

**OSHTEMO CHARTER TOWNSHIP BOARD  
7275 West Main Street  
Kalamazoo, MI 49009**

**April 4, 2023**

*Refer to page 3 for Virtual Meeting Information*

**SPECIAL MEETING  
6:00 P.M.  
AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Public Comment
4. Consideration of Supervisor Appointment
  - a. Board Consensus on Process
  - b. Process
  - c. Action to Appoint
5. Adjournment

**Policy for Public Comment  
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering this **Meeting ID: 842 8203 2470**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **842 8203 2470#**

### Participant controls in the lower-left corner of the Zoom screen:



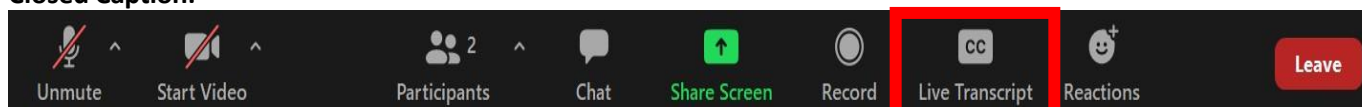
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

# Memorandum



**Date:** 30 March 2023  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Township Supervisor Appointee Candidate Information

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## **Objective**

Township Board consensus on process to to hear from and/or to ask questions of the Candidates, followed by Board discussion and action (vote) to appoint the next Oshtemo Township Supervisor serving until noon on November 20th, 2024.

*(Note: As the resigning Board Member, by State statute the Supervisor is ineligible to vote for their replacement).*

## **Background**

Supervisor Libby Heiny-Cogswell is resigning from Office effective 05/01/23. The Board reached consensus to accept letters of interest from candidates asking for consideration of appointment to the Supervisor position. The following candidates are identified, and HR verified they meet the qualifications of residency, age, and voter registration:

- Tony Alexander
- Mark Barnes
- Cheri Bell
- Andrea Kardatzke
- Katheryn Liby
- Anna Versalle

## **Attachments**

1. Candidate materials

## **Core Values**

Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship

# Charter Township of Oshtemo Employment Application

Submission date: 8 March 2023, 12:59PM  
Receipt number: 191  
Related form version: 8

## PERSONAL

Position applying for: Oshtemo Township Supervisor

Where did you learn about this job posting? Oshtemo Township career page

First name: Tony

Middle initial: C

Last name: Alexander

Date of Application: 03/08/2023

Address: [REDACTED]

City: Kalamazoo

State: Michigan

Zip Code: 49009

Phone number: [REDACTED]

E-mail address: [REDACTED]@gmail.com

Are you age 18 or above? Yes

Are you legally eligible for employment in the U.S.? Yes

Have you applied at Oshtemo Township previously? No

If yes, please list date applied & position applied for:

Have you previously been employed at Oshtemo Township? No

If yes, please list dates of employment & position(s) held:

Have you ever been convicted of a crime other than a misdemeanor traffic violation? **No**

If yes, please identify the offense, date, and explain the circumstances:

Have you ever served in the Armed Forces? **Yes**

If yes, describe your service identifying branch, length of service, promotions, rank at discharge, and special skills or training: **U.S. Army Staff Sergeant where I served as a Medic as well as a hospital liaison as well as an Army Recruiter**

Did you receive a dishonorable or undesirable discharge? **No**

If yes, please explain:

Are you capable of performing the functions of the position you are applying for with or without an accomodation? **Yes**

Date available: **03/13/2023**

## EMPLOYMENT #1

Employer name: **Morgan Olson LLC.**

Employer address: **1801 S Nottawa St Sturgis, MI 49091**

Employer phone: **269-6590200**

Business type: **Manufacturing**

Reason for leaving: **Resigned**

Describe your duties: **Developed, implemented, and evaluated HR programs and supporting systems to ensure an integrated approach to all practices, policies, and procedures**

- **Provide Strategic human resources insight into operational issues and goals.**
- **Source, screen, interview, and place talent as required to meet customer demands.**

- Assure compliance with OSHA, EEO, FLSA, ERISA, EAP, and other employment laws pertaining to the operation of the business.
- Provide interpretation of corporate policies and procedures, and guide plant management on handling sensitive performance management and other employee relations matters.
- Oversee administration of wage, salary, and benefits programs.
- Assure open communications between management and team members.
- Assures that a mutually satisfactory relationship between the company and community is apparent and maintained.
- Directs or provides initial investigations of and responses to employment-related claims and charges: Coordinates responses and actions with JBPCO.
- Direct and conduct orientation and training programs on topics including but not limited to: company policies, sexual harassment, performance management, diversity training and other mandated compliance training.
- Develop and implement a strategic recruitment plan to address short-and long-term staffing requirements for the organization.
- Support and participates in Morgan Olson's PPS team efforts.
- Adheres to Safety policy by exceeding customer expectations, being customer-focused, and supporting continuous improvement activities.
- Consulted with and mentored managers on employee relations issues; ensuring that appropriate corrective actions are consistently administered and provided leadership to assess, investigate, mediate, and correct issues
- Utilized results from employee engagement surveys, to ensure planned improvements are relevant to the organization's strategies.

Starting date:	1/25/2022
Ending date:	10/15/2022
Starting wage:	██████
Ending wage:	██████

## EMPLOYMENT #2

Employer name:	Goodwill Industries of Southwestern Michigan
Employer address:	420 E. Alcott ST.
Employer phone:	12693820490
Business type:	Non-profit
Reason for leaving:	Covid 19 reduction in force

Describe your duties:

- Managed functions pertaining to directing the overall human resource function
- Pioneered efforts across handling the entire gamut of functions pertaining to meeting the company's mission that encompasses employee relations, affirmative action, sexual harassment, professional development, and compliance enforcement with workplace regulations
- Designed and implemented the strategy that fulfills the objectives, and maximizes revenues, profits, and market share of the company while streamlining overall operations
- Outlined the long-term vision and goals mapped with short-term strategies and action plans to achieve the goals
- Played a pivotal role to foster an enterprise-wide continuous improvement culture that emphasizes empowerment, accountability, and quality of work, and builds symbiotic relationships with team leaders and managers
- Monitored and ensured compliance with all federal



and state laws and guidelines for operations

- Ensured the organization meets its goals for asset protection, accident prevention, and cost reduction
- Established and nurtured productive relationships with the key decision-makers to further strategic goals
- Led the development and implementation of a risk management plan including identification, assessment, and mitigation of risk
- Developed budgets and managed expenditures for areas of responsibility, including capital expense budgets
- Directed talent acquisition to fulfill mission employment objectives and supply effective human capital
- Managed to solve complex problems by primarily leveraging the systems and tools currently available to the organization
- Designed and executed company rewards & benefits programs ensuring recognition and minimizing attrition
- Executed all HR Operations processes supporting employees and leaders are supported
- Ensured compliance with federal and state employment, benefits, health and safety laws, regulations, and requirements
- Worked effectively with others in a team-based environment to accomplish organizational goals and to identify and resolve problems
- Conducted training of managers to coach and discipline employees, schedule management conferences with employees, resolve employee grievances, counsel employees and supervisors
- Partnered with management to ensure strategic HR goals, policies and programs are aligned with business initiatives
- Maintained employee benefits programs and informed employees of benefits by studying and assessing benefit needs and trends

- Ensured activities are following all state and federal employment laws and regulations
- Recommended benefit programs to management and informed employees of benefits by studying and assessing benefit needs and trends
- Worked effectively with others in a team-based environment to accomplish organizational goals and to identify and resolve problems

Starting date:	01/05/2016
Ending date:	10/12/2020
Starting wage:	██████
Ending wage:	██████

### EMPLOYMENT #3

Employer name:	Hart & Cooley INC
Employer address:	4460 44th St SE. Grand Rapids, MI 49512
Employer phone:	616-656-8200
Business type:	Manufacturing
Reason for leaving:	resigned to take the position with Goodwill and work back within the Kalamazoo Community.
Describe your duties:	Corporate Regional Human Resource / Safety Manager

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Hart & Cooley, Inc. is an HVAC manufacturing company with plants in the United States, Mexico, and Canada.

- Administered HR policies and developed a culture of safety across nine manufacturing facilities and four distribution centers in North America
- Strategically lead and fully execute key HR initiatives

that support the company vision

- Responsible for diagnosing organizational issues, developing solutions, and implementing an action plan
- Designed, implemented, communicated, and administered employee performance evaluations, and benefits programs, and assisted with safety and training programs
- Managed posting job openings, reviewing job applications, recruiting, interviewing, and selecting candidates for open positions
- Oversaw accident investigations to determine root causes, generate reports to OSHA
- Developed strategies to mitigate the reoccurrence of accidents, including an enormously successful Safety Incentive Program
- Handled issues of understaffing, resolving disputes, terminating employees, and administering disciplinary procedures
- Advised managers on organizational policy matters such as equal employment opportunity and sexual harassment
- Successfully developed and conducted EHS training for the company
- Worked directly with department managers on employee development, annual performance evaluations, discipline, and counseling
- Analyzed and modified compensation and benefits policies to establish competitive programs
- Planned and conducted new employee orientation to foster a positive attitude toward organizational objectives
- Maintained records and compiled statistical reports for personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates
- Ensured legal compliance throughout human resource management
- Maintained knowledge of trends, best practices, regulatory changes, and new technologies in human

Starting date: 10/11/2011

Ending date: 12/29/2015

Starting wage:

██████████

Ending wage:

██████████

## EDUCATION

High School name/location: South Rowan High School

High School years completed: 1978

High School diploma or GED? Yes

High School graduation/completion date: 06/05/1998

College name/location: Spring Arbor University

College years completed: 1998

Type of degree obtained: Bachelor's Degree

College graduation/completion date: 02/12/1998

Other Education name/location:

Other Education years completed:

Other Education degree/certification?

Describe the degree/certification:

Other Education graduation/completion date:

## REFERENCES

Reference #1 name:

██████████ ██████████

Reference #1 phone number:

██████████-██████████-██████████

Reference #1 e-mail address:

██████████@██████████.██████████

Reference #1 employer & occupation:

[REDACTED]

May we contact Reference #1?

Yes

Reference #2 name:

[REDACTED]

Reference #2 phone number:

[REDACTED]

Reference #2 e-mail address:

[REDACTED]@[REDACTED]

Reference #2 employer & occupation:

[REDACTED]

May we contact Reference #2?

Yes

Reference #3 name:

[REDACTED]

Reference #3 phone number:

[REDACTED]

Reference #3 e-mail address:

[REDACTED]@[REDACTED]

Reference #3 employer & occupation:

[REDACTED]

May we contact Reference #3?

Yes

## SUMMARIZE YOUR PERTINENT SKILLS & QUALIFICATIONS:

Strategic & Operations Planning  Project Management  Change Management  Solution Selling  Human Resource Management  Presentations  P & L Management  Process Improvement  Cross Function Team Leadership  Competitive Analysis  Business Planning  Training & Development  Policy Development  Customer Service  Problem-Solving  Leadership  Data Analysis & Reporting  Analytical Skills  Employee Relationship Management  Team Management  Communications and Marketing  Talent Acquisition  Performance Management

Signature:

Tony Alexander

[Link to signature](#)

Date signed:

03/08/2023



██████████  
Kalamazoo, MI. 49009  
Cell: ██████-████-████  
Email: ██████████@gmail.com

# Mark L. Barnes

Wednesday March 15, 2023

Oshtemo Township Board  
C/O Mrs. Sara Feister  
7275 West Main Street  
Kalamazoo, MI. 49009

Dear Township Board Members,

Please consider this letter as an expression of my desire for your trusting appointment to the upcoming Township Supervisor vacancy on the Oshtemo Township Board.

My public service career, most recently as Oshtemo Township Fire Chief for 14-years, brings unique and wide-ranging professional experience that will be essential to getting up to speed quickly and thus achieving success for the duties of Supervisor. I am prepared to assume the statutory responsibilities<sup>1</sup> such as personnel director, secretary to the board of review, allocation and management of the board’s budget, to moderate board and some committee meetings as well as the responsibility to ensure that assessing is accomplished.

As an Oshtemo Township resident, I was actively involved in our community and believe this is an excellent opportunity for me to serve our citizens and employees in a new role as your Township Supervisor.

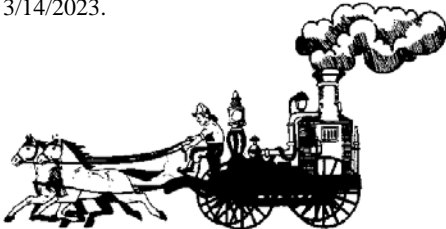
Appreciating that this appointment will encompass a specific 18-month window, my strategy is not to recommend instantaneous dramatic changes in direction. I see this temporary position as one of maintenance and moderate guidance with an aim of keeping ourselves on track as depicted in our master planning documents, future capital expenditures and current budgets. I come with the simple wish to serve our community in this brief time of need and not with an eye on future election opportunities. I have no interest in becoming a candidate for the supervisor’s position in 2024.

*There is Work to be Done.*

This relatively short window will find us completing two cycles for both our operations & capital budgets, a highly anticipated substantial sewer project, continued work on the non-motorized plan, address findings of the housing study, and updating our comprehensive master plan. All of these, and more, will be filtered into budgets that balances the vast needs and desires of our community with our limited resources, and with a continued focus on our core value of fiscal stewardship.

Finally, I believe the greatest endeavor will be the implementation of an organizational restructuring which I am truly excited to see being discussed<sup>2</sup>. Once completed, it will provide a transitional succession plan for our next duly elected Supervisor who will take office at high noon on 11/20/2024.

<sup>1</sup> Chapter 41, Townships Revised Statutes of 1846  
<sup>2</sup> Twp. Board Work Session of 3/14/2023.



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Plan of Attack from 30,000'

Although I am a firm believer in the chain of command, my management style is one of inclusion with a focus on work deliverables. Although boxes on an org chart are important for accountability, informal crossovers must be supported when needed to accomplish the mission. One of my first actions will be to meet with all my fellow board members to obtain insights into your collective vision and priorities. That will be followed by meeting with our skilled department heads. Finally, and just as importantly, to meet and share these findings with our devoted staff. All of that will be interspersed with reviewing changes in the handbook and board policies that have occurred during my 365-day sabbatical along with the status of our current budgets. Of course, daily events will regularly inject themselves into these efforts.

Applicant's Diversity of Governmental Service

As for governmental experience, having been the top manager of a service providing industry in city, county, and township governments as well as a private corporation, I offer those diversified experiences to this position for our community, our employees and as a member of the Board.

Oshtemo Residency as a Choice

My lengthy and diverse public service career has blessed my family with the opportunity to have lived in three states and six communities. All of those had excellent positives but none are the final home that we have chosen Oshtemo to be. The bottom line is that we have made a conscious decision to live in, and be an active part of, Oshtemo Township for our remaining days.

Extensive Service in Elected Positions

My energetic career has given me the opportunity to receive favorable votes for numerous elected positions from county to statewide levels. Whether serving as trustee, secretary, or president, I have always appreciated the significance of these positions and the trust my peers have placed in my integrity to perform the essential duties.

I have also enjoyed various appointments such as:

- Member of Michigan's State 911 Committee.
- Charter Member, Kalamazoo County Consolidated Dispatch Center.
- Academic Advisory Committee member, Fire Science degree program: Mid State Technical College (Stevens Point, WI.), Kellogg Community College (Battle Creek) and KVCC.
- District Chair, Rotary Club's Group Study Exchange program in Wisconsin and Michigan.
- District Commissioner, Boy Scouts of America, Portage County, WI.

Best Bang for your Buck.

Because I have recently spent nearly 1½ decades with Oshtemo Township, I have a strong working knowledge of its management systems, policies and our fellow employees. The learning curve from being the chief of your largest department to Township Supervisor will be considerably flatter than anyone who has not been blessed with this experience. Therefore, my appointment would provide sustainability from its ability to deliver immediate productivity. It would also offer fiscal stewardship because training for Township process would not be needed.

I would welcome an opportunity to answer any questions that you may have and am always available to you by cell (██████-██████) or email ██████████@gmail.com. I look forward to the possibility of meeting with you in person on April 4<sup>th</sup> @ 6:00 PM.

Core Values

Public Service, Sustainability, Professionalism, Integrity, and Fiscal Stewardship.

Sincerely and with appreciation,

*Mark L. Barnes,*

Former, and hopefully future, public servant of Oshtemo Township.



**CHERI BELL**

██████████ ██████████ ██████████ ██████████ Kalamazoo MI 49009

March 23, 2023

Libby Heiny-Cogswell, Supervisor  
Oshtemo Township  
7275 West Main Street  
Kalamazoo MI 49009

RE: Posting - Supervisor of Oshtemo Charter Township

Dear Ms. Heiny-Cogswell:

Oshtemo Charter Township has solicited letters of interest concerning the upcoming Township Supervisor vacancy. I believe that my experience and comprehensive knowledge of the community, along with my professional and volunteer experience, would enable me to effectively serve the Township and the residents in the role of Supervisor. I would like to be considered for this appointment.

The roles and responsibilities of Supervisor for a Charter Township are broad and require a mixture of education and experience. As outlined in the statute governing townships, there are clearly defined duties for township supervisors. The position includes responsibilities such as administration of township government operations. Inherent in these responsibilities are soft skills such as developing a consensus for operational management; possessing effective interpersonal and community communication; and having both an understanding of and relating to our residence. The Supervisor must also have a vision for the Township; be able to develop and follow policy; be knowledgeable of current issues affecting the township; be fiscally responsible in developing and overseeing the budget; and have a solid understanding of land use, planning, zoning and general township operations.

As a lifelong resident of Oshtemo, I recognize the work of the Supervisor is to enhance the quality of life for residents and plan for the future. I believe that my experience serving on the Township Board, Parks Committee, Friends of the Parks, Zoning Board of Appeals and Planning Commission for Oshtemo Township, and serving as Deputy Township Supervisor, in conjunction with my professional experience has prepared me well to serve as Supervisor. It would be a privilege to serve the community in a greater capacity.

I look forward to speaking with you directly on April 4<sup>th</sup>, 2023 at the interviews during the special Board Work Session.

Sincerely,

*Cheri Bell*

# Andrea M. Kardatzke

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██████████ Kalamazoo, Michigan 49009 | ██████████-██████████-██████████ | ██████████@gmail.com

March 9, 2023

Ms. Sara Feister  
Hr/Benefit Coordinator  
Oshtemo Township  
7275 West Main Street  
Kalamazoo, Michigan 49009

**Dear Ms. Sara Feister:**

I am expressing my sincere interest in the Township Supervisor Role that is becoming open in May of 2023.

The role has asked that the individual be at least 18 years of age, live in Oshtemo Township for at least 30 days and be a registered voter in Oshtemo. I fit all three of these criteria. I have been a resident of the township for the past 11 years and during that time I have also been a registered voter.

I am familiar with word processing programs such as Microsoft Word and Word Perfect, as well as other programs such as Excel and Power point. In my previous career life, I also spent 10 years working in law offices and one of my main daily responsibilities was helping to maintain busy attorney calendars.

One of the typical responsibilities listed is the requirement to serve as the Township Personnel Director, coordinating all employee and discipline procedures. In 2019, I acquired a Masters of Business Administration with a concentration of Human Resources. This degree gave me the foundational knowledge to take on Human Resources responsibilities.

Another responsibility listed includes the oversight of the negotiation of service contracts with businesses as well as governmental agencies. The last two roles that I filled were dealing directly with service contracts. When I was placed with a pipeline company I helped to draft multiple contracts, build a pipeline room as well as organize and run a couple of construction bids. My latest role also required me to work within service contracts and airline parts.

Along with the acquired MBA, I am also currently finishing up an MPA, that I will have completed by May 6, 2023. The Master of Public Administration has given me the foundational knowledge to step in an Administrator role in a governmental setting.

I believe that I would be a good fit for the Township Supervisor Role.

Thank you,

Andrea M. Kardatzke  
Phone: ██████████-██████████-██████████

ANDREA M. KARDATZKE, MBA

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██████████ ██████████ ██████████ Kalamazoo,  
MI 49009 ██████████ ██████████ -  
██████████@gmail.com

### ACCOMPLISHED LEGAL & ADMINISTRATIVE PROFESSIONAL

An adaptable, detail-oriented legal professional with excellent skills in diffusing highly emotional and tense situations in a calm and proficient manner as they arise. Excellent organizational and prioritizing skills keep projects moving to meet deadlines. An enthusiastic team player known for excellent interpersonal and relationship building skills which facilitates clear communication with a diverse range of clients and team members.

### EXCEPTIONALLY SKILLED IN THE FOLLOWING AREAS

- Active Listening
- Communication
- Customer Service
- Conflict Management
- Conflict Resolution
- Leadership
- Negotiation Skills
- Interpersonal Skills
- Prioritizing Projects
- Collaboration
- Administration
- Legal resources
- Time Management
- Team Player
- Organizational
- Crisis Management

### ACCOMPLISHMENTS

- Completed an MBA program, achieving a 3.82 GPA while working full time.
- Currently completing an MPA program, achieved a 3.79 GPA while working full time.
- Assisted with the successful completion of 484 files for criminal cases, child abuse and neglect cases.
- MBA coursework project leader for a team of six classmates to create Zoom and PowerPoint presentations on Ford Motor Company's autonomous vehicle program.
- Experienced in creating solutions for situations in which customers expressed dissatisfaction by utilizing active listening and excellent customer service skills to create win-win solutions.
- Assisted in the creation of an office manual for the Senior Legal Assistant Child Abuse/Neglect Division and helped create a Senior Legal Assistant Juvenile handbook.
- Acquired functional skills quickly in the following software: SAP, QuickBooks, Spike, E-Speed, Zoom as well as several Parker specific programs.
- Exemplified the ability to balance work and additional extracurricular activities by completing twelve half-marathons while working full-time.

### PROFESSIONAL EXPERIENCE

#### Customer Service Account Administrator, Parker Hannifin Kalamazoo, MI 2022

- Assigned to work in Customer Service Account Administrator role at Parker Aerospace in Kalamazoo.
- Administers and/or provides oversight for assigned customer accounts in response to parts being returned for service or exchanges.
- Provide mutually acceptable solutions to customer problems that impact cost or schedule.
- Negotiate requirements across multiple customers, products, and internal teams.
- Investigates and resolves customer claims or complaints.

**Embedded Contractor Customer Service Account Administrator, Amotec, Kalamazoo, MI 2021-2022**

- Assigned to work in Customer Service Account Administrator role at Parker Aerospace in Kalamazoo.
- Administers and/or provides oversight for assigned customer accounts in response to parts being returned for service or exchanges.
- Provide mutually acceptable solutions to customer problems that impact cost or schedule.
- Negotiate requirements across multiple customers, products, and internal teams.
- Investigates and resolves customer claims or complaints.

**Embedded Contractor, Contracts Administration, Robert Half International, Office Temps, Kalamazoo, MI 2019-2020**

- Previously assigned to work at a local pipeline company in a contract administration role.
- Performed the contract lifecycle process from start to finish. This included verifying vendor grade through ISN, researched prior contracts, searched in Spike/Ariba to verify parent company had a contract to adopt from, negotiated terms and conditions, drafted and finalized the contract by submitting to vendor and management for signature.
- Worked as a team with Contract Management Administrator to perform requested daily tasks.
- Performed rate verification on vendor invoices using finalized contracts and Verian & Basware software.
- Used SAP to verify daily payables for audit purposes.

**Family Law Paralegal, Schuitmaker, Cooper & Cypher, P.C., Paw Paw, MI 2018-2019**

- Coordinated resources and information for divorce, custody, and abuse and neglect cases.
- Daily communication with clients, court staff and opposing attorneys.
- Served as gatekeeper for the attorney.
- Managed attorney's daily, weekly and monthly schedule.
- Performed conflict checks on potential clients.

**Legal Secretary, Hills at Law P.C. /Law Offices of William Schlee, Kalamazoo, MI 2015-2018**

- Coordinates resources and information for criminal and abuse and neglect cases.
- Consolidates information from various court systems into a single location for review by the attorneys.
- Drafts pleadings and files them with the court. Receives confirmation and maintains the practice's busy calendar.
- Maintains contact with clients, witnesses, and other court officials and responds to all communication within 24 hours.

**EDUCATION**

<b>MPA, 3.83 GPA, Criminal Justice Concentration, Park University, Parkville, MO</b>	2023
<b>MBA, 3.82 GPA, Human Resources concentration, Park University, Parkville, MO</b>	2019
<b>Bachelor of Business, Cum Laude, Bethel College, Mishawaka, IN</b>	2016
<b>Bachelor of Paralegal Studies, Davenport University, Kalamazoo, MI</b>	2016

**AWARDS**

NALS of Kalamazoo Member of the Year	2021
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## COMMUNITY SERVICE

National Association of Legal Assistants (NALA)	2022-present
National Contract Management Association Member	2022-2023
Nonprofit Connect- Kansas	2021-present
National Association of Legal Staff (NALS)	2016-2021
Vice President, NALS State of Michigan	2021-2021
Vice President, Greater Kalamazoo Chapter	2020-2021
Scholarship Chairperson, NALS State of Michigan	2020-2021
Recording Secretary, Greater Kalamazoo Chapter	2017 2018

March 24, 2023

Dear Ms. Feister and Oshtemo Township Board,

I am writing to you to express my interest in the Township Supervisor position. I have been a member of the Oshtemo Township community for the last 12 years, and I find it a wonderful place to live and raise my family in, and I feel it would be an incredible opportunity to be able to serve my community in this position.

I have been an Account Manager for Tag, Inc and most recently, I supported Zoetis and Pfizer, both locally and worldwide, in this role. In this role, which I held for 20+ years prior to my position being eliminated due to downsizing last April, I successfully managed the working relationship between my company and our support companies (Zoetis and Pfizer) where I provided executive level support to various projects and initiatives while fulfilling project, budget and timeline expectations from the customer, my team and my company. My position required me to wear many hats and truly serve, which is something I feel that the Township Supervisor position would also require. I also had the pleasure of networking across the globe with people from all different backgrounds, communicating clearly and positively and building solid relationships with each person that I interacted with, which was one of the things I loved the most about my job and another key role that I believe would translate well to the Township Supervisor position.

In my many years of service with my employer, my performance was consistently rated as outstanding, and I look forward to bringing that same level of excellence with me to my next position. I am attaching my resume, which outlines my experience and skills. I would love the opportunity to discuss this position further with the Board.

Sincerely,

Katheryn (Katie) Liby

@gmail.com

# Katheryn M. Liby

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Skilled customer service professional with over 20 years of successful project management and leadership experience. Effective management of a wide variety of projects, site events, and initiatives, leveraging exceptional relationship skills to ensure that customers are supported in a proactive, professional, and creative manner while fulfilling timeline and budget expectations. Strong decision-maker with excellent communication and relationship skills to prioritize and deliver on customer needs while managing complex situations and customer networks. Proven track record of superb and long-standing working relationships, built through personal connection, positivity, kindness, and a “can do” attitude.

## Qualifications

- 20 years of experience working with Zoetis, Pfizer, DXC, and internal Tag (formerly Williams Lea Tag) customers and coworkers located globally to deliver products that meet customers’ needs and expectations, providing administrative, graphics, and project support while leading projects, on-site events, and managing relationships.
- 16 years leading the Kalamazoo Graphics and Print teams, demonstrating dedicated customer service skills required to create, maintain, and enhance customer relationships and strong team-building skills needed to efficiently organize to successfully meet customer expectations in a fast-paced environment.
- Highly organized with effective time management skills and can efficiently juggle and re-prioritize work tasks as needed, planning and completing work within stated deadlines.
- Flexible and adaptable to new ideas, work processes, and systems/technology while also seeking ways to improve upon current processes.
- Proven ability to handle stressful situations and deadline pressures in a high-energy work environment, focusing on details that matter and maintaining calmness under pressure.
- 13 years of experience as a proofreader, and as such, provide high attention to detail and organization, producing high-quality work.
- Ability to maintain confidentiality of sensitive materials/documents.

## Professional Experience

**Account Manager and Site Lead** – Williams Lea Tag/Tag, Kalamazoo, MI • July, 2006 – April, 2022

- Lead projects through the Global Creative Solutions department, building credibility as a team leader and a go-to person for special projects, questions, or additional assistance needed.
- Oversee customer relationships to ensure that customers are supported in a proactive, professional manner and that their expectations are met and exceeded while managing budget and timeline.
- Effortlessly handle high-profile projects and clients with proficiency and accuracy.
- Interact with team members, as well as external print and production vendors, to manage projects to conclusion, building valuable and long-lasting relationships.
- Work with various co-workers and managers to advise customers as to potential benefits, features, and capabilities of new or revised services and service enhancements.
- Successfully manage the creation, production, and delivery of meeting materials for high-visibility meetings and events located world-wide.
- Manage the calendar for company-wide poster and eSign reservations, improving on the efficiency of the system to accommodate increased number of requests.
- Accountable for overall financial performance of projects against budget, building and billing projects through to completion, and ensuring financial targets are achieved.
- Understand site goals and financial targets and able to analyze trends and identify shortfalls.

## Professional Experience (Continued)

**Graphic Design Advisor** – ManPower, Kalamazoo, MI • October, 2004 – July, 2006

- On-site liaison with Pfizer, demonstrating great commitment and initiative by meeting people at their point of need and effectively multitasking in a fast-paced environment by delivering high-quality products.
- Built strong relationships with end users; managed the customer relationship by assessing needs and making recommendations to ensure the proper product was delivered.
- Used creativity to solve customer communications challenges, resolved service delivery issues, and improved department productivity.
- Lead and assisted with the planning and implementation of various site-wide, company-wide, and external events, successfully delivering on the initiatives and goals of the events.
- Assisted co-workers in achieving goals and completing assignments and interacted with them in a positive and constructive manner.
- Carefully addressed each element of a project, giving full attention to detail to ensure its completeness and accuracy.

**Graphic Associate** – Quantum Resources, Kalamazoo, MI • October, 1999 – December, 2003

- Worked at Pfizer in the customer service area assisting with specialized projects developing slide shows, scientific posters, and signage using Microsoft PowerPoint, Excel and Word.
- Successfully built and maintained phone contact lists and helped grow customer information database.
- Developed relationships with customers to understand them and their needs.
- Managed multiple projects and customers simultaneously.
- Effectively and efficiently managed office supplies, tracking inventory, and ordering, as needed.
- Enhanced customer service relations by developing and implementing an improved office layout and system.

## Programming and Software Skills

Microsoft Office, PowerPoint, Excel, Word, Publisher, WorkDay, CMD, Adobe Acrobat 9.0

## Education

Bachelor of Science in Education – Western Michigan University, Kalamazoo, MI • 2004

Associates of Arts – Kalamazoo Valley Community College, Kalamazoo, MI • 2000



ANNA VERSALLE

Kalamazoo, MI 49009

[@hotmail.com](#) ( )

3/8/2023

To Oshtemo Township

Re: Township Supervisor

To the Board of Directors of Oshtemo Township, Oshtemo Township Staff, and the Constituents of Oshtemo Township,

I am writing today to submit my interest in the current opening for the Township Supervisor position. I have lived in Oshtemo Township almost 20 years and I love our community. I am a registered voter in Oshtemo Township, and I have also served as a Precinct Chair and Election Inspector. I would be honored to serve my neighbors in the capacity of Township Supervisor, and I greatly appreciate your time in considering me as a candidate for this appointment.

From a young age I have been inspired to give my time in public service. My mother served as a volunteer Firefighter and EMT in Marcellus, MI where I grew up. I often volunteered my time to assist the families of other Firefighters and EMT's with child care, cooking meals, household chores, or whatever was needed to support them while they responded to emergencies. In high school, I participated in many extra-curricular activities to build leadership skills. After high school I was appointed to Village of Marcellus Planning Commission and got my first experience in local government. Through college I continued to seek opportunities for leadership, and this led me to join the Alpha Phi Omega co-ed Fraternity. After college I continued my drive towards leadership and since December of 2010, I have been a member of JCI Kalamazoo (Kalamazoo Jaycees). During my time as a member, I have served in various roles at the local, State, National, and International level. Some of those key experiences include Chapter President, State Chief Operations Officer, State Communications and Technology Director, National Awards Chair, and International Assistant to the President. I have also attended an extensive amount of leadership training through JCI which I believe has prepared me to continue my leadership journey as I further my career.

I am currently employed with the State of Michigan in the Department of Technology, Management, and Budget as a Departmental Manager. I work in the Client Service Center (CSC) and manage the Service Desk. My team is responsible for processing access requests for VPN (virtual private network) and other administrative tasks as needed to support the department. I have been in this position for 3 ½ years now. As the Service Desk Manager, I am responsible for setting policy and procedure around VPN Access requests, managing my staff for monthly, quarterly, and annual reviews, payroll, managing leaves of absence, managing disciplinary actions, creating, and working through Strategic Plans for my team and within the department, and assisting with training for staff as needed. Additionally, I am the purchasing professional for the CSC where I am responsible for managing and overseeing all purchases for our department. This includes office supplies, equipment, furniture, misc. expenses, reviewing

ANNA VERSALLE

██████████ Kalamazoo, MI 49009

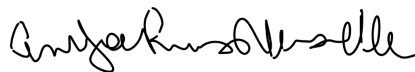
██████████@hotmail.com (██████████-██████████)

budgets for payroll expenses, contractor staffing, and any other expenses that may arise. Working in state government has given me a variety of experiences that have prepared me for work in local government.

Prior to my time with the State of Michigan, I worked for HCL Technologies for 5 years. I started as a Service Desk Analyst and moved up into Knowledge Management. Through this experience I learned quite a bit about technical writing and document management. Before HCL I was employed with Sprint as the Lead Technical Consultant at the Portage, MI store. As a part of the store's leadership team, I was responsible for managing employee needs in addition to client needs. I was regularly interacting with clients in person primarily to resolve issues with the devices but also to resolve issues with their accounts or other needs that might arise. Before Sprint, my career included time as a Substitute Teacher and Secretary, as a Loan Documentation Specialist, Outbound Sales Agent, Assistant Manager of a music retail store, as a concession stand attendant and usher at a movie theater, grocery store cashier and stock clerk, and as a florist. Every role I have held has allowed me to build leadership skills, networking skills, and to find some way to make a positive impact to the clients I served.

I look forward to the opportunity to speak with the Township Board and hope that I will be the person selected to serve as the Township Supervisor. This is an amazing opportunity to step forward as a leader in Oshtemo and I believe I am the best person to lead our community through November of 2024 and hopefully beyond.

Thank you,



Anna Versalle