



CITY COUNCIL MEETING AGENDA

December 20th – 10:00 am

*This is an in-person meeting at the Saugatuck Center for the Arts at 400
Culver St, Saugatuck, MI 49453.*

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Public Comment**
- 5. Approval of Accounts Payable: (Roll Call)**
 - A. Accounts Payable in the amount of \$509,293.31 Pg.2**
- 6. New Business:**
 - A. Planning Commission Appointment (voice vote) Pg.4**
 - B. Library Appointment (voice vote) Pg.13**
- 7. Adjourn (Voice Vote)**

Vendor Name	Description	Amount
1. 120 MARY ST LLC	ESCROW REFUND	767.00
2. 633 BUTLER LLC	ZONING FEE REFUND	500.00
3. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	145.59
4. ALLEGAN COUNTY CLERK ASSOCIATION	TRAINING	30.00
5. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
6. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	25,033.15
7. BERTHIAUME & COMPANY	AUDIT	10,475.00
8. C2AE	BLUE STAR TRAIL	6,751.91
9. COMMERCIAL RECORD	PUBLISHING	335.00
10. ERHAN T KARA	ESCROW REFUND	1,562.50
11. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	2,869.00
	PLANNING LEGAL FEES	3,447.00
	LEGAL FEES ORDINANCES	440.00
	LEGAL FEES COUNCIL	4,590.50
	LEGAL FEES CLERK	523.00
	LEGAL FEES MANAGER	476.00
	LEGAL FEES LAWSUIT	2,323.32
	TOTAL	14,668.82
12. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	448.25
13. IHLE AUTO PARTS	SUPPLIES	61.43
14. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	6,949.50
15. KROHN EXCAVATING LLC	EAST WEST TAKKEN TAYLOR	205,501.52
16. MERCHANTS BANCARD NETWORK	BANKING FEES	52.56
17. MICHIGAN MUNICIPAL LEAGUE	TRAINING	190.00
18. MINER SUPPLY CO	SUPPLIES	357.48
19. PETER STANISLAWSKI	HOLIDAY LIGHTING	2,084.00
20. PRINTING SYSTEMS, INC.	SUPPLIES	210.54
21. RICOH USA INC	COPIER LEASE	127.97
22. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	10,237.63
23. SAUGATUCK FIRE	PROPERTY TAXES	75,735.68
24. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	115,577.78
25. T&S GREAT LAKES LLC	TRUCK BED REPAIR	400.00
26. TRUCK & TRAILER SPECIALTIES	REPAIRS	70.40
TOTAL - ALL VENDORS		509,293.31

Vendor Name	Description	Amount
FUND TOTALS:		
Fund 101 - GENERAL FUND		69,787.65
Fund 202 - MAJOR STREETS		75,000.00
Fund 203 - LOCAL STREETS		130,501.52
Fund 661 - MOTOR POOL FUND		470.40
Fund 701 - CURRENT TAX FUND		233,533.74



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 12/20/2023

SUBJECT: Planning Commission Appointment

DESCRIPTION:

The City Clerk provided notice that the city is accepting applications for the Planning Commission. Two applications were received for one open seat. Copies of the applications are in your meeting packet. Both applicants were contacted to participate in an interview with Mayor Stanton, Chairperson Manns and myself on December 15.

Mayor Stanton is evaluating the interviews, submitted documents and feedback by Chair Manns and myself. Mayor Stanton will announce her appointment at the December 20 meeting.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Planning Commission Chairperson, Steven Manns, was provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendations to Mayor Stanton.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint _____ to the Planning Commission with a term ending July 1, 2025.

Joseph M Clark
419 Francis St.
Saugatuck, Mi. 49453
Email: jclark003@ameritech.net

Profile

An Information Technology professional with over 30 years experience in Executive Management, Strategic Planning, Business Development and Technology Leadership. I am a dedicated, versatile, results-oriented leader with a successful track record of technical and managerial achievements. My skills consist of a robust combination of managerial, technical and telecommunications industry vertical expertise.

Experience Summary

Cognizant Technology Solutions **November, 2006–September, 2010**

Vice President, Telecommunications Business Unit

Responsible for Cognizant's North American Telecommunications Business Unit operation. Primary responsibilities included P&L Management and Business Operations, Service Delivery Management, Sales, Business Development and Strategic Planning. Additional responsibilities included M&A integration and technology advisory leadership. Accomplishments included the successful integration of a Multi-Million Dollar acquisition; Three Hundred Percent increase in business unit revenues post merger and the addition of multiple strategic clients.

Fujitsu Consulting (Formerly DMR Consulting Group) **October, 1988–April, 2006**

Senior Vice President of Delivery Services, US Operations

March, 2005 - April, 2006

Responsible for all competency development and practice management within Fujitsu Consulting's US operations. Primary responsibilities included Practice Management, Service Delivery Management, Resource Management, Business Development and Solutions Development. Additional responsibilities included Strategic Planning, Acquisition Diligence and Organizational Design. Accomplishments included leading a delivery diligence team in support of two strategic acquisitions; reducing employee turnover to less than 5% from 15%; successful launch of multiple horizontal solutions within the US.

Senior Vice President and Chief Technology Officer, Telecommunications Industry

April, 2000 - March, 2005

Responsible for overall Technology Direction and Business Operations within Fujitsu Consulting's \$225.0M North American Telecommunications Industry Business Unit. Specific responsibilities included Strategy and Business Planning, Organizational Design, Practice Operations (P&L),

Solution Development, Business Development and Service Delivery Management. Additional responsibilities included participation in Industry and Technology Advisory Boards, Analysts Relations and Business Partner Management. Accomplishments included building several viable service offerings leveraging multiple Fujitsu products and partner services; doubled annual revenue from Solutions business (20% to 40%); established and grew Vertical Practice structure (1300 employees);

Vice President, Technology Services

May, 1997 - April, 2000

Responsible for developing and managing Technology Practices across Fujitsu Consulting's US operation. Specific responsibilities included Practice Development, Practice Management, Business Development, Solutions Development, Business Partner Management and Strategic Consulting. Accomplishments included exceeding year over year business development targets (\$60.0M annual); establishing and growing emerging technology practices in key geographies; developing and successfully deploying new business solutions across North America.

Regional Director and Client Partner, Southwest US Operations

Sept., 1988 - May, 1997

Responsible for establishing, growing and leading multiple technology practices within Fujitsu Consulting's Southern US operations. Specific responsibilities included Account P&L, Client Relations, Business Development, Engagement Management, Practice Development and Program and Project Management. Achieved new business relationships with multiple tier 1 clients; managed the startup and growth of two \$20M business units within 2 years; established a remote client delivery center in Tampa Florida.

AT&T Bell Laboratories, Murray Hill, N.J.

1984-1987

Manager of Data Center Operations

Responsible for development and management of a data center designed to support pure, applied research in the field of Materials Science and Engineering. Specific responsibilities included evaluation of departmental computational needs, purchasing of computing and laboratory support equipment, establishment of operational policies and procedures, environmental systems management, staff management and management of operational and capital budgets. Additional responsibilities included system programming to support custom laboratory control systems, development of programmatic optimization techniques, enhancement of operating systems and speaking at various scientific events and trade shows.

Nuvatec Inc., Lombard, IL

1981-1984

Senior Software Engineer

Responsible for designing and programming custom microprocessor control systems, operating systems and diagnostic test systems for multiple clients. Specific responsibilities included system requirements development, software design, programming and testing, hardware design and testing, field support activities and evaluation of development and emulation systems and equipment.

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, November 30, 2023 10:53 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).

[Mark as Spam](#)

Submitted Information:

Name

Joseph Clark

Email

jclark003@ameritech.net

Home Phone Number

Mobile Phone Number

Address

419 Francis Street
Saugatuck, MI United States 49453

Current Employer

Occupation/Position

Retired

Business Phone Number

Business Reference Name

JosephBrian Hourihan

Business Reference Phone Number

(201) 248-2858

Business Reference Email

bhourihan@luxoft.com

Does your employer have any business dealings wth the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

Please describe any qualifications, expertise or special interests that relate to your

possible appointment:

Recent experience working on the Short Term Rental Task Force. 30+ years experience in business leadership, finance and customer relationship management.

Digital Signature

Joseph Clark

Submitted Files

Resume

[resume__j_m_clark_v2.doc](#)

Mark Klungle
747 Water St
Saugatuck, MI 49453
Email: mark@millpondrealty.com

December 8, 2023

City of Saugatuck
Mayor Lauren Stanton
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Hon Mayor Stanton,

I am submitting my application for the open Commissioner position on the Saugatuck City Planning Commission. I am a 16-year resident of the City of Saugatuck, a registered voter in the city, and previous 15 years living in Saugatuck township. I am a licensed Realtor in Michigan work in the city and currently serve on the Kalamazoo Lake Harbor Authority. I monitor and attend most Planning Commission and City Council meeting and have been active audience participant in planning process.

Additionally, in 2014, I chaired an Ad-Hoc committee on the “Short Term Rental Issues” that resulted in the current Short Term Rental Ordinance for Saugatuck. Prior, I served on the Ad-Hoc committee that updated the city sign ordinance. Also, in 2019 I was part of the small group instrumental in getting our City Council to take some action on the high water plaguing the businesses in the city.

I have attached a brief summary of my resume and I look forward to the opportunity to serve.

Sincerely

Mark Klungle

RESUME SUMMARY

Mark Klungle

747 Water St

Saugatuck, MI 49453

Email: mark@millpondrealty.com

Education: BSE - Industrial Engineering/ Mechanical Engineering, Western Michigan University

Seidman School of Business, Grand Valley University- MBA program

Business Experience:

- 2008-current **Mill Pond Realty**-Saugatuck, MI,
Business Manager, Realtor-
- 1998 - 2008 **Great Lakes Grinding & Machine Inc.** Grand Rapids, Michigan
President & General Manager:
- 1995 - 1997 **High Tech Engineering Inc.** Grand Rapids, Michigan
President & General Manager:
- 1986 - 1994 **American Seating Company,** Grand Rapids, Michigan
Vice President Engineering, Research and Development .
- 1984 - 1986 **KI International Inc.** Green Bay, Wisconsin
Director of Design and Development:
- 1976 –1984 **Haworth Inc.** Holland, MI
Manager of Design,



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 12/20/2023

SUBJECT: Library Board Appointment

DESCRIPTION:

The City Clerk provided notice that the city is accepting applications for the Library Board. Copies of the applications are in your meeting packet. Both applicants were contacted to participate in an interview with Mayor Stanton, Director of the Library, and a member of the Library Board.

Mayor Stanton will announce her appointment at the December 20 meeting.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

The Library Director, and a member of the Library Board were provided with a copy of the applications and interview questions, participated in the interviews, and provided his recommendations to Mayor Stanton.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint _____ to the Library Board with a term ending October 1, 2025

LYNNE ASPNES

Professor Emerita of Harp, [The University of Michigan School of Music, Theatre & Dance](#)
Founder, [The American Harp Center](#)

EDUCATION

1980-1983	Manhattan School of Music	Doctor of Musical Arts
1976-1977	San Francisco Conservatory of Music	Master of Music
1970-1973	University of Minnesota	Bachelor of Fine Arts

TEACHING POSTS

2007 – 2013	Professor of Music (Harp)	Arizona State University, Tempe, AZ
1985 – 2008	Professor of Music (Harp)	School of Music, the University of Michigan Ann Arbor, MI
1995 – 2006	Faculty	Interlochen Arts Camp, Interlochen Michigan
1998	Faculty	Aspen Music Festival and School

ADMINISTRATIVE POSITIONS

2018 – 2022	President	the American Harp Society
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The AHS is a 3,000+ non-profit member organization of professional harpists. The President is tasked with the visionary leadership and oversight of the Executive Committee (officers + appointed members,) and professional staff (a full time Executive Director and multiple independent contractors in accounting, marketing & communications, member services, publications, and national event administration.) We are in the second year of a five-year strategic plan and have, to date, completed more than 50% of the objectives, and action items included in the five strategic goals. The President is a member of the Governance Committee of the Society and, in that capacity is conversant with reviewing and writing policy and procedures for the AHS.

2014- 2015	Executive Director	The Kerrytown Concert House, Ann Arbor, MI
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The Kerrytown Concert House (KCH) is an intimate 110-seat performance venue in Ann Arbor, MI., used by the community, educators, students, and emerging, local, national, and international artists. KCH mounts on average 285 performance events annually including the Internationally acclaimed Edgefest festival, which celebrated its' 20th anniversary in October of 2016. The Executive Director is responsible for all aspects of managing the House, including reporting to the Board of Directors and Founder & Artistic Director Deanna Relyea; envisioning donor development opportunities and grant writing; developing a marketing strategy, artistic input in programming, community engagement, and staff (5) management.

2007- 2009	Associate Dean	Arizona State University Herberger Institute for Design and the Arts
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[Dominick Argento](#) *Te Deum* and *The Mask of Night* with Philip Brunelle, conductor
Virgin Classics label, CD 7 91184-2.

[Benjamin Britten](#) *Paul Bunyan* an opera in two acts, with Philip Brunelle,
conductor and the Plymouth Music Series of Minnesota.
Virgin Classics CD790710-2

[Aaron Copland](#) *The Tender Land*, an opera in three acts, with Philip Brunelle, conductor
Virgin Classics label, CD 791113-2

[Detroit Symphony Orchestra](#) Maurice Ravel *La Valse & Bolero*; Albert Roussel *Symphony No. 3*
Neemi Jarvi conductor, for Chandos Records, CD 8996.

[Marcel Grandjany](#) *Aria in Classic Style, Op. 30*, for Harp & Organ with John Walker,
organist and the choir of The Riverside Church, New York,
Pro Organo records, CD 7017 & 7016

[Conrad Susa](#) *Serenade for a Christmas Night*, with Philip Brunelle, organ.
Virgin Classics label, CD 7 91088-2

<http://vimeo.com/26165780> The TrueNorth Harp Duo
preparing and performing Carlos Salzedo's iconic *Pentacle* suite

The American Harp Journal, Volume 18, No 3 Errata page & performance practice guide:
Conrad Susa Carols and Lullabies, Christmas in the Southwest

The AHS Teachers Forum of the American Harp Journal, Volume 17, No. 2

The American Harp Journal, Vol. 13, No. 3 Theory and Practice go Hand in Hand
Frances Gilman Miller, Pioneer Harpist

The American Harp Journal, Vol. 12, No. 3 The Song of the Lark,
music of Charles Rochester Young

The American Harp Journal, Vol.10. No. 3 Corky Hale: Jazz Wonder

The American Harp Journal, Vol. 9 No. 3 The Career and Training of Dorette Scheidler Spohr

The American String Teacher, Vol. 46, No. 4 The State of Harp Education

Notes, the quarterly journal of the Music Library Association, Vol. 49, No. 3 Dan Welcher,
White Mares of the Moon; Toro Takemitsu, Towards the Sea III

Annotated program notes for the American Harp Society National Conference Programs
2016, 1993, 1986, 1984

Annotated program notes for the Mackinac Island Music Festival 1994, 1991, 1990

Transcriptions and arrangements

Johann Sebastian Bach Sonata, BWV 1016 in E Major, for violin & harp
Sonata, BWV 1031 in E-Flat Major for flute & harp
Italian Concerto, BWV 971 for solo harp
Bouree, from Partita I for violin BWV 1002 for solo harp
Chaconne, from Partita 2 for violin BWV 1004, for violin & harp

William Bolcom *Graceful Ghost* (1979) rag, for violin & harp

Manuel de Falla *Suite Populaire Espagnole*, for violin & harp

G.F. Handel	from <u>Esther</u> , <i>Praise the Lord</i> (aria) for soprano and harp; from <u>Solomon</u> , <i>Entrance of the Queen of Sheba</i> , for six harps
Erich Korngold	<i>Much Ado About Nothing</i> , four pieces Op. 11, for violin & harp
Fritz Kreisler	<i>Praeludium and Allegro</i> in the Style of Pugnani, for violin & harp
Astor Piazzolla	<i>Histoire du Tango</i> , for violin & harp
J.P. Rameau	<u>Cinquieme Concert</u> , <i>Pieces de Clavecin</i> , for flute, viola & harp
Domenico Scarlatti	Sonatas, K.208 and 209 for solo harp from <u>Solomon</u> , <i>Entrance of the Queen of Sheba</i> , for six harps

Performances of special interest

The World Harp Congress, soloist in 2011, 1996 & 1987; featured solo artist and faculty, the Singapore Harp Festival, 2008; the Cité des Arts International Harp Competition, judges panel 2004; The American Harp Society National Conferences as soloist, chamber musician and/or presenter in 2017, 2016, 2011, 2004, and for eight conferences between 1978 and 1992; The Metropolitan Museum of Art, New York City, Gallery Concerts 1991-1984; A Prairie Home Companion, with Garrison Keillor, numerous occasions between 1983 and 1992.

Master classes, guest teacher

The CNSDM, Paris, France; The Glenn Gould Conservatory of Music, Toronto, Ontario, Canada; The Aspen Music Festival and School; The Young Artists Harp Seminar; the Filharmonica Joven de Colombia, Bogota, Colombia; The Harp Society of Tasmania for Harp Island, Bicheno, TAS; universities, schools and festivals across the United States and Canada.

Orchestral Experience

For the University Musical Society May Festivals, University of Michigan
 Budapest Festival Symphony, Ivan Fischer, Music Director (1997)
 The Leipzig Gewandhaus Orchestra, Kurt Masur, Music Director (1989)
 Pittsburgh Symphony, Michael Tilson Thomas, Music Director (1986 & 1988)
 Detroit Symphony Orchestra Second Harp (rotating chair) (1989-2006)

VocalEssence (formerly known as The Plymouth Music Series) Solo harpist
 The Minnesota Opera Company, George Manahan, Music Director Principal Harp
 The Minnesota Opera Company Philip Brunelle, Music Director Principal Harp
 St. Paul Chamber Orchestra, Pinchas Zukerman, Music Director Interim Principal Harp

MEMBERSHIPS

The American Harp Society

Life Member

President (2018-2022); Regional Director, Executive Committee, and Board of Directors; National Conferences: National Liaison (2022, 2019, 2018); Program coordination and communications (2017); Program Chair (2016); Chairman (1993); CO-Chairman and Program

Director (1984 & 1978); Opening Recitalist; National Performance Competition repertoire selection committee; Program Director: The Concert Artists Program; Vice President.

The American String Teachers Association

Site Coordinator, National Solo Competition, University of Michigan School of Music; member, Editorial Board, the American String Teacher; Editor, ASTA Forum 50th Anniversary publication project; Adjudicator, National Solo Competition

The College Music Society

Member

The World Harp Congress

Member

The American Federation of Musicians, Local 73-30

Member

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, September 11, 2023 6:47 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

You've just received a new submission to your Application for Boards & Commissions.

Mark as Spam

Submitted Information:

Name

Lynne Aspnes

Email

laspnes@umich.edu

Home Phone Number

7344179899

Mobile Phone Number

7344179899

Address

251 North Street
Saugatuck, MI United States 49453

Current Employer

Retired University Professor: self-employed musician

Occupation/Position

Professional harpist

Business Phone Number

Business Reference Name

Elaine Litster

Business Reference Phone Number

818 383-0978

Business Reference Email

harplits@earthlink.com

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Being retired I do not have a current employer. Elaine Litster served as Chairman of the Board for two of the four years that I served as President of the AHS. Ms. Litster is currently serving as the District 3 elected representative to the Simi Valley City Council.

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Library Board

1

On which boards and/or commissions would you be willing to serve? .Planning Commission

1

On which boards and/or commissions would you be willing to serve? .Tri-Community Recycling Ad-Hoc Committee

1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Not to put too fine a point on it, but I'm a reader who believes there may be nothing more vital to creating and sustaining a civil society than understanding history, precedent, and community. I have more than twenty years of combined University and professional organizational administrative service, as Associate Dean for Academic Affairs at the University of Michigan School of Music, Theatre & Dance; Associate Dean for the Herberger Institute at Arizona State University; Executive Director for the Kerrytown Concert House, and as President of the American Harp Society. I've collaborated on writing bylaws, policy & procedure documents, promotion & tenure review documents, and curriculae and student academic policy for UM, ASU and the AHS; I've been responsible for overseeing multi million dollar budgets at both UM and ASU and a slightly less robust budget for the AHS. Currently I am on the Michigan Board of Review for the City of Saugatuck and hope to continue to find ways to support the Saugatuck/Douglas communities, and Allegan County.

Digital Signature

Lynne Aspnes

Submitted Files

Resume

aspnes_cv_2022.docx

Vicky Cobb

Retired

Contact

987 Lake St, #6
PO Box 611
Saugatuck, MI 49453
989-878-2055
Vsc2015@gmail.com

City of Saugatuck

I'm interested in a Library Trustee position. A brief summary of my background:

- Chemist at Dow Corning Corporation, 28 years
 - Positions included:
 - lab chemist
 - area and global management positions in electronics, personal care, sealants, and surfactants sciences.
 - Global Product Stewardship role
 - Global Procurement role
 - Retired in 2015
- Co-owner of Isabel's Market + Eatery in Douglas, MI
- Past member of the Historical Commission, Saugatuck, MI
- Volunteer at the Saugatuck Center for the Arts

It would be an honor to serve on the Library Board.

Sincerely,

Vicky Cobb

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, August 14, 2023 4:00 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your Application for Boards & Commissions.

Mark as Spam

Submitted Information:

Name

VICKY COBB

Email

vsc2015@gmail.com

Home Phone Number

Mobile Phone Number

9898782055

Address

987 Lake St

6

Saugatuck, MI United States 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Library Board

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I have been a supporter of libraries and the services they provide to communities. I feel strongly that our library should be a resource for everyone in our community. Although I conduct my reading and research electronically from home, I believe it is imparitive to have libraries available to support those that cannot easily access information and services from

their home. As an online user, I'm interested expanding my knowledge of the library offerings and how we might continue to educate our community about the services provided.

Digital Signature

VICKY COBB

Submitted Files

Cover Letter

vicky_cobb_library_board.docx

City of Saugatuck
Application for Boards & Commissions
Saugatuck-Douglas Library Board
174 Center Street
Douglas, MI 49406

Dear members of the City Council and Library Board,

This letter expresses my strong interest in serving on the Saugatuck-Douglas Library Board. As an avid reader, lifelong learner, parent, and passionate advocate for accessible education and community resources, I am enthusiastic about the opportunity to contribute to our beloved library's continued success and growth.

I believe that libraries like ours are essential pillars of the community, fostering a love for reading, providing access to information, opportunities for community engagement, and spaces for connection and learning. My family has greatly benefited from the services and resources offered by our library, and I am eager to give back by actively engaging in its governance and decision-making process to safeguard a community treasure.

Some of the reasons I hope to serve on the library board include:

1. Commitment to Literacy: I am deeply committed to promoting literacy and lifelong learning. Our library is crucial in nurturing a culture of reading and intellectual curiosity.
2. Community Engagement: I am passionate about our community and the essential part the library plays in bringing generations of people together in an accessible, engaging, and inclusive environment.
3. Strategic Planning and Innovation: I have experience in strategic planning, project management, and incorporating innovation into organizations to meet the evolving community needs.
4. Collaboration: I am a team player eager to learn, collaborate, and be of service to my fellow board members, library staff, and community stakeholders to make well-informed decisions to benefit our library and its patrons.

I look forward to the possibility of serving on the library board and working with key stakeholders to shape the future of our beloved library. I am eager to bring fresh perspectives and thoughtful contributions to the board's discussions and initiatives.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and enthusiasm can contribute to the continued success of Saugatuck-Douglas Library.

With best regards,

Sara A. Nelson Ph.D.
309 Grand Street, Saugatuck, MI 49453
(312)550-8282
saranelson2020@gmail.com

SARA A. NELSON PhD

saranelson2020@gmail.com (312)550-8282

EDUCATION

Ph.D. Educational Leadership DePaul University, Chicago, IL
Graduated with Honors
Dissertation Title: *News Flash: Content Framing of Higher Education during the COVID-19 Campus Closures*

M.S. in Human Resources Management DePaul University, Chicago, IL
Graduated with Distinction

Bachelor of Arts, English Literature University of San Diego, San Diego, CA

COURSES TAUGHT

An innovative and passionate educator with demonstrated success teaching Undergraduate, Doctoral, and adult learners in-person, hybrid, and online.
Budgeting, Finance, and Human Resources Management in Higher Education
Breaking the Glass Ceiling: Privilege in Chicago

RELEVANT PROFESSIONAL EXPERIENCE

Assistant Vice President of Strategic Initiatives

Western Michigan University, Kalamazoo MI

August 2023-Present

In support of the WMU strategic vision of “empowering every person to grow, thrive, and belong by contributing to making the world a better place through creativity, research, innovation, and compassion,” I am committed to building opportunity, capacities, expertise, campus connections, and partnerships with internal and external stakeholders to advance the Division of Academic Affairs and the University, through the following frameworks:

- Assessing opportunities for innovation across Academic Affairs.
- Assessing human capital needs and developing staff retention initiatives.
- Implementing initiatives to address morale and culture.
- Assessing opportunities and innovations for maximizing resources across academic affairs.
- Cultivation of collaboration, agreements, and startups emanating from staff and faculty innovations.
- Overseeing financial seeding for curricular innovation, development, and educational technology.
- Serving as a conduit for initiatives at the intersection of science, innovation, and entrepreneurship.

Associate Dean of Administration & Chief of Staff

Northwestern University, Evanston IL

January 2020 – August 2023

Operational Oversight of Medill School of Journalism, Media, Integrated Marketing Communications - Chief Operations Officer providing management, leadership, enduring policies, and vision to ensure the college exceeds its short and long-term objectives. Creates a working and learning culture that strengthens operational efficiency, generates revenue, and increases employee engagement based on data-driven performance metrics.

- Led the Information Technology, Graduate Admissions and Financial Aid, Human Resources, Facilities, Marketing, Communications, and Events teams. Notable recent

departmental enhancements:

- *Human Resources*: Strategic operations and structural planning. Addressed historic inequities with faculty and staff compensation, lack of empowerment, and equity through creative structuring and resource allocation. Increased net faculty and staff compensation, without increasing the bottom line, created professional development programs, tracks to promotion, clear policies, and work-life balance programs, which have, with other initiatives, resulted in increased levels of performance, retention, staff engagement, workplace satisfaction and commitment to Medill.
- *Facilities*: Oversight of multimillion facility projects in Evanston, Chicago, and Washington D.C. to expand and improve the footprint of Medill, our strategic reach, and create additional opportunities for learning, development, and innovation. Creative stewardship of capital resources to greatly enhance existing spaces at minimal cost.
- *Graduate Admissions and Financial Aid*: Shepherding of partnerships with online program management pilot programs for two graduate degrees to increase enrollment, diversity, and program reach.
- *Diversity, Equity, and Inclusion*: Creation of performance metrics and training programs focused on DEI in addition to Medill's inaugural Director of Diversity Equity and Inclusion. Creating systemic change throughout the school to battle inequality in hiring, engagement, opportunity, and business operations
- Designs and provides direction for strategic business initiatives based on data to support the long-term strategic needs of the school.
- Leads, advises and participates in the development and implementation of new and ongoing Medill projects and programs, setting comprehensive goals for performance to promote organizational health, growth, culture, and vision.
- *Chief of Staff* – Serves as a liaison between all 150+ Medill employee community members, including staff, faculty, and leadership, especially regarding organizational climate, retention, productivity, and employee well-being.
- Staff Engagement program implementation, including staff collaboration and networking programming, training initiatives, career and performance resource sharing and diversity training, faculty and staff onboarding and retention initiatives. Staff Engagement and perception of leadership, communication, culture, and engagement have improved by 333% since the program began.

Northwestern University Committees:

University Hearings and Appeals Panel	Associate Deans Council
Diversity, Equity, and Inclusion Council	Wellness Champions
HR Leadership Advisory Council	Leadership Development Working Group
W.E.L.L. (Well-being, Engagement, Learning and Leadership)	

Senior Director of Operations,

Northwestern University, Evanston, IL

September 2018 – January 2020

- *Operational Oversight for Medill School* – Management of all aspects of the following Medill essential units and their staff; Technology, Graduate Admissions and Financial Aid, Business Operations, Finance, Human Resources, Facilities, Marketing, Communications and Events.
- Serve as a subject matter expert, handling inquiries and developing action plans to proactively fill gaps and ascertain opportunities for improvement while establishing buy-in from key stakeholders and communicating appropriately to the Medill community.
- Improve current processes and coordinate organizational procedures for optimized

efficiency and productivity while filling skill gaps among staff for crucial support of the Medill school goals and objectives.

Director of Operations and Special Projects

DePaul University, Chicago IL

October 2015 – September 2018

- *University Policy Program* - Oversaw the management of the University's 190 policies, including shepherding policies through the shared governance approval process, writing, and revising current policies, communication, training, and dissemination of approved policies on behalf of the President and Board of Trustees.
- *Chair of the Policy Review Group* – serving in a leadership, facilitator, and advisory role in all aspects of policy development and implementation.
- Negotiation and catalyst of shared governance process, weighing complex needs of internal stakeholders, our strategic objectives and compliance needs with university goals.
- Communication and training lead for all policy programming. Anticipation of training opportunities throughout the University Community through strategic nurturing of internal partnerships with key stakeholders to create a collaborative and intentional policy management program.
- *Board Of Trustees Operations* - Manage the operations of a 45-member governing board. Activities include fostering and maintaining positive strategic relationships with internal constituents, onboarding, and orientations, organizing three full board and thirty-five committee meetings annually: managing materials and records, and planning special events.
- Developed training program to ensure outstanding support of the board of trustees. Assist with the annual compliance processes of the board of trustees and officers, data mining and reporting for engagement, re-election reports and the progress of strategic initiatives, tracking and record keeping for all board related records and materials.
- Implement best practices to maintain the effectiveness and engagement of the board, strategic planning and forecasting of board and internal needs, development of new programs based on needs assessments.
- *Budget Management* – Plan and manage departmental budgets in excess of \$1M.
- Manage the daily operations of the Office of the Secretary and the activities of staff, students, and temporary employees. Serve as point of contact for all department staff for human resources inquiries, budgeting, operational processes, and business continuity.
- Active member of the Association of College and University Policy Administrators and Association of Governing Boards of Colleges and Universities.

o Conference Presentations

ACUPA 2016: Driving Culture through Effective Policy Management

ACUPA 2018: Overcoming Barriers in Your Policy Management Program

Notable Projects Include:

- 2017 Executive Search for DePaul's 12 President – Management of all related logistics, including search committee meetings, special events, off-site interviews, and communications.
- Launch of a new Policy website for academic year 2018-2019.
- Implementation of Policy Management Training program with internal stakeholders and Historical Documentation Audit and Review of policy program.
- Implementation of Image Now record management system for all budget related materials. Program instigated after I conducted a best practice analysis across the University to improve, streamline and improve our internal

budget management process.

Benefits Specialist

DePaul University, Chicago IL

February 2014 – October 2015

- *Healthy Vin-cent\$ Wellness Program Manager* - Strategic planning, logistics, communication, and facilitation of staff and faculty wellness events, Healthy Activity Curriculum, seminars, and walking programs, with over 60% of employees participating each year.
- Project manager, facilitator, and communication lead for the St. Vincent Health Benefit Faire. The largest Human Resources event of the year with over 1500 employees in attendance.
- Human Resources contact for all Faculty-related matters, Academic Affairs, College Offices, and individual faculty members regarding orientation, onboarding, leaves of absence, payroll, compensation, benefits, reporting, and service.
- *Budget Management* – Maximized quality of programming under strict budgetary restrictions and utilizing creative solutions to expand employee program enrichment and engagement while minimizing cost.
- *Human Resources Training* - Engaging training representative and program coordinator for all benefit-related presentations, new staff and faculty orientations, seminars, and training sessions offered throughout the year.

DePaul University Staff Council Member 2013-2015

- Member of the Fiscal Planning Advisory and Effectiveness Committees

Benefits Administrator

DePaul University, Chicago IL

February 2010 – February 2014

- Liaison between University offices and departments; Financial Affairs, Payroll and Academic Affairs, dedicated to proactively solving benefits and onboarding issues and insuring compliance with University policies, Employment Laws and creating an environment of accountability and service.
- Collaborated with Academic Affairs to co-author an accessible Faculty Handbook to serve as a centralized resource and guidance tool for incoming and existing faculty members.
- *Work Life Programming Development* – Analysis of marketplace, needs assessments, trend projections and recommendations for work life programming and opportunities for DePaul employees.
- Administration of group benefit programs (medical, dental, vision, PC Loan, adoption, life insurance, tuition waiver, health and dependent care flexible spending plans, 403(b) and wellness).

Benefits & Compensation Coordinator

DePaul University, Chicago IL

March 2009 – February 2010

- Administration and coordination of all HR related aspects of faculty processing including hiring, onboarding, terminations, retirements, phased retirements, leaves of absence, benefits administration, and compensation in concert with Academic Affairs.

Human Resources and Auction Manager

Hart Davis Hart Wine Co. Chicago, IL

SARA A. NELSON PhD

saranelson2020@gmail.com (312)550-8282

November 2005 – March 2009

- *Human Resources Manager*- Payroll, annual evaluation process, recruitment, training, onboarding, job description/classification maintenance, contracts, succession planning, compensation, time reporting, leaves, corrective and disciplinary action, facilitation of resolution strategies for workplace issues.
- *Auction Manager* – Event Planning and coordination for 6-8 auctions per year full-day events, coordinating with multiple vendors and managing 40-plus individuals for the largest wine auction house in the United States.
- *Budget and Office Manager* – Accounting, budgeting, bill payment, cash flow analysis, expense savings programs and money management initiatives, invoicing, account payables and receivables, and financial statement preparation.

SKILL HIGHLIGHTS

Strategic Planning

Culture Transformation, Engagement

Diversity and Inclusion Advocate

Budgeting and Project Management

Effective Resource Stewardship

Skilled Presenter and Facilitator

Employee Development

Shared Governance and Advocacy

Policy Creation and Implementation

Leading with Integrity and Humanity

Innovation and Creative Problem Solving

Nonprofit Leadership

Team Building

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, October 6, 2023 11:24 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

You've just received a new submission to your [Application for Boards & Commissions](#).
[Mark as Spam](#)

Submitted Information:

Name

Sara Nelson

Email

saranelson2020@gmail.com

Home Phone Number

Mobile Phone Number

Address

309 Grand St
Saugatuck, Michigan United States 49453

Current Employer

Western Michigan University

Occupation/Position

Assistant Vice President for Strategic Initiatives

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

Are you a City of Saugatuck resident?

Yes

Are you a registered City of Saugatuck voter?

Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?

Yes

On which boards and/or commissions would you be willing to serve? .Library Board

1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Digital Signature

Sara Nelson

Submitted Files

Cover Letter

[saugatuck-douglas_library_cover_letter.docx](#)

Resume

[sara_a._nelson_phd.docx](#)



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2333 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Lewis (Lew) Wessel Home Phone: 843-301-2803

Home/Mailing Address: 346 Mary Street/PO Box 983

E-mail Address: lewessel0514@gmail.com

Employer: Retired Occupation/Position: Retired

Business Phone: _____ Business Reference: _____

Are you a Saugatuck City resident? Yes Are you a registered Saugatuck City voter? Yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? Yes

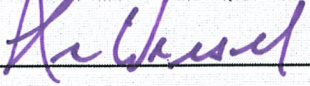
On which Boards and/or Commissions would you be willing to serve?

- | | | |
|-------------------------|------------------------------|-------------------------|
| Planning Commission | Historic District Commission | Zoning Board of Appeals |
| Board of Review | Harbor Commission | Township Fire Board |
| Twp. Recreation Comm. | Kalamazoo Lake Sewer & Water | <u>Library Board</u> |
| Interurban Transit Auth | Peterson Nature Preserve | Construction Board |

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

I'm a "heavy user" of the library and an avid life-long reader. I have an undergraduate degree in English and American Lit and a graduate degree in accounting... Not holding myself out as a financial expert, but I'm very comfortable with numbers.

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature:  Date: 8/30/23

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk