

**CITY OF OWOSSO  
SPECIAL MEETING OF THE CITY COUNCIL  
WEDNESDAY, DECEMBER 06, 2017  
6:30 P.M.**

**Meeting to be held at City Hall  
301 West Main Street**

**AGENDA**

**PLEDGE OF ALLEGIANCE:  
ROLL CALL:**

**ADDRESSING THE CITY COUNCIL**

1. Your comments shall be made during time set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during citizen comments and questions.
5. In addition to the opportunity described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER CANDIDATE INTERVIEWS**

6:30-7:45pm	Nathan Henne
7:45-7:55pm	BREAK
7:55-9:10pm	Dennis Durham
9:10-9:20pm	BREAK
9:20-10:35pm	Aaron Desentz
10:35-10:45pm	BREAK
10:45-12am	Susan Montenegro

**NEXT MEETING**

Monday, December 18, 2017

**BOARDS AND COMMISSIONS OPENINGS**

Board of Review – term expires December 31, 2019  
Brownfield Redevelopment Authority/LDFA – term expires June 30, 2018  
Building Board of Appeals - term expires June 30, 2019  
Building Board of Appeals – Alternate - term expires June 30, 2018  
Historical Commission – term expires December 31, 2019

**ADJOURNMENT**

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**CITY OF OWOSSO**  
**City Manager Interview**

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**Candidate:** \_\_\_\_\_ **Assessor:** \_\_\_\_\_

Each assessor scores each question. The score box is located at the bottom of each question. Please mark your score before answering the next question.

**Interview questions score:** \_\_\_\_\_

**(120 points possible)**

**Observation responses score:** \_\_\_\_\_

**(60 points possible)**

**Total Score:** \_\_\_\_\_

**(180 points possible)**

1. Provide a brief summary of your education and work experience.

Sue

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Unacceptable	Marginal	Acceptable	Strong	Score
1	2 3	4 5 6 7	8 9 10	_____

2. Since you are presently filling a position in a community, please tell us why you are seeking the position of City Manager in Owosso?

Burton

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Unacceptable	Marginal	Acceptable	Strong	Score
1	2 3	4 5 6 7	8 9 10	_____

3. What are your strengths and weaknesses in regards to the position? How do you plan to overcome the weaknesses?

Rob

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Unacceptable	Marginal	Acceptable	Strong	Score
1	2 3	4 5 6 7	8 9 10	_____

4. Can you describe your experience when it comes to economic development?

Chris

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Unacceptable	Marginal	Acceptable	Strong	Score
1	2 3	4 5 6 7	8 9 10	_____

5. How do you see yourself interacting with the staff and department heads at City Hall?

Elaine

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Unacceptable	Marginal		Acceptable				Strong			Score
1	2	3	4	5	6	7	8	9	10	_____

6. Explain any thoughts or ideas you might have on improving efficiency to keep costs as low as possible?

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Dan

Unacceptable	Marginal		Acceptable				Strong			Score
1	2	3	4	5	6	7	8	9	10	_____

7. How do you propose to reach out to our surrounding governmental agencies (in particular Corunna, Caledonia Township and Owosso Township)?

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Burton

Unacceptable	Marginal		Acceptable				Strong			Score
1	2	3	4	5	6	7	8	9	10	_____

8. How do you feel about evaluating department managers? Do you think it is a good practice and if so, how would you go about that?

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Lori

Unacceptable	Marginal		Acceptable				Strong			Score
1	2	3	4	5	6	7	8	9	10	_____

9. How do you deal with stress?

Sue

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<b>Unacceptable</b>	<b>Marginal</b>		<b>Acceptable</b>				<b>Strong</b>			<b>Score</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>_____</b>

10. How would you respond to a council member who comes to you with an issue from a constituent?

Lori

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<b>Unacceptable</b>	<b>Marginal</b>		<b>Acceptable</b>				<b>Strong</b>			<b>Score</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>_____</b>

11. What is your experience with the business community? How do you go about making Owosso inviting for new businesses and supportive of those already here?

Elaine

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<b>Unacceptable</b>	<b>Marginal</b>		<b>Acceptable</b>				<b>Strong</b>			<b>Score</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>_____</b>

12. Can you describe a difficult situation with an employee and how you handled it?

Chris

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<b>Unacceptable</b>	<b>Marginal</b>		<b>Acceptable</b>				<b>Strong</b>			<b>Score</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>_____</b>

# OBSERVATION RESPONSES

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*Complete after the candidate departs the interview room.*

Please complete this summary review immediately following the candidate's interview. Concentrate on rating one trait at a time. DO NOT confuse this with "General Impression" which is separate and the last of your observations.

To rate the applicant, circle the number that best expresses your opinion of the candidate.

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1. **Appearance:** Is the candidate neat and clean; does the clothing show care; does his/her bearing and demeanor inspire confidence; was your first impression good?

Unacceptable	Marginal		Acceptable		Strong					
1	2	3	4	5	6	7	8	9	10	_____

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2. **Communication:** Is the candidate articulate; is his/her choice of words appropriate; speaking voice pleasant; loud enough; too much slang; use of profanity?

Unacceptable	Marginal		Acceptable		Strong					
1	2	3	4	5	6	7	8	9	10	_____

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3. **Presentation of Ideas:** Does the candidate present ideas clearly, yet briefly; thoughts organized; becomes too involved; is candidate convincing or is does he/she give "textbook" or "canned" answers?

Unacceptable	Marginal		Acceptable		Strong					
1	2	3	4	5	6	7	8	9	10	_____

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4. **Judgment:** Does the candidate consider before answering; exercise tactfulness; support statements logically; would he/she act in haste?

**Unacceptable**

**Marginal**

**Acceptable**

**Strong**

1 2 3 4 5 6 7 8 9 10 \_\_\_\_\_

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5. **General Impression:** Would this candidate make a good manager/leader; will this candidate lead and not follow; does he/she appear to possess the overall qualities needed? Is he/she a good fit for this city?

**Unacceptable**

**Marginal**

**Acceptable**

**Strong**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 \_\_\_\_\_

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**Total score on Observation Responses section only: \_\_\_\_\_**

**(60 points possible)**

**Transfer this score to the cover page.**

# Nathan Henne

## PROFESSIONAL HIGHLIGHTS

- 8 years of progressively responsible employment in local and state government
- 5 years of experience with grant writing and review
- 5 years as city manager and zoning official
- 5 years as chief local budget official
- Successful grant writing/implementation experience
- Extensive knowledge of Marijuana-related laws and business regulations in Colorado and Michigan.

## PROFESSIONAL PROFILE

An approachable team-oriented management style with community and staff -- Proven record of effective service delivery and creative problem solving -- A hands-on, detail-oriented attitude when it comes to problem solving -- Insistent on community involvement -- Desire to achieve ICMA credentialing -- Proactive approach to public relations by attending community organization meetings and utilizing social media -- Act as spokesman for the community when needed but relegate official events and announcements to elected officials -- insist on working long and sometimes irregular hours if necessary to best serve the community

## SELECTED ACHIEVEMENTS

### **OPERATIONS**

- Created first employee performance review program in Springfield
- Worked with finance staff to draft and implement 4 municipal budgets
- Created and implemented succession plans for department heads nearing retirement in Springfield
- Created Springfield's first paid-on-call fire department after dissolution of the Public Safety Department
- Drafted Lake City's first employee safety plan
- Worked with the public works director to apply for the first waste water variable BOD loading permit in Colorado history.
- Created new medical first response program within Springfield's Fire Department.
- Drafted 5-year recreation plans for Mason, MI and Springfield, MI.
- Managed the drafting and development of various Michigan State House bills on subjects of vocational education and elimination of Michigan state property deed restrictions.

### **GRANT WRITING**

- Wrote successful \$135,000 grant for blight elimination in Springfield to demolish an derelict hospital
- Working with city engineers to implement \$1.2 million Stormwater, Asset Management, and Wastewater (SAW) grant in Springfield.
- Successfully applied for a Colorado Department of Local Affairs grant for a Capital Improvements Plan in Lake City, CO
- Awarded \$44,000 grant from USDA to replace 2 Springfield police cruisers.
- Wrote and received a grant to improve security systems in public buildings for Springfield
- Worked with Springfield Fire Chief to write successful \$86,000 grant to purchase new breathing apparatus equipment for the fire department.

### **LABOR RELATIONS**

- Negotiated a 5-year contract with AFSCME represented Public Works employees in Springfield

### **CONTRACTING**

- Implemented 5-year law enforcement contract with Calhoun County Sheriff's Department
- Negotiated 3-year contract for Lake City law enforcement services
- In cooperation with surrounding townships, negotiated a 5-year sewer service contract with the City of Battle Creek



- Created Springfield's first Public Private Partnership with Sprout Urban Farms to provide fresh local produce to residents and local restaurants.

#### **ECONOMIC DEVELOPMENT**

- Collaborated with residents to create new community events centered around wild west reenactments that brought increased tourism to Lake City, CO
- Negotiated a Public/Private Partnership with a local nonprofit to run Springfield's year-round farmers market and commercial kitchen – creating a new sense of place saving the City tens of thousands of dollars.
- Multiple grant funded environmental cleanup projects in Springfield, MI (DEQ and Michigan Land Bank)

#### **COMMUNITY DEVELOPMENT**

- Helped rebuild a sense of community in my first few months as manager of Lake City, CO after a tumultuous 2 years of community conflict between community organizations, the Town, and County
- Served on Request For Proposal and bid review committee for local river restoration projects in Lake City
- Worked with the Burmese American Initiative in Springfield to solve land use issues, improve law enforcement relations, and create tools to help with language barriers
- Created \$20,000/year neighborhood improvement program in Springfield to fund repair projects for low-income homeowners

#### **EDUCATION**

##### **Masters of Public Administration**

Central Michigan University

*Mt. Pleasant, MI*

##### **Bachelor of Arts, Public Policy and Administration**

Michigan State University

*East Lansing, MI*

##### **High School Diploma**

Owosso High School

*Owosso, MI*

#### **PROFESSIONAL EXPERIENCE**

##### **City Manager – City of Springfield**

*Springfield, MI*

**December 2013 – Present**

##### **Town Manager – Town of Lake City**

*Lake City, CO*

**October 2012 – November 2013**

##### **Michigan Local Government Management Association Fellow**

*Mason, MI*

**April 2012 – September 2012**

##### **Michigan Department of Human Services**

*Roscommon, MI*

**February 2011 – April 2012**

##### **Michigan State Representative Joel Sheltrown – Legislative Assistant**

*Lansing, MI*

**June 2009 – January 2011**

#### **CIVIC ACTIVITIES**

- Board Member – Springfield Farmers Market Advisory Board (2014-17)
- Volunteer Fire Fighter – Lake City Area Fire Protection District (2012-13)
- Vice President – Hinsdale County Historical Society (2013)
- Volunteer swimming coach for Shiawassee County Special Olympics (2009)

#### **PROFESSIONAL ACTIVITIES/CERTIFICATIONS**

- International City Manager's Association Emerging Leaders Program (2016-present)
- Committee Member – Michigan Municipal League Finance Committee (2016-present)
- Board Member – Michigan Local Government Managers Association, NexGen Committee (2013-2016)
- Board Member – Central Michigan University MPA Graduate Education Advisory Board (2013-present)
- Board Member – ICMA Advisory Board on Graduate Education (2012)

RESUMÉ for:

***DENNIS G. DURHAM***

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**PROFESSIONAL  
EXPERIENCE:**

*Nov. 2007 – March 2017*

**City Manager**

**City of Parchment, MI**

Chief executive for full-service community in Kalamazoo County with 19 full-time and 6 part-time employees and \$2.6 million annual budget. Primary responsibilities include organizational and strategic planning, human resource management, economic development, capital improvement planning and project coordination, facilities and property management, City Commission agenda management, community relations, organization-wide communications, public information/media relations, solicitation of grant funding for city projects and legislative affairs.

*Current Projects:*

- Redevelopment of former paper mill property (85 acres) including sensitive landfill sites and environmental remediation activities.
- Reorganization of existing financial management systems to meet auditing requirements.
- Cooperative agreement with Kalamazoo Township for the provision of police services.
- Managing activities of Parchment DDA and BRA.
- Executive Director of Kindleberger Arts Commission.

*July 2005 – Present*

**Owner/General Partner**

**CivicQuest LLC**

Specializing in government performance improvement, finance and budget planning, leadership development, communication, citizen participation systems, project ushering and advising business/non-profit organizations.

*Nov. 2003 – May 2005*

**Deputy City Manager**

**City of Kalamazoo, Michigan**

The City of Kalamazoo, Michigan is a full-service municipal organization with a diverse workforce of 849 employees and annual budget of \$147 million. It is the home of Western Michigan University and Kalamazoo College. Primary responsibilities included organizational and strategic planning, capital improvement planning and project coordination, facilities and property management, City Commission agenda management, community relations, organization-wide communications, public information/media relations, solicitation of grant funding for city projects and legislative affairs. The DCM supervised 10 departmental directors in

budget development, reviewing work plan progress and identifying new service initiatives, and was the key contact between the city, its constituents and client organizations.

*Major Accomplishments:*

- Successfully implemented an internal scorecard system for department directors to report progress of projects.
- Negotiated the relocation of an adult business from a neighborhood area to low-impact commercial corridor.
- Enacted internal processes for monitoring cell phone use by city employees.
- Revamped city's budget process to be more inclusive of citizen input through the use of surveys, neighborhood forums and City Commission workshops.
- Negotiated the location of the world headquarters of the Stryker Corporation in the community.
- Worked with the local economic development organization to retain facilities of the Pfizer Corporation during company downsizing.
- Supported the activities of the Community Relations Board and Citizen-Public Safety Review and Appeal Board in dealing with police shooting incidents, racial tensions and introduction of the Matrícula Consular identification card.
- Created the City's Development Center, a one-stop shop for economic development and redevelopment site plan review, permitting and business retention.

*Sept. 2002 – Nov. 2003*

**Assistant City Manager/Chief of Staff**  
**City of Kalamazoo, Michigan**

The City of Kalamazoo, Michigan is a full-service municipal organization with a diverse workforce of 849 employees and annual budget of \$147 million. It is the home of Western Michigan University and Kalamazoo College. Primary responsibilities included oversight of day-to-day citywide operations, organizing grant writing projects, City Commission agenda preparation, community relations, public information/media relations and legislative initiatives.

*Major Accomplishments:*

- Reorganized the City Commission agenda development process to provide more efficient processing of departmental agenda items.
- Implemented new internal and external communication vehicles to disseminate information to city employees, neighborhood organizations, local media and local citizenry.
- Negotiated the merger of public transit organizations (Metro Transit and Care-A-Van) with Kalamazoo County government.
- Implemented new systems for capital budget planning and project review.
- Member of negotiating team charged with settling expired labor contracts with ATU and KPSA.

Oct. 1996 – Sept. 2002

**Assistant City Manager**

**City of Portage, Michigan**

The City of Portage, Michigan is a full-service municipal organization consisting of 204 employees with an annual budget of \$65 million. Responsible for the day-to-day oversight of departmental operations and implementation of initiatives in such service areas as capital construction project management (water/sewer and roadway), cable TV public access fundraising, public transit, technology (including GIS expansion), legislative affairs, tax appeal litigation, privatization, contract administration, communication and public information/media relations.

*Major Accomplishments:*

- Worked successfully with MDOT and MDEQ officials to significantly reduce the amount of time to plan, design and construct the Romence Road Extension project.
- Privatized information technology services saving taxpayers an estimated \$1.2 million over the five-year contract.
- Privatized the operation and management of the City's utility system (water/wastewater) resulting in an annual savings to ratepayers of approximately \$750,000.
- Participated on executive team creating first outdoor ice skating facility in southwest Michigan.
- Implemented wireless work order system for parks maintenance functions.
- Prepared and presented information to Standard & Poor's in support of a bond rating increase seven consecutive years.
- 3CMA Savvy Award "Best Newsletter-External Audiences" 1998.

Oct. 1995 – Oct. 1996

**Assistant to the City Manager**

**City of Portage, Michigan**

The City of Portage, Michigan is a full-service municipal organization consisting of 204 employees with an annual budget of \$65 million. Primary responsibilities included cable franchise negotiations, citizen board liaison, citywide communication, grant writing and public information/media relations.

*Major Accomplishments:*

- Negotiated franchise agreement with Cablevision of Michigan.
- Implemented new PEG Access services.
- Started new communication programs (newsletter and website) focused on increasing communications with citizens.

Feb. 1994 – Oct. 1995

**Administrative Assistant/Graphics Technician**

**City of Littleton, Colorado**

The City of Littleton, Colorado is a fast-growing mid-sized suburb in the Denver metropolitan area. Responsibilities included general liaison activities and communication, constituent relations, citizen participation and neighborhood liaison, special events and Western Welcome Week coordination and assisting in cable TV activities.

*Major Accomplishments:*

- Successfully created cable television shows appearing on public access channels featuring municipal services and timely community issues.
- Redesigned City's annual report/calendar (central public information effort) improving quality and reducing overall production costs.
- Supported marketing efforts for annual Western Welcome Week resulting in increased attendance at daily events.

**EDUCATION:**

[REDACTED]  
[REDACTED]  
[REDACTED]

Bachelor of Arts, Michigan State University  
MBA (candidate), University of Colorado at Denver  
MBA (candidate), Western Michigan University

**PROFESSIONAL REFERENCES:**

Available upon request.

# Aaron Desentz, MPA

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## Professional Work Experience

**City Manager – Leslie, MI**  
(Population 1,856)

**July 2015 - Present**

Primary responsibilities include: Chief Operations Officer of the City of Leslie responsible for an annual budget of \$2.6 million. Routine duties include operations management of all City activities in support of the goals and objectives of the City Council. Supervise all department managers and City employees. Responsible for the oversight of all City activities and ensure that operations are carried out effectively in compliance with State and Federal mandates. Also serves as the City's Zoning Administrator.

### **Achievements:**

- Led a team of industry experts in studying, identifying, and fixing the City's ongoing water issues which started in 2013. Directed communications during this time to inform the public on the safety measures and remedies that the City was implementing while coordinating with officials at multiple levels of government.
- Apply for and implement grant funded projects ranging from infrastructure to parks and recreation to public safety equipment. Total grants awarded to the City of Leslie July 2015 to present are over \$2.7 million.
- Rewrote annual budget to create more informative document that includes greater in-depth financial analysis as well as more summarized data. Annual budget also coordinates with a six year Capital Improvements Plan to plan for facility improvements and other capital expenses.
- Currently working with the Downtown Development Authority (DDA) and Local Development Finance Authority (LDFA) on revised tax increment financing (TIF) plans and projects for the next 20 years.
- Enrolled the City in the Redevelopment Ready Communities (RRC) program and currently working on adopting best practices in economic development and community development.

**Village Administrator – Shelby, MI**  
(Population 2,065)

**September 2013 – July 2015**

Primary responsibilities include: Chief Operations Officer of the Village of Shelby responsible for an annual budget of \$2 million. Oversee day to day operations of all Village activities including public works and public safety. Responsible for human resources management of all personnel, finance, and planning/zoning.

### **Achievements:**

- Developed a municipal reorganization plan to save the Village \$147,000 to be implemented over the next five years. Implemented comprehensive infrastructure approach to coordinate street, sewer and water projects together to increase efficiency and lower future infrastructure costs.
- Created and implemented a staff review plan to strive for continuous improvement of service delivery with the organization. The new plan included annual employee reviews and assessments which gave feedback on employee productivity.
- Negotiated with local utility workers union and delivered the first mutually agreed contract the Village has seen in over five years. Total concessions gained amount to \$10,000 annual savings to the Village.
- Started the first local community events nonprofit as a collaboration between community and business interests.

**Emergency Management Fellow – Ann Arbor, MI**  
United States Department of Veterans Affairs

**May 2012 - September 2013**

Primary responsibilities included: Conducting research on emergency management procedures at the central hospital and satellite offices. Create and conduct training modules for staff to test implementation of emergency management practices, use of equipment, and use of software. Conduct follow-up drills to measure program effectiveness.

**Achievements:**

- Of 191 applicants, was selected as one of three fellows for prestigious Office of Emergency Management Fellowship program.
- Delegated authority by the Department Manager to attend community meetings with multiple jurisdictions to strengthen relationships as well as community emergency response systems.
- Managed the requisition and implementation oversight of grant-funded acquisitions exceeding \$100,000 for the procurement of critical emergency response equipment.
- As senior member of the Emergency Management cohort, actively mentored other cohort members on technical skills development and interpersonal communications.
- Led research team to develop quantitative and qualitative measures for the uses of new GIS technology for departmental needs.
- Recommended key evidence-based improvements to emergency notification process resulting in \$10,000 annual savings to the organization. Created an exercise program to test the new system which showed a boost in program ability by 50% over previous program.

**Administrative Intern – Ann Arbor, MI**  
Washtenaw County Administrative Office

**September 2012 – February 2013**

Primary responsibilities included: Reported directly to the county administrative team and County Commissioners on research and projects. Answer incoming calls and corresponding emails from county citizens. Managed County Administrator and Commissioner calendars; scheduled meetings, arranged correspondence, and provided needed information as requested.

**Achievements:**

- Conducted quantitative and qualitative analysis of e-filing models for court documents and generated cost-benefit analysis for said project. Reported my detailed recommendations to court administration regarding how best to manage the planned changes.
- Introduced a flood risk awareness policy coordinating with Washtenaw County and the Federal Emergency Management Agency to elicit federal and state mitigation funds that will reduce the cost of flood insurance in the county.

**Government Finance Intern - Dexter, MI**

**January 2012 – May 2012**

Primary responsibilities included: review of internal and external financial documents to ensure compliance with State of Michigan and Government Finance Officers Association standards. Gained further understanding of the inner workings of government finance including bonding, fund accounting, and auditing.

**Achievements:**

- Prepared a Comprehensive Annual Financial Report in compliance with standards set by the Government Finance Officers Association.

## **Education and Credentials**

### **Master of Public Administration**

Eastern Michigan University

Awarded [REDACTED]

### **Bachelor of Science - Criminology**

Eastern Michigan University

Awarded [REDACTED]

## **Professional Appointments**

### **NextGen Committee**

Michigan Municipal Executives Jan. 2014 – Present (Chair Jan. 2016 – Present)

### **Professional Development Committee**

Michigan Municipal Executives Jan. 2014 - Present

### **Legislative Governance Committee on Municipal Services**

Michigan Municipal League, Lansing, MI. Jan. 2014 - Present

### **Oceana Transportation Rural Task Force**

Oceana County Road Commission, Hart, MI. Sep. 2013 – July 2015

### **Village of Pinckney Planning Commission**

Village of Pinckney Administration Office, Pinckney, MI. Jun. 2011 – Sep. 2013



# Susan Montenegro

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## Municipal Government Experience

### Assistant City Manager/

(December 2013 to Present)

### Director of Community Development

*City of Owosso, MI*

*Population 15,140*

Assist in the day-to-day operations of the city. Fill in for city manager during vacations; work with staff and council members. Directly responsible for grant writing and administration, economic development, planning and zoning, downtown revolving loan committee, and the brownfield authority. Provide direction and oversight to the following city internal servicing departments: building, code enforcement, assessing, Downtown Development Authority/Main Street, and parks and recreation. Actively engaged and providing administrative support and direction as needed with finance, utilities, DPW, engineering, treasury, clerk's office and human resources.

- Responsible for the Redevelopment Ready Community process and engagement.
- Zoning administrator for the city.
- Staff liaison for brownfield authority, planning commission and zoning board of appeals.
- Attend monthly Downtown Development Authority/Main Street board meetings.
- Tracking and reporting of Brownfield sites in the city.
- CDBG grant administration and tracking.
- Façade grant program.
- Rental rehab program.
- Administer grants and loans from the Department of Environmental Quality.
- Updating Owosso Parks and Recreation Master Plan.
- Updating Owosso Master Plan.

### Intern

(February 2013 – December 2013)

*City of Owosso, MI*

*Population 15,140*

- Interaction with city council.
- Budget preparation and workshops.
- Participation in contract negotiations.
- Participation in hiring process of prospective employees.
- Participation in records retention.
- Participation in city clerk's office.
- Created Bid Specifications for DPW equipment purchase.
- Part of local street and major street reconstruction process.

- Researched new fleet maintenance software, implement, and train DPW garage members.
- Researched costs associated with purchasing spray injection patching equipment and set up demo.
- Part of RFP and selection process for broker/agent selection for health insurance, life insurance, accidental death, and long-term disability/short-term disability coverage.
- Part of process to add online payment option to current city website.
- Part of process to list used vehicles and equipment for auction.

## **Other Work Experience**

### **Realtor**

**(2005 to 2007)**

*Century 21 – Chesterfield, MI*

Responsible for residential and commercial listings, marketing research and comparative analysis.

### **Pastor**

**(1998 to 2007)**

*United Methodist Church* (Leading and serving churches as a minister in Southeast Michigan)

Duties were to work with church council and provide guidance. Directly responsible for building teamwork within various committees, community relations outreach, recruit new members, oversee and educate committees within the churches. Additionally, I held multi-charge appointments, requiring the ability to deal with the individual needs and personality of each church, their respective boards, commissions and programs. These opportunities helped develop strong interpersonal skills and an ability to work with a diverse group of people.

- Developed new mid-week youth program taking youth participation from two children to 27 within three months.
- Increased membership in all churches served. Last appointment had an increase of 26% in one year.
- Supervisory leadership of all committees within the church.
- Organized, led, and empowered committees to set and meet goals.
- Educated teams of their function and responsibility within the church.
- Applied for and received grants for two midweek church outreach programs to local businesses.
- Fundraising events in all churches.
- Developed annual church and committee budgets.
- Coaching practicum on conflict management and resolution.
- Multi-church appointments required flexibility with time and scheduling as well as covering larger geographical areas.
- Excellent oral and written communication skills.
- Excellent public speaking skills.

## Education

**University of Michigan-Flint Campus**  
*Master's Degree, Public Administration*



**University of Phoenix**  
*Bachelor of Science, Human Services Management*



**Axia College of the University of Phoenix**  
*Associate of Arts, Business*



## Professional Training

MSU Citizen Planner Program  
MSU Extension Zoning Administrator Course

2014  
2015

## Professional Involvement/Affiliations

- Michigan Municipal Executives Professional Development Committee
- Michigan Municipal Executives Workshop/Winter Institute Planning Committee
- Member – Michigan Women in Municipal Government
- Member – Michigan Municipal Executives
- Member – Michigan Municipal League
- Member – International City/County Manager's Association
- Member – Michigan Association of Planners
- Member – American Association of Public Administration – Detroit and Lansing Chapters
- James S. Minor River Trail Joint Trail Joint Powers Committee (an intergovernmental committee) – Secretary, alternate member
- I-69 International Trade Corridor Local Development Finance Authority, alternate member
- 2015 Leadership Shiawassee graduate

## Volunteer Involvement

Owosso Area Amphitheater Board  
Rotary Club of Owosso

2014 - 2016  
2014 - Current