different positions), Michigan State Legislature.
- Copywriter, Campbell-Ewald Advertising Co., Detroit.

Past Experience in Business and Government:

- Elected Treasurer, Meridian Charter Township, Ingham County, Michigan, 1996-2000.
- Elected Trustee, Meridian Charter Township, Ingham County, 1980-84.
- Board Member, Capital Area Transportation Authority, Lansing, MI.
- Member, Ingham County Board of Canvassers.
- Co-Founder and Vice Chair, Meridian Township Economic Development Corporation.

Civic Activities:

- President, Meridian Hills Condominium Association, Haslett, MI, 2013-- (see attached)
- Certified Exhibit Judge of the American Numismatic Association, 1973--.
- Board Member, Michigan State Numismatic Society.
Former Business Manager, arranging, and handling details for, biannual conventions.
- Past President, Treasurer and Secretary (at different times), Riverwalk Theatre, Lansing.
- Member, Friends of Historic Meridian since 1976.

Education: B.A. in Advertising, Michigan State University.

References can be provided upon request.

Duties of MHCA Board President – September 2018

1. Call Board meetings at specified times during the year.
2. Develop and deliver Agenda for these meetings.
3. Conduct all Board meetings.
4. Ensure all necessary copies are made for Board meetings.
5. Collect Board meeting packets from MTH office and deliver to Board members.
6. Maintain regular communication with Board members to ensure current concerns are addressed.
7. Sign all checks and contracts on behalf of the Association.
8. Travel to MTH office to pick up/sign checks as necessary.
9. Verify expenses are correctly attributed (unit # vs. Association expense).
10. Ensure vendors are paid promptly and bills are paid on time.
11. Ensure all necessary signatures are on Association checking accounts.
12. Review, analyze and prepare monthly Budget comparison for Board meetings.
13. Prepare Association Budget for 2019, with particular attention to Township water/sewer rates.
14. Work with attorney to pursue delinquent accounts, pursuant to Board action.
15. Work with Consumers Energy and MRC to secure rebate earned by Truss Repair Project.
16. Work with insurance provider to secure lower premiums, including writing of five-year narrative of Truss Repair Project.
17. Prepare, print and mail all Board correspondence.
18. Maintain current mailing list of co-owners and provide labels for same.
19. Write/print/copy and cut monthly postcard.
20. Travel to MTH office to deliver postcards for mailing.
21. Write/print/cut special postcards; deliver to co-owners if necessary.
22. Prepare Annual Mailing with Budget and meeting schedule; ensure it is sent to all co-owners.
23. Ensure Annual Meeting notice and all appropriate documents are sent to co-owners.
24. Maintain regular contact with Property Manager to ensure routine and special maintenance is carried out.
25. Ensure all necessary bids/quotes are secured for desired Board projects.
26. Travel to vendors' offices to deliver checks, color selections, instructions, etc.
27. Work with, and give direction to, on-site vendors as projects move forward.
28. Maintain liaison with appropriate Township departments.
29. Be available at all hours for comments by Board members/property manager/vendors on issues, work-in-progress, etc.

NOTE: The President is not reimbursed for any time or expenses incurred in carrying out the above, with the exception of postage stamps purchased to mail postcards and letters.

2081 Lac Du Mont
Haslett, MI 48840
November 14, 2018

Joyce Marx, Human Resources Director
Meridian Township Municipal Building
5151 Marsh Road
Okemos, MI 48864

Dear Ms. Marx:


Please be advised that I have served with Tom Klunzinger at two separate times in Meridian Township government: First, in 1980 I was elected Supervisor and he was elected a Trustee. During the four years of that term, we worked together on many different issues for the improvement of Meridian Township. I appointed him to chair the Public Safety Committee which oversaw Police and Fire concerns. He was our Board Liaison to the Human Resources Commission. As those were certainly contentious times for zoning and development in our Township, we spent many long hours in Board meetings and work sessions in discussing the many aspects of zoning and development at that time. Tom was always thorough, courteous and patient with both staff and the public.

Tom was one of the founders of our Meridian Township Economic Development Corporation and in 1982 he introduced the resolution which established Senior Day in Meridian Township.

Later, in 1996 he was elected Treasurer and I was subsequently appointed to serve on the Public Safety Advisory Committee which then advised the Board on the important issue of whether or not to return to separate police and fire departments. Again, Tom was thorough, courteous and patient with both staff and the public. I was impressed at that time that he initiated listing the various separate millages on our tax bills which continues to this day.

I would certainly recommend Tom to return to the position of Meridian Township Treasurer. Please feel free to contact me if you have further questions.

Sincerely,



Carlene L. Webster
Meridian Township Supervisor 1980-1988

MTH MANAGEMENT

3100 West Road Suite 203 • East Lansing, MI 48823

Phone: (517) 668-1800 • Fax: (517) 668-1700 • www.mthmgt.com

November 14th, 2018

To Whom It May Concern,

Please be advised that I, as CEO of MTH Management Company which is the property manager for Meridian Hills Condominium Association (MHCA), have known and worked with Tom Klunzinger who is the MHCA Board President for all of 2018.

As we have worked together for the management of MHCA, I have found Mr. Klunzinger to be a person who is familiar and capable with budget development and administration, who works well with others on various issues which have come before us and who is quick to take steps to resolve any problems which may arise.

I would certainly recommend Mr. Klunzinger for any position which would involve and require the above skillsets. Please feel free to contact me if you have any questions in this regard.

Yours Truly,

A handwritten signature in black ink, appearing to read "Justin Hentemann", with a long horizontal flourish extending to the right.

Justin Hentemann

5475 Maple Ridge
Haslett, MI 48840
November 14, 2018

Joyce Marx, Human Resources Director
Meridian Township Municipal Building
5151 Marsh Road
Okemos, MI 48864

Dear Ms. Marx:


Tom Klunzinger and I have been co-residents and co-owners of our Meridian Hills Condominium Association for over 30 years. For the past several years we have served together as elected members and officers of our Association Board, he as President and I as Secretary.

For much of this time he has gone above and beyond what anyone would normally expect of a Board president, even as we have had our own property management company. Last year he successfully oversaw our transition between management companies. But more importantly, for most of the past five years he has guided us through the extremely rocky terrain of an unavoidable renovation project, involving annual assessments, constant communication with our co-owners, many contentious meetings with highly opinionated co-owners, and finally the need to develop and maintain our annual budget. I very much doubt we would have been successful in all this if anyone other than Tom had been our president.

I heartily recommend Tom for appointment as Meridian Township Treasurer, a position which he has held before. I'm sure all the citizens of our Township will again benefit from his talents and abilities, just as we in our MHCA have benefitted over the past five years.

Please let me know if you need further information regarding the above.

Yours truly,


Susan C. Merkle, Secretary
Meridian Hills Condominium Association

PHIL DESCHAINÉ
MERIDIAN TOWNSHIP TRUSTEE

November 14, 2018

Ms. Joyce Marx
Human Resources Director
Meridian Township Municipal Building
5151 Marsh Road
Okemos, MI 48864

Dear Ms. Marx,

Attached is my application for appointment as Treasurer, three professional references, and my resume. I am available to be interviewed at the Meridian Township Board Meeting held on Saturday, November 17th at 10:00 am. I am also available to begin training with Treasurer Brixie as soon as Monday, November 19th.

Because I believe the Board has a right to know how well a candidate for the Treasurer position has managed his/her credit and financial matters, I have included a copy of my summary credit report from all three credit bureaus. Please include this as an addendum to my application. I will provide copies of my full report to the Board upon request.

I am currently an elected official of Meridian Township, elected in November of 2016. I have also served on the Meridian Township Park Commission, Zoning Board of Appeals, Transportation Commission and Economic Development Corporation.

As an elected official of Meridian Township, I have enjoyed the opportunities and challenges of the trust our residents placed in me at the ballot box. I seek to extend this trust as their appointed Treasurer.

For more information on my experience and accomplishments, please visit my website at www.PhilDeschaine.com.

Thank you in advance for your consideration of my application for appointment to be the next Meridian Township Treasurer.

Sincerely,



Philip A. Deschaine
Meridian Township Trustee

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held at 10:00 AM, on November 17, 2018, and to begin training with Treasurer Brixie, starting on November 26, 2018. Please confirm that you are available to assume the position of Treasurer of The Charter Township of Meridian on a full-time basis, 8:00 AM to 5:00 PM, Monday through Friday, in addition to participating in after and/or before work hours meetings and responsibilities, beginning on December 10, 2018.

I am able to begin training on November 19th, a week before the required date. Further, if offered, I would refuse pay during this training time leading up to the day the appointed Treasurer is sworn into office.

I am able to assume the full-time position of Treasurer on December 7th, 2018. I will, at minimum, work between the hours of 8:00 AM to 5:00 PM, Monday to Friday. In addition, I will participate in evening and weekend meetings, and evening and weekend engagements with community and neighborhood groups, Township events, and many other times when the Treasurer would be expected to attend and participate.

2. Please share your experience and/or training in municipal finance, including your knowledge of the duties of the position of township treasurer.

The Meridian Township Treasurer is required by law to receive and take charge of all funds belonging to the Township and those which are collected by the Township Treasurer and paid out to other taxing entities such as schools, libraries, public transit and county government, among others.

The funds received by the Treasurer include real and personal property taxes, fines, licenses, permits, deposits, bonds, and fees. It is the responsibility of the Treasurer to provide an accurate accounting of all funds received and paid out.

The Treasurer must manage deposits of temporary and reserve funds in safe and prudent cash accounts and longer term investments. Investment of these surplus funds is an important role of the Treasurer. The Township Treasurer manages a staff of three people, including the treasurer. The office of the Township Treasurer relies on tax-specific software programs to manage the collection and disbursements, among many other functions. The Treasurer collects taxes, both real property (real estate) and personal property (equipment and fixtures) based on a tax year calendar of essential tasks and deadlines established by State of Michigan statutes. The Treasurer is also responsible for collecting delinquent personal property taxes.

In order to prepare for the job of Township Treasurer, I have completed a wide array of training on the specific area of municipal finance and the responsibilities of a township treasurer in Michigan. Here are the courses I have taken and passed, with a brief description of each:

Fundamentals of Assessment and Taxation

Property assessment, Board of Review meetings, tax collection, the Headlee Amendment, Proposal A, truth in taxation, assessing and equalization, millages, administrative fees, and special assessments. Offered by Michigan Townships Association (MTA).

Guide to Tax Collection

Five part course covered components of the tax collection process from assessment roll to settlement with the county, deadlines, procedures, summer and winter taxes, bill preparation, deferments, SET and PILT, accounting, disbursement and settlement and collecting delinquent personal property tax. Offered by Michigan Townships Association (MTA).

Public Financial Statements

Public financial reporting in Michigan as required by PA 621 and the MGFOA Award for Excellence in Financial Reporting requirements of clarity, comparability, and completeness. Offered by Michigan Government Finance Officers Association (MGFOA).

Governmental Budgeting

Governmental budgeting requirements under the requirements of PA 621, the Uniform Budgeting and Accounting Act, and how to use the budget as policy documents, operations guide, financial plan, and a communications device. Offered by Michigan Government Finance Officers Association (MGFOA).

Fundamental Elements of Governmental Accounting

Governmental fund accounting with emphasis on Governmental Accounting Standards Board (GASB) 34 (accrual) requirements, special revenue, proprietary funds, and State of Michigan mandated uniform accounting system for local units of government. Offered by Michigan Government Finance Officers Association (MGFOA) Education Michigan course.

Township Finances.

Understanding financial position, budgeting process, protecting the financial assets, determining the correct amount of financial reserves, and warning signs of potential financial problems. Offered by Michigan Townships Association (MTA).

In addition, I have advanced software skills in many different types of software including the Microsoft Office Suite, database, HTML and security software. As the Meridian Township Treasurer's operations are highly software dependent, my substantial software skills will serve me well. These applied technical skills will be essential with social media, web updates, and the database management work necessary in a large Township like Meridian. Further, these technical skills will enable me to address some of the shortcomings of the BS&A software experienced by larger townships like Meridian.

With my strong IT background, I have the skills necessary for effective management of an office reliant on the BS&A software currently used by Meridian Township. My software experience, coupled with the support our very capable IT Director Stephen Gebbes, will be a positive in keeping up with ever changing trends for payment options and office functions.

I have also received extensive software security training, and I understand the many threats to a municipal IT infrastructure. I will use this training, working with our IT department, to make sure we are following best security practices in all aspects of the Treasurer's operations.

3. Please share your community activities and volunteerism in the community over the past 5-10 years.

Community service is very important to me. Since I moved to Meridian Township in 1991, I have donated innumerable hours of my time and talent working with others to make our community even better, volunteering for:

Kiwanis Club of Haslett – Okemos

In the past year we have provided 30 high school students with Chromebooks. We identified those students who lacked home computers, and we provided them each with a new computer.

In September of this year, we pledged \$75,000 to the Youth Sports Pavilion at the new Meridian Township Farmers Market to help our youth remain active and engaged in sports and other outdoor activities, and successfully merged the Haslett and Okemos Kiwanis Clubs into one club, pooling our members and resources towards a common goal.

Through the years, we have invested much into our community, including contributions towards the new Library Community Room through the Haslett Move Project, the Haslett Robotics Club, which grew to 20 teams in 2018 including four new 'girl gear' all female robotics teams; youth swimming instructions at the YMCA, Haslett Bike Safety Rodeos, and Middle School Reading enrichment programs. On top of raising and contributing funds, we have rolled up our sleeves to build nearly 100 benches for Meridian parks, and started the 'Flags Over Meridian' program which now installs nearly 1,000 flags all over Meridian, six times a year, raising funds through subscriptions to be reinvested in the community to support programs for children and families.

Boy Scout Troop 97 Haslett

As an Assistant Scoutmaster, I worked with several scouts and their families to achieve the distinguished rank of Eagle Scout, which is a lifetime achievement for these young men. I also organized troop camping trips throughout the State and Midwest as well as the Haslett to Northwood's 150 Mile Bike Ride which enabled many of the Boy Scouts to ride their bikes to summer camp over three days.

Greater Lansing Food Bank, Volunteer & Past Board Member

During the deep recession of the early 1980s, the need for a community-wide food bank was identified, and I volunteered by helping with public relations and fundraising for the Greater Lansing Food Bank, later becoming a board member. Since then I have contributed to the food bank located at the Haslett Community Church.

St. John's Student Parish, East Lansing.

I served on several parish leadership and education boards and taught religious education to elementary students for several years.

Meridian Cares, Volunteer and Fundraiser.

As a volunteer, I helped establish the first community garden at Grange Acres Senior Housing in Haslett sponsored by Meridian Cares. In my role as fundraiser, I recently organized a Pig Roast in September of 2018 that raised nearly \$1,000 for Meridian Cares.

Everett Farms Neighborhood Association, Board Member

Parkwood YMCA Advisory Board Member

Cornell Woods Neighborhood Association, Board Member

Meridian Township Democratic Club, Board Member

Haslett Youth Recreation Association, Coach

MABA Member (Meridian Area Business Association)

4. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zoning, land use, economic development, labor negotiations and audit review. Please share with us your experience with, and understanding of, the aforementioned responsibilities.

My commitment to understanding Township zoning, budgeting, re-zoning and land use and related topics began well before I was elected a Township Trustee.

As a resident of Haslett in 2009, I was involved in the Haslett Library Move Project, as the library was much too small for its needs. To get this off the ground, we needed to understand the relevant property's ownership, feasibility of a large construction budget, and the viability of the Township having the necessary capital to make the primary financial commitment. Making this move successful required gaining the cooperation of the Township Board, Haslett School District and private funding sources including individuals and service clubs. In the end we achieved our goal, receiving approximately \$500,000 investment and completing the move to a new space that fit the need.

In 2013 I was appointed to the Zoning Board of Appeals (ZBA), and I developed a strong understanding of Township planning and zoning. As a ZBA member, I evaluated many requests for interpretations or exceptions to current ordinances, and voted to approve or deny dimensional and use variances in our Township. These variance requests were never taken lightly as each is permission from the ZBA to allow a deviation from Meridian's zoning laws.

In 2015 I was appointed to Meridian Township Park Commission, one of two duly-elected boards in Meridian, where I was responsible for the oversight of acquiring, maintaining, and day-to-day management of Meridian Township parks, trails and places of recreation. I worked on many significant zoning, planning, budgeting and capital outlay issues that came before the Commission as we had the responsibility of land acquisition for new or additions to existing parks, and we sold parcels that were designated not appropriate for park purposes.

During my tenure here, I contributed to development of the Central Park Master Plan (including the new Farmers Market) and the approval and development of the Towner Road Sports Park that opened in September of 2018. The capital outlay of these two projects will be several million dollars and each required close study of the planning, land use, budgets and awarding of multi-million dollar construction contracts.

In 2016, I was elected to the Township Board. As a new Trustee, I was quite frankly amazed by the breadth and depth of issues that regularly come before the Township

Board, particularly the land use and zoning issues which we take up one or more per Board meeting. To gain a better grasp of the land use and zoning topics before the Board, I began setting up meetings between our Community Development staff and Trustee Sundland and me to get a full briefing on the zoning and land use questions before on the meetings discussion agenda. As a result of these meetings, both Trustee Sundland and I have a more thorough understanding of many of these issues as they relate to the Township Board. A check of the public record will showcase my exceptional attendance and contributions to Board discussion on our master plan, zoning/rezoning, annual budgets, labor negotiations (in closed sessions) and review of our audits over the past two years.

One of the top priorities of the Board in 2017, and one of the issues I campaigned on, was reducing the pension and OPEB liabilities facing the township. We needed to fix this problem to protect the retirement benefits of the hard working men and women who have risked their lives and committed their entire careers to Meridian Township residents. The pension and OPEB liabilities, which if unaddressed, were about to become a financial emergency for Meridian Township. I invested much time in understanding our labor contracts with our seven bargaining units, our MERS funding liabilities and or OPEB obligations to our 150 full time employees and our retirees. Achieving a solid understanding of these issues was essential when I worked with many others on the Board to educate our residents on the reasons we needed to approve a Police and Fire Millage. The successful millage vote, combined with new labor agreements overseen by the Township Board, has resulted in a concrete plan which will provide full funding of our pensions and retiree health care by 2027.

As a member of our Economic Development Corporation (EDC) for the past two years, I have served as a substantive channel of communications conduit between the Board and our township business leaders.

In order to be a more effective representative and make informed decisions, I decided more training was imperative. So, in addition to attending new Trustee and Annual Conferences of the Michigan Townships Association (MTA), in April of 2018 I enrolled in the in the MTA's advanced Township Governance Academy (TGA). As of November of 2018, I have completed 52 hours of the 70 needed for TGA Accreditation. These are the courses I have already completed and passed the final exam for each:

- Fundamentals of Taxation and Assessment
- Land Use-Defining Your Township's Future
- Building A Better Budget – Advanced
- Managing Human Resources in the Township
- How Boards Make Decisions
- Utilizing Strategic Planning
- Making Meetings Work More Effectively
- At Your Service: Meeting Township Needs
- Township Finances

Because of the many complex issues that come before the Township Board, I feel it is essential for Board members to be well trained and prepared with broad work skills and knowledge. I have sought out and completed a vast amount of training in my two years, and I will continue to seek out all necessary training in the years ahead to make me a very capable Treasurer.

It is also worth noting that in my 30-year professional business career, I was no stranger to managing large budgets, understanding balance sheets, and gleaning useful information from financial statements. I worked for a company called JusticeTrax, and in 1998 we used our Employee Stock Ownership Plan (ESOP) to purchase the company from our parent company AGCS becoming an employee-owned company.

Over the course of my career, I have mastered the knowledge and skills necessary to be successful in different disciplines including property management, forensic sciences and medical billing. Each of these required me to be a quick and thorough study of the industries in order to be successful. I have utilized this same approach to grasp the essential aspects of the Townships Board's work.

Lastly, in running for elected office, it was essential to knock on thousands of residents' doors and speak directly with residents all through Meridian Township. These conversations gave me solid foundation of knowledge about the issues and concerns that are most important to Meridian Township residents which has served me well as Trustee, and it will continue to benefit me if I am appointed Treasurer.

5. The position of township treasurer is an elected position, and the holder of the office must reside within the township. How long have resided in Meridian Township?

I have resided in Meridian Township since 1991, and my family and I have had the good fortune of living in several different neighborhoods within the Township, such as Everett Farms neighborhood (Haslett), Trails of Lake Lansing neighborhood (Haslett), and currently Cornell Woods neighborhood (Okemos).

6. Have you ever served on a Board or Commission for Meridian Township? Please be specific.

Yes, I have served on several Meridian Township Boards and Commissions and served on one Ingham County commission. These Boards and Commissions include:

Ingham County Housing Commission, 1985-1987

I was appointed by the Ingham County Board of Commissioners to the Housing Commission which operates Carriage Lane Senior Housing on Dobie Road in Okemos. The Commission hires a director and maintenance staff who provide 88 subsidized housing apartments to low-income senior citizens, and disabled persons.

Meridian Township Zoning Board of Appeals, 2013 to 2014

I was appointed by the Township Board to the Zoning Board of Appeals (ZBA) in 2013. The ZBA is one of our more challenging Boards to serve on as you must balance our ordinances with the requests from residents and businesses to make exceptions by granting waivers in special circumstances.

Meridian Township Park Commission, 2014 to 2016

I was appointed by the Township Board to the Park Commission in 2015 to fill the vacancy created when Commissioner Teri Banas was elected County Commissioner. In the 20 months I served as a Park Commissioner, we approved a comprehensive Central Park Master Plan (which included the new Farmers Market), approved a 5 year Parks Master Plan, and began development of the Towner Road Sports Park. While on the Commission, with the help of Parks' staff, I created Love A Park Day, which is now an annual event that results in hundreds of volunteer hours donated to clean up and improve our Township's many parks.

Trustee, Meridian Township Board, 2016 to Present

I have served with honor and diligence as Township Trustee since November of 2016. In this time the Township Board has, by most measures, accomplished a great deal by working together. Most notable we have accomplished these goals:

- Established a ten-year plan to fully fund all pension and OPEB obligations.
- Took actions towards our Climate Action Plan by constructing a new solar array on Meridian Township Hall grounds
- Budgeted \$600,000 a year to supplement our road millage to address our 50 miles failing neighborhood roads

- Created a Criminal Sexual Assault Prevention program in the wake of the horrific Nassar crimes
- Expanded both the geographic reach and hours of CATA Redi-Ride para-transit with no additional township taxes
- In November we will be certified as Redevelopment Ready Community (RRC) by the Michigan Economic Development Corporation (MEDC), the first Township in Michigan to receive this valuable certification

In the next two years our Township Board has much ahead of it, including but not limited to, a long-term solution to our failing roads, safe and reasonable ordinances regulating recreational and medical marijuana, new union agreements fair to all parties, and we must continue our work to rebuild our core economic centers in the four corners of Okemos and Haslett Village Square commerce center.

Meridian Township Transportation Commission, 2016 to Present

I have served as Board-liaison and member of the Meridian Township Transportation Commission that was created in January of 2016. In less than two years the Commission has had three significant accomplishments: 1. Expanded the geographic reach of Redi-Ride into six new destinations, 2. Extended Redi-Ride hours by three hours a day M-F (a 37% increase) with no additional township tax revenues, and 3. Recommended Railroad Quiet Zones for the CN and CSX railroad lines running through Meridian Township. By the end of 2018 the Commission will send the Township Board a road improvement resolution to address the 50 miles of failing neighborhood roads in Meridian Township.

Economic Development Corporation, January 2016 to October 2018

I have served as Board-liaison and member of the Meridian Township Economic Development Corporation (EDC). In these two years the EDC proposed the creation of the Meridian Brownfields Authority, oversaw staff work to have Meridian Certified a Redevelopment Ready Community by the MEDC, and created the Meridian Redevelopment Fund. In October I voluntarily resigned from the EDC so that another Trustee could serve on this very active and accomplished board.

7. Have you ever served as an elected official? Please be specific.

I am currently an elected Trustee and member of the Meridian Township Board. I was elected by the residents of Meridian Township in November of 2016. In this election for Trustee, I was honored to receive the highest number of votes. I credit my success to my 25 years of involvement in the community, raising my children in the Haslett School District, and my extensive community service throughout the Township.

One of most outstanding opportunities I have had as a duly-elected official is to meet so many of our residents, both as a candidate, and as an elected official. In 2016, I knocked on doors in every neighborhood in all 19 precincts in Meridian Township. This was an enriching experience as it allowed me to meet and talk with thousands of our residents

8. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Treasurer's position.

I have always wanted to be involved in public service through local government, but raising a family and pursuing a successful career prevented that. Now that my children are grown, I'm delighted to invest much more of my time and energies into public service.

When our residents elected me Township Trustee, they put their trust in me, and I take that very seriously. Those who have worked with me know my strong commitment to representing all of Meridian Township.

The Treasurer has a very important role making sure we keep township funds accounted for and protected, and investment of these municipal funds is strictly regulated by state law.

I intend to continue the safe and fiscally sound collection and investment practices put in place by Treasurer Julie Brixie, and I will work closely with her to prepare for this important position. I have completed a wide array of training opportunities offered by MTA and MGFOA in order to prepare for this job.

Our Board has accomplished so much, and I want to ensure that our shared vision of Meridian continues. As an elected official with the relevant training and solid professional skills, I believe I am well qualified to be appointed Meridian Township Treasurer.

Professional References for Phil Deschaine

Mr. Dave Golen, Owner
Universal Software Solutions
1334 S. Irish Road
Davison, MI 48423
248-736-6756
dsgolen@universalss.com

Ms. Jennifer Hogan, CEO
PTD Technology
3001 Coolidge Road, Suite 403
East Lansing, MI 48823
517-333-9363
jennifer.hogan@ptdtechnology.com

Mr. Simon Key, President
JusticeTrax, Inc.
1 West Main Street
Mesa, AZ 85201
800-288-5467
keys@justicetrax.com

PHIL DESCHAIINE RESUME

1383 Silverwood Drive
Okemos, MI 48864

517-410-0061
PhilDeschaine@gmail.com

Information Technology Sales & Marketing Professional: Over 30 years of proficiency selling and supporting information technology products and services and events. Excellent qualifications in client relations, training, team building, and technical communications. Extensive experience producing quality IT marketing materials and user events.

Professional Summary:

- Advanced technical knowledge with an ability to manage complex disciplines and environments.
- Practiced, well-developed organizational skills; identifies work plans, considers priorities, forecasts problems and challenges, and envisions creative solutions.
- Demonstrated clear and convincing verbal and written communication skills.
- Experienced creating marketing plans, user conferences, and many aspects of social media promotions, and orchestrating a trade show presence at multiple national and international trade shows. Designed and developed corporate collateral materials.
- Strong industry knowledge including real estate, medical, criminal justice, government compliance, electronic reporting, and education. Experienced in business analysis, strategic planning, and process improvement.
- Experienced in managing and enhancing customer relationships; provider of superior customer services and technical support to wide range of clients.

Professional Experience:

Universal Software Solutions– Davison, MI

SALES & MARKETING MANAGER

01/2012 – 04/2018

Practice Management Software Manufacturer for Home Medical Equipment (HME) & Specialty Pharmacy Providers. Created first ever HDMS National Users Conference in 2015, now an annual event with participants from 20 states and multiple partner companies.

Marketed Health Care Data Management Software (HDMS) to HME providers throughout the US.

- Sold cloud-based service to 50 existing customers that were migrated from premise-based to cloud-based servers.
- Created monthly webinars for customers on industry trends and product updates.
- Worked with training specialists to create and market USS Academy to provide over 100 on-line educational courses for existing customers on a subscription basis.

Profession Technical Development – East Lansing, MI

SALES EXECUTIVE

03/2010 – 12/2011

Value Added Reseller of hardware and software, implementation and consulting services. Specialized in Windows® Server and workstation software.

- Developed new commercial business customer base and strengthened existing public customer relationships. Expanded prospective client contacts by 400% in the first 11 months.
- Created a customer relationship and prospect management tools.
- Managed new sales campaigns on Cloud Services to develop new commercial customers.
- Created Tech Tuesday seminars to attract new customers focusing on the newest Microsoft solutions.
- Expanded company Tech-in-Time install base by 25% by the 4th quarter of 2010.
- Created 'PTD Cloud Campaign' to attract new clients based on Microsoft BPOS/Office 365 New online products.

JusticeTrax Inc. – Mesa, AZ

NATIONAL SALES MANAGER

09/2006 – 12/2010

Directed new business development for a Laboratory Information Management Software (LIMS) company throughout North America. Hired and trained staff to market and sell industry-leading software for the law enforcement community.

- Qualified prospective customers and advanced each through milestones. Identified needs and resulting opportunities with prospective laboratories and law enforcement community. Implemented a Solution Selling[®] sales methodology: identifying customer needs and providing a cost justification and buying procedure to enable prospects to acquire IT solutions. Created content and graphic elements for revamped website including customer testimonials and white papers.
- Assisted users and administrators on software features that allowed them to enforce their standard operating procedures (SOPs) and in turn meet accreditation requirements.

Computer Assistance – East Lansing, MI

VALUE ADDED RESELLER & TECHNICAL CONSULTANT

07/2000 TO 08/2006

Led the country in sales of the commercial off-the-shelf software (COTS) for the affordable property management industry in 12 Midwest states. Grew revenue in region by 28% while reducing customer turnover to competing products.

- Developed and managed prospective accounts and customer relationships in multi-state region.
- Secured executive level appointments and conducted company-specific product demonstrations. Defined product deliverables, product acceptance objectives, and implementation plans.
- Negotiated contracts and oversaw post-sale implementation plans; maintained ongoing customer relationships.
- Coordinated the delivery of turn-key solutions: vertical software, servers, workstations, training and ongoing support.

AG Communications – Phoenix, AZ

REGIONAL MANAGER

12/1996 TO 06/2000

Marketed, sold and trained on and industry-leading laboratory case management software for forensic laboratories, coroners, and medical examiners.

- Created market demand for innovative forensic laboratory management software. Within 24 months sold 12 LIMS installations in the eastern US. Sold the largest LIMS Installation to date in 1999 worth over 4 million in revenue.
- Provided detailed 'proof of concept' presentations demonstrating the features and benefits of the commercial off-the-shelf software (COTS); produced return on investment (ROI) analysis of LIMS software investment.
- Developed detailed account plans and executed inventive approaches to winning new accounts and growing market share. Wrote eight Requests for Proposals (RFP) responses and won seven of them.
- Trained new customers on using LIMS software and Crystal Reports to create custom reporting.
- Co-created User Conference attended by 60% of all customers.

Project Data Systems – San Rafael, CA

REGIONAL SALES MANAGER

11/1987 TO 12/1996

Responsible for new customer sales for industry specific software solutions to multi-family property owners and management agents in seven Midwestern states.

- Delivered software, hardware, training, and support services to site managers and front-line support staff. Spoke at many regional and national trade shows on automation, compliance and management.
- Increased customer install base in 12 state-region from 350 to over 2000 successful software installations; provided after-the sale support, training and upgrades.

Michigan Non-Profit Homes Association, Lansing, MI

Membership & Conference Manager

01/1985 TO 11/1987

Responsible for marketing the membership to non-profit housing providers throughout Michigan. Expanded the Association's annual conference by 250% and attracting over 20 Vendor Sponsors. Scheduled/managed monthly trainings across the state for housing managers and nursing home administrator and nurses. Created and marketed a group purchase of PC software & hardware to assist members with HUD compliance requirements.

Education & Professional Development, Community Involvement:

- Township Trustee, Meridian Charter Township, elected to 4-year term in 2016.
- Park Commissioner, Meridian Charter Township, served from 2014-2016
- University of Michigan ▪ B.A, College of Literature Science & Arts (LS&A), Ann Arbor, MI
- Michigan State University ▪ Graduate College ▪ 24 Graduate Credit Hours, East Lansing, MI
- Haslett Kiwanis Club (President) 2010-2011, 2016-2018, Assistant Scoutmaster Troop 97, 1999 to 2010; Greater Lansing Food Bank Volunteer & Board Member, 1984 to Present.

Nov 9, 2018 - 3 Bureau Report + FICO® Score + added versions



Experian®

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Summary



Your summary includes the information that identifies this Report as yours, as well as summaries of the other sections of the Report.

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FICO® Score

Score Range is from **300 to 850**
FICO® SCORE8 data 11/09/2018



836

Exceptional



837

Exceptional



832

Exceptional

Accounts Summary



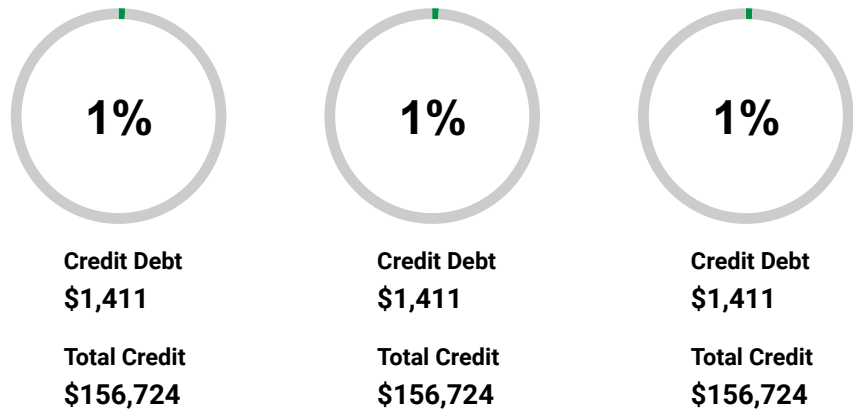
	Experian	Equifax	TransUnion
Open Credit Cards	8	8	8
Open Retail Cards	4	4	4
Open Real Estate Loans	1	1	1
Open Installment Loans	0	0	0
Total Open Accounts	14	14	14
Accounts Ever Late	0	0	0
Collections Accounts	0	0	0

Accounts Summary



Time Since Negative	-	-	-
Average Account Age	9 yrs 10 mos	10 yrs 1 mo	8 yrs 11 mos
Oldest Account	35 yrs 8 mos	35 yrs 8 mos	35 yrs 8 mos

Credit Usage



Debt Summary



Credit and Retail Card Debt	\$1,411	\$1,411	\$1,411
Real Estate Debt	\$83,374	\$83,374	\$83,374
Installment Loans Debt	\$0	\$0	\$0
Collections Debt	\$0	\$0	\$0
Total Debt	\$84,785	\$84,785	\$84,785

Dante R. Ianni CPA, CIA, CFE, JD, LLM

3800 Viceroy Drive, Okemos, MI 48864 | 517-614-6631 | danteianni5@gmail.com

November 11, 2018

Meridian Township Board c/o
Joyce Marx
Human Resources Director
Meridian Municipal Building
5151 Marsh Rd., Okemos, MI 48864

**Dear Meridian Township Board c/o
Joyce Marx
Human Resources Director
Meridian Municipal Building
5151 Marsh Rd., Okemos, MI 48864**

I am writing because I feel that I would be a great fit to be the next Meridian Township Treasurer. I have worked in public service for the better part of a decade at the State and local level, working to improve the lives of the people in my community. I have practiced law, most recently as a hearing referee with the Michigan Tax Tribunal. I now work as an auditor with the Michigan Office of the Auditor General to give the people of our great State assurance that their money is being properly spent. I work each day to promote transparency in State government and to hold the government accountable to the people.

I am a licensed Certified Public Accountant (CPA), a Certified Internal Auditor (CIA) and a Certified Fraud Examiner (CFE). I have served the people of Meridian Township for almost 7 years, first as an alternate member of the ZBA, and now as chair of the planning commission. I think that I could add a great deal of expertise to Meridian Township through my skills in law, auditing, accounting and taxation.

With the skills I possess in the law and tax, I would make an ideal fit to assist with labor negotiations, and training. I have experience working on financial, performance and IT audits with the state, which will aid me in audit review and finding opportunities to potentially reduce risk and improve township operations. Thank you for your consideration and I hope to join the Meridian Township team.

Sincerely,

Dante Ianni

Dante R. Ianni, CPA, CIA, CFE, JD, LLM

3800 Viceroy Dr.
Okemos, MI 48864
(517) 614-6631

E-mail address: danteianni5@gmail.com

EDUCATION:

Lansing Community College, Lansing, MI

A.B., C.P.A. Exam Preparation Program, Accounting, December, 2014

G.P.A. 4.0/4.0

Western Michigan University Cooley Law School, Lansing, MI

L.L.M. in Taxation, September, 2013

G.P.A. 3.90/4.00

Michigan State University College of Law, East Lansing, MI

J.D. Cum Laude, King Scholar Program, May, 2008

G.P.A. 3.45/4.00

MSU Law Review Donald Nystrom

Best Brief Competition

Finalist

2006

University of Michigan, Ann Arbor, MI

B.A. with Distinction, Political Science, Honors Program, December, 2004

G.P.A. 3.72/4.00

WORK EXPERIENCE:

- ◆ MI Office of the Auditor General Assistant Auditor General Oct. 2014 – Present

The Michigan Auditor General serves as the external auditor for the State of Michigan. His office conducts audits of state financial statements, performance of state programs, and audits of federal grant spending. During my time with the office, I have audited the state's retirement systems, the pension census and allocation of net pension liability to participants in the Michigan Public Schools Employees Retirement System, federal awards through the Statewide Single Audit, administration of Child Placing Agencies through MDHHS, Flint Emergency Expenditures, and Michigan's Enterprise Information Management program. I have also helped to audit the State of Michigan's Consolidated Annual Financial Report (SOMCAFR) and the Michigan's new accounting IT system SIMGA.

- ◆ MI Office of Internal Audit Services Student Auditor June 2013 – Oct. 2014

During my time with the office, I worked on sub-recipient monitoring and performed a consulting engagement for the Michigan Dept. of Treasury's Bureau of Local Government Services

- ◆ Meridian Twp. Planning Commission Chair Jan. 2013 – Present

I serve as the chair of the planning commission for Meridian Township, conducting hearings on land use planning issues and developing the master plan for future growth and development. During my time as chair, I helped to oversee the adoption of the 2017 Master Plan.

- ◆ Michigan Tax Tribunal Hearing Referee Mar. 2012 – Oct. 2014

As a contractor for the Michigan Tax Tribunal, I worked as an independent hearing referee, hearing property tax appeals throughout the state in the small claims division. During my time with the Tribunal, I presided over hundreds of property tax valuation appeals, as well as appeals

over exemption from tax such as the principal residence exemption, charitable exemption, and agricultural exemption.

- ◆ Meridian Twp. Zoning Bd. of Appeals Alternate Member Jan. 2012 – Jan. 2013

I served as an alternate member to Zoning Board of Appeals, hearing variance requests by residents and businesses.

- ◆ H & R Block Tax Professional Dec. 2010 – Apr. 2012

I prepared income tax returns for two tax seasons, primarily working with individuals and the self-employed.

- ◆ Ingham Co. Register of Deeds Asst. to Register of Deeds Jun. 2011 – Dec. 2011

I worked to serve the people of Ingham County by performing title searches using research and the application of property law concepts. I worked to ensure that every taxpayer and interested party received due process and notice prior to any government tax actions.

- ◆ Oakland Co. Prosecutor's Office Asst. Prosecuting Attorney Oct. 2009 – Aug. 2010

I served in the District Court Division, handling adult misdemeanor cases and preliminary exams on felonies. I also worked in the Juvenile Justice Division, helping to protect children who have been abused and neglected. As a Juvenile Division Prosecutor, I also worked to rehabilitate delinquent children, helping them to get their lives back on track under the court's jurisdiction.

References:

Sen. Curtis Hertel, Jr. (517) 373-1734
Michigan State Senator

Melinda Hamilton (517) 334-8050
Michigan Office of the Auditor General Audit Division Administrator

Samantha Maria Snow Welton (517) 241-4096
Managing Staff Attorney of the Michigan Tax Tribunal



**APPLICATION FOR MERIDIAN TOWNSHIP TREASURER CANDIDATE QUESTIONNAIRE
APPLICATION DUE: NOVEMBER 14, 2018**

Applications for Township Treasurer must be received no later than Wednesday, November 14, 2018 by 4:00 pm. This application questionnaire along with your resume, cover letter and three (3) references must be sent to Human Resources Director; Joyce Marx by either mail or email. Incomplete applications will be disqualified.

We prefer applications be sent via email. marx@meridian.mi.us. If sending by mail, send to:

Meridian Township c/o
Joyce Marx
Human Resources Director
Meridian Township Municipal Building 5151 Marsh Rd., Okemos, MI. 48864

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held on November 17, 2018 at 10:00 am, and to begin training with Treasurer Julie Brixie, starting on November 26, 2018.

Yes, I am available for interview and training on these dates.

2. Please confirm that you are available to assume the position of Treasurer of The Charter Township of Meridian on a full-time basis, 8:00 am to 5:00 pm, Monday through Friday, in addition to participating in after and/or before work hours' meetings and responsibilities, beginning on Monday, December 10, 2018.

Yes, I am available to assume the position of Treasurer on this schedule.

3. Please share your experience and/or training in municipal finance, including your knowledge of the duties of the position of township treasurer.

I have worked for the past 4 years as an Assistant Auditor General for the Michigan Office of the Auditor General. I have been involved in governmental accounting and auditing by working on audits of the State of Michigan's financial statements, the Statewide Single Audit of federal awards, performance audits, and IT audits. I have also worked for over 2 ½ years as a hearing referee for the Michigan Tax Tribunal, presiding over hundreds of property tax appeals throughout Michigan. I have expertise with governmental accounting, as well as Michigan's property tax system. This expertise will aid my work in tax administration and accounting with the Meridian Township Treasurer position.

4. Please share your community activities and volunteerism in the community over the past 5 – 10 years.

I am a Lector and Eucharistic Minister at St. Martha Parish in Okemos. I volunteer for the Outreach Mass ministry at the Ingham County Medical Care Facility, celebrating Mass with and visiting residents of the nursing facility. I am the Advocate of the St. Martha Parish Knights of Columbus. I am the Vice President of the Catholic Lawyers Guild of the Diocese of Lansing. I serve on the board of the U of M Club of Greater Lansing. I have served in the past on the board of the Okemos Education Foundation, serving on the financial review committee, and helping to advise on financial accounting controls.

5. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations and audit review. Please share your experience with, and understanding of, the aforementioned responsibilities.

I have expertise in planning, zoning and economic development having served for 6 years on the Meridian Township Planning Commission, the last 2 years as Chair. I also served 1 year as an alternate member of the Zoning Board of Appeals and am familiar with the variance process. I have expertise with budgeting through my education and licensure as a CPA and audit of Michigan's financial statements. I have worked on economic development through my work on the planning commission towards the adoption of the 2017 Meridian Township Master Plan, which contained many provisions focused on fostering economic growth. I have studied labor law in law school at the MSU College of Law and am a licensed attorney. I have experience in audit review, having worked for over 4 years as both an external and internal auditor for the State of Michigan

6. The position of Township Treasurer is an elected position, and the holder of the office must reside within the township. Do you reside in Meridian Township and if so, for how long have you resided in Meridian Township?

Yes. I have lived in Meridian Township for most of my life, for a total of approximately 30 years. I attended Okemos Public Schools for grades 1-12 and graduated from Okemos High School in 2001.

7. Have you ever served on a Board or Commission for Meridian Township? If yes, please be specific.

Yes. I served for 1 year as an alternate member of the Meridian Township Zoning Board of Appeals. I have served for the past 6 years as a Meridian Township Planning Commissioner, with the last 2 years as Chair.

8. Have you ever served as an elected official? If yes, please be specific.

Yes. I have been elected to serve as a precinct delegate from Meridian Township. I was also twice elected to serve as a student representative while I was an undergraduate at the University of Michigan.

9. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Treasurer's position.

I want to help make Meridian Township one of the most livable communities not just in the State of Michigan, but in the United States of America. I have spent most of my working life in public service not only with the township, but as a tax attorney with the Michigan Tax Tribunal and as an Assistant Auditor General. Serving others is the most important thing to me in my life and I feel I could add significant value to the community as Meridian Township Treasurer. I am an anti-fraud professional as a Certified Fraud Examiner (CFE) and would like to help to develop controls to strengthen existing anti-fraud programs. I am also working towards an additional degree in computer networking and cybersecurity and feel that I could add value by helping to strengthen township IT controls through review, consultation, and training.



Providing a safe and welcoming, sustainable, prime community.

LINDA P BURGHARDT

1907 Atherton Way • Okemos, MI 48864 • (517) 347-1077 (h) (517) 420-3706 (c) • lburghardt@comcast.net

November 12, 2018

Meridian Township c/o Joyce Marx
Human Resources Director
Meridian Township Municipal Building
5151 Marsh Road
Okemos, MI 48864

Dear Ms. Marx,

I am writing to apply for the Treasurer position with Meridian Township. My employment career has included an emphasis on financial management, fiscal analyses, and budget planning.

As the executive director of several nonprofit organizations, I have had a lot of experience working with boards of directors, developing agendas and briefing materials, conducting effective meetings, and facilitating strategic planning sessions. In addition to board relations, my administrative duties included personnel management, budget development, oversight of an investment portfolio, and grant funding application and management.

As the Executive Director of NAMI Michigan I developed all of the procedures and documentation necessary for the office to successfully complete the requirements to become chartered by NAMI National. My tasks included drafting a complete procedures manual for the board and policies pertaining to conflict of interest, document retention, diversity and inclusion, and whistleblower protection.

In addition to my administrative responsibilities, I oversaw all of the organizations' advocacy initiatives and served (and still serve) as an executive appointee on several state councils, committees, and task forces. I was the spokesperson for the organizations with the legislature, the executive branch, the media, the nonprofit advocacy communities, state affiliates and national offices, and the general public. I also was the staff liaison to various committees and interest groups internal to the organizations.

During my tenure with the Michigan State Senate, I wrote over 3,000 analyses of bills, many of which had a direct effect on local units of government, covering such topics as tax increment financing, brownfield redevelopment, and downtown development authorities. Since the Senate Fiscal Agency did not have a formal training process for new fiscal analysts, I wrote a 46-page training manual for the Agency.

A strong believer in life-long education, I took courses in accounting for non-accountants and financial management for nonprofits, completed the MI Society of Association Executives' Academy of Association Management and the Certified Association Executive (CAE) exam preparation course, and passed the CAE exam to enhance my skills and knowledge as a nonprofit executive director. I would bring that passion for excellence and commitment to the position of Treasurer of Meridian Township. I believe my skills, knowledge, experience, and training would enable me to excel as the Treasurer, and I would thoroughly enjoy being on the same team with the Board of Trustees and the Township's other dedicated public servants and volunteers. I have long wanted to give back to the community that has provided me and my son with so many advantages. I look forward to meeting with the Treasurer Selection Committee to further discuss the opportunity. Thank you.

Sincerely,
Linda Burghardt, MPA, CAE

LINDA P BURGHARDT

1907 Atherton Way • Okemos, MI 48864 • 517.347.1077 (h) • 517.420.3706 (c) • LBurghardt@comcast.net

PROFILE

- **Public Speaking** - Over 200 presentations across the state to legislators, faculty, students, professionals, and the general public. Presentations involved training, advocacy, public education on issues, classroom lectures, and testifying before legislative committees.
- **Writing** - Over 3,000 legislative analyses on a wide range of topics; briefing and public policy materials; testimony on legislation; budget bills and decision documents; training and advocacy materials; responses to questions from Governor's Task Force on Licensure; Appropriations Manual for Senate Fiscal Agency; articles for newsletters and agency publications; communications with regulatory agencies; marketing materials. Business plan for non-profit.
- **Liaison/Collaborations/Networking** - Liaison to legislators, staff, government agencies, business and community groups, association members and national offices, nonprofit and other organizations. Collaborations with, or member of, over 20 coalitions /committees, including Behavioral Health Advisory Council, the Board of Directors for Enroll Michigan and MMAP, the Lt. Governor's Section 298 Large Work Group and 298 Next Steps Workgroup, Partners for Parity, MI Coalition for Children and Families, Michigan Voice/America Votes.
- **Events** - Trained NASW-MI members on licensure issues for Lobby Day. For eight years planned and conducted annual Legislative Education and Advocacy Day for over 400 college students, faculty, and social workers. Speakers included issue experts, state legislators, and representatives from the Governor's office and various state agencies. Planned all content and speakers for NAMI Michigan and AAAAM annual conferences.
- **Social Media/Communications** - Worked with NASW-MI Communications Director on web advocacy tools, including a Legislative Action Web Page for communication with legislators. Worked with Deputy Director at NAMI MI to provide information to members through social media. Authored AAAAM newsletter. Have done radio, phone, and print interviews. Led and participated in press conferences. Use of website, Facebook, LinkedIn, and Twitter in disseminating information.
- **Analysis** - Policy, fiscal, and/or program analysis of budget and non-budget legislation, administrative rules, departmental program operations and staffing priorities; insurance accounts and regulations. Identified, analyzed, and communicated legislative/policy initiatives for MHAM, NAMI MI, NASW MI, and AAAAM.
- **Capacity Building** - Educated members, staff, and boards on legislative issues, advocacy techniques, appropriations processes, functions of political action committees. Worked with MHAM, NAMI MI, NASW MI, and AAAAM public policy committees on legislative and policy issues and testimony on bills. Obtained training for NAMI Board Members and sent employees to various trainings and workshops.
- **Fiscal Responsibility** – Responsible for total NAMI MI, MHAM, and AAAAM budgets, including membership dues, donations, bequest, investment portfolio, sponsorship funds, foundation grants, and federal grant through Michigan Department of Health and Human Services. Led \$250 million budget bill through the State budget process. Responsible for disbursement of political action committee (PAC) funds, compliance with state campaign finance/lobbying laws and government and private foundation grant reporting requirements.
- **Management** – Supervised staff at NAMI MI, MHAM, and AAAAM. Oversaw all daily operations of associations. Trained and directly supervised 15 employees at Zurich US East Lansing office. Drafted update of NAMI Michigan's Strategic Plan and worked with MHAM Board and outside consultant on revised MHAM strategic plan. Developed all documents/policies/systems necessary for the chartering of state office by NAMI National.

LINDA P BURGHARDT

- **Teaching** – Instructor of Legislative Relations class for Masters in Public Administration (MPA) degree program for Western Michigan University.
- **Additional course work** – Have taken courses toward Microsoft Certified Systems Engineer and A+ certification; courses in financial management and accounting for nonprofits; and seminars in grant seeking and government contracting.
- **Credential** -- Completed Michigan Society of Association Executives' (MSAE) Academy of Association Management classes for nonprofit executives and the Certified Association Executive (CAE) exam preparation course. Earned CAE credential in 2014. Invited member of MSAE CEO Circle.
- **International Experience** – Lived in and attended school in five countries and traveled extensively overseas (33 countries).

EMPLOYMENT HISTORY

EXECUTIVE DIRECTOR Area Agencies on Aging Association of Michigan • Lansing, MI • 2017 to 2018

PRESIDENT AND CEO Mental Health Association in Michigan • Okemos, MI • 2014 to 2016

EXECUTIVE DIRECTOR National Alliance on Mental Illness – Michigan Chapter • Lansing, MI • 2010 to 2014

GOVERNMENT RELATIONS DIRECTOR National Association of Social Workers - Michigan Chapter • Lansing, MI • 2002 to 2010

IT STUDENT Career Quest Learning Center • Lansing, MI • 2000 to 2002

MANAGER/SENIOR UNDERWRITER Zurich U.S. • East Lansing, MI • 1997 to 2000

LEGISLATIVE/FISCAL ANALYST Michigan Senate Fiscal Agency • Lansing, MI • 1986 to 1997

LEGISLATIVE ANALYST Michigan Senate Analysis Section • Lansing, MI • 1980 to 1986

EDUCATION

MASTER OF PUBLIC ADMINISTRATION Emphasis on Public Policy and Program Evaluation • Michigan State University • East Lansing, MI

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LINDA BURGHARDT

APPLICATION FOR MERIDIAN TOWNSHIP TREASURER

ANSWERS TO CANDIDATE QUESTIONNAIRE

1. Please confirm that you are available to be interviewed at the Meridian Township Board meeting to be held on November 17, 2018, at 10:00 am, and to begin training with Treasurer Julie Brixie starting on November 26, 2018.
 - I will be available for the interview on November 17th and to begin training on November 26th.
2. Please confirm that you are available to assume the position of Treasurer of the Charter Township of Meridian on a full-time basis, 8:00 am to 5:00 pm, Monday through Friday, in addition to participating in after and/or before work hours' meetings and responsibilities, beginning on Monday, December 10, 2018.
 - I will be available to assume the position of Treasurer on a full-time basis beginning Monday, December 10, 2018.
3. Please share your experience and/or training in municipal finance, including your knowledge of the duties of the position of township treasurer.
 - Experience/Training -- My training and experience with finances have been in the area of State of Michigan appropriations and nonprofit association financial management.
 - i. I shepherded a \$250 million dollar budget bill through the legislature and wrote the 46-page training manual on the state's appropriations process for the Michigan Senate Fiscal Agency.
 - ii. I have taken courses in accounting for non-accountants and financial management for nonprofits through MSU's evening college.
 - iii. I took courses in budgeting and finance through the Michigan Society of Association Executives Academy of Association Management and the Certified Association Executive Exam Preparation Course.
 - Duties of Treasurer – According to the Revised Statutes of 1846 Chapter 41, Section 76, (MCL 41.76), “the township treasurer shall receive and take charge of money belonging to the township, or that is by law required to be paid into the township treasury, and shall pay over and account for the money, according to the order of the township board, or the authorized officers of the township.”
 - i. The funds are primarily real estate and personal property taxes, but also include fines, licenses, permits, deposits, bonds, and fees. (Meridian Township website.)
 - ii. The Treasurer also is required to pay out funds to local school districts and Lansing Community College. Other governmental units such as districts and authorities also receive tax money according to the district's tax rate.
 - iii. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.
 - iv. Training by Michigan Townships Association – The MTA has both in-person and eLearning trainings on assessment and taxation and township finances. I am a passionate participant in lifelong learning opportunities.
4. Please share your community activities and volunteerism in the community over the past 5 – 10 years.
 - I currently serve on the Board of Directors and Steering Committee for Art in the Wild (AITW), a 501 c3 nonprofit organization whose purpose is to raise public awareness of the extent to which human lifestyles and activities contribute to the pollution of our water resources. The intent of AITW is to provide educational opportunities to the public in

environmentally restored areas through stationery and performing art exhibits. AITW is beginning its efforts with the Montgomery Drain District project in the Frandor area and expects to broaden its efforts to include the surrounding cities and townships throughout the county.

- Most of my service and volunteer activities have been work-related. I have served on a variety of councils and committees such as the Behavioral Health Advisory Council, the Recovery Council, Partners for Parity, Partners in Crisis, Open Access to Medications group, the Advisory Committee on Mental Illness, Nursing Facility Transition Initiative Team, Community Certified Behavioral Health Centers (steering committee), Enroll Michigan (Board of Directors), Medicaid Medicare Assistance Program (Board of Directors), Lt. Governor's Section 298 Large Work Group and FACTS Subcommittee, Michigan Voice/America Votes, Citizens Alliance on Prisons and Public Spending, Campaign for Justice, Coalition for Adoption Rights Equality, Mental Health Coalition, Prisoner Re-entry Initiative, Juvenile Justice Initiative, the Service Array and Provider Network Focus Group of Michigan's Dual Eligibles Project, and MSAE's CEO Circle.
 - I also have volunteered for several Democratic candidate campaigns, the Michigan Democratic Party and its coordinated campaigns, and the Ingham County Democratic Party. I received the ICDP's A. Geraldine Rappaport Volunteer of the Year Award in 2009.
5. A significant amount of your time will be allocated to Township Board responsibilities, such as planning, zoning, budgeting, re-zonings, land use, economic development, labor negotiations, and audit review. Please share your experience with, and understanding of, the aforementioned responsibilities.
- Experience
 - i. During my tenure with the Michigan State Senate I wrote the analyses for a number of legislative initiatives that pertain to economic development and municipal finance initiatives including tax increment financing, downtown development authorities, economic growth zones, brownfield redevelopment, revenue sharing, urban land assembly fund, surplus funds investment pools for municipalities, land use inventory reports, principal shopping areas redevelopment, plant rehabilitation tax credit, enterprise zones, and zoning of day care homes.
 - ii. I have been through audits for the three different nonprofits I led as the executive director (all successful) and a review of the finances of the political action committee for a fourth nonprofit (also successful) for which I was responsible.
 - iii. I have been responsible for developing, implementing, and monitoring the budgets for three nonprofit organizations with various funding sources including membership dues, sponsor and vendor fees, event revenues, donations, private foundation grants, and federal grant funds through the MI Dept. of Health and Human Services (MDHHS). I also was responsible for monitoring the investment of a \$2 million bequest and for regular reports to the private foundations and MDHHS on the use of the funds received from those entities.
 - iv. The type of planning that I have been involved in has been strategic planning for nonprofit organizations and service delivery systems for state government. I understand the goal and process of planning and the procedures involved.
 - Understanding
 - i. "Meridian Township's vision is to achieve and maintain a sustainable and welcoming community with the highest quality of life for our residents. This encompasses protecting our natural environment and our health and safety, and

enhancing our prosperity, cultural heritage, diversity and recreational opportunities”. (Meridian Township website)

- ii. To realize such a vision necessitates careful planning. The current and future needs and interests of all residents and entities in the community must be considered in the planning process. Ideally, and not without considerable effort, those needs and interests can be balanced to achieve shared goals and create a harmonious community.
 - iii. Almost any action designed to address the needs and interests of the residents and entities of the community, e.g., any economic development initiative, land use proposal, or zoning request, is going to affect the Township financially.
 - iv. To ensure that efforts to address the needs and interests of the community are financially realistic, it behooves the Treasurer (“the keeper of the funds”) to advise, and be advised by, the Township committees that deal with economic development, zoning, land use, and other such issues.
6. The position of Township Treasurer is an elected position, and the holder of the office must reside within the township. Do you reside in Meridian Township and, if so, for how long have you resided in Meridian Township?
- I have resided in Meridian Township for 29 years.
7. Have you ever served on a Board or Commission for Meridian Township? If yes, please be specific.
- No, I have never served on a Board or Commission for Meridian Township.
8. Have you ever served as an elected official? If yes, please be specific.
- No, I have never served as an elected official, but I did run in the Democratic primary for Ingham County Commissioner for the 12th District this year.
9. In 200 words or less, please provide the Township Board with the reason that you are seeking the Township Treasurer’s position.
- For a long time now I have had the pleasure and privilege of living in the safe, culturally diverse, vibrant community that is Meridian Township. Although my husband passed away soon after he and I and our infant son moved into the Township, I considered myself very lucky to be in a stable community with excellent educational opportunities, recreational options, and cultural adventures. Since neither my husband nor I had any family in Michigan, I felt that the Township was the perfect place to rear my son on my own. I have always wanted to give back to the community but full-time employment and family responsibilities took priority.

Running for county commissioner this summer heightened my awareness of all the opportunities that the Township offers and re-awakened my desire to serve the Meridian community. It also made me realize that I can indeed run for public office, and that I do have a lot of experiences that are applicable to the job of Township Treasurer and transferable skills that would enable me to be successful in the position.