

CITY OF MUSKEGON

CITY COMMISSION WORKSESSION

June 9, 2025 @ 5:30 PM

**MUSKEGON CITY COMMISSION CHAMBERS
933 TERRACE STREET, MUSKEGON, MI 49440**

- ☐ **CALL TO ORDER:**
- ☐ **NEW BUSINESS:**
 - A. FY 2026 Budget Discussion** Manager's Office
 - B. Nelson House Realtor RFP** Planning
- ☐ **PUBLIC COMMENT:**
- ☐ **ADJOURNMENT:**
- ☐ **COMMUNITY RELATIONS COMMITTEE MEETING IMMEDIATELY FOLLOWING::**
 - A. June 9, 2025, Community Relations Committee Agenda** City Clerk

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE CITY OF MUSKEGON AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

To give comment on a live-streamed meeting the city will provide a call-in telephone number to the public to be able to call and give comment. For a public meeting that is not live-streamed, and which a citizen would like to watch and give comment, they must contact the City Clerk's Office with at least a two-business day notice. The participant will then receive a zoom link which will allow them to watch live and give comment. Contact information is below. For more details, please visit:

www.shorelinecity.com

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Ann Marie Meisch, MMC. City Clerk. 933 Terrace St. Muskegon, MI 49440. (231)724-6705.
clerk@shorelinecity.com



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: June 9, 2025	Title: FY 2026 Budget Discussion									
Submitted by: Jonathan Seyferth, City Manager	Department: Manager's Office									
Brief Summary: Fiscal Year 2025 budget discussion.										
Detailed Summary & Background: On May 12th, the City Commission received a copy of the draft FY 2026 budget. On May 27th, staff presented the budget and held a public hearing as required by law. This is simply another opportunity for the City Commission to discuss the budget ahead of budget adoption at our June 10th City Commission meeting. The DRAFT FY 2025-26 Budget Book can be found here .										
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Goal/Action Item: 2027 Goal 4: Financial Infrastructure										
Amount Requested: \$111.9 million across all funds, \$44.1 million in the general fund.	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td>X</td> <td>No</td> <td></td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes	X	No		N/A				
Yes	X	No		N/A						
Fund(s) or Account(s): All Funds	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td>X</td> <td>N/A</td> <td></td> <td></td> </tr> </table>	Yes		No	X	N/A				
Yes		No	X	N/A						
Recommended Motion: none - discussion only.										
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td>X</td> <td></td> </tr> <tr> <td>Information Technology</td> <td></td> <td></td> </tr> <tr> <td>Other Division Heads</td> <td>X</td> <td></td> </tr> </table>	Immediate Division Head	X		Information Technology			Other Division Heads	X		Guest(s) Invited / Presenting: No
Immediate Division Head	X									
Information Technology										
Other Division Heads	X									

Communication	X		
Legal Review			



Agenda Item Review Form

Muskegon City Commission

Commission Meeting Date: June 9, 2025	Title: Nelson House Realtor RFP						
Submitted by: Jamie Pesch, Planner, Jake Eckholm, Development Services Director	Department: Planning						
Brief Summary: Following revisions to the conditions for the purchase and redevelopment of the Nelson House approved in March of this year, staff has drafted a request for proposals for real estate broker services for the sale of the Nelson House and is seeking to update the Commission and incorporate any feedback before publishing the RFP.							
Detailed Summary & Background: The City of Muskegon Development Services Division will be seeking proposals from real estate brokers/firms to market and sell the Nelson House located at 382 W. Muskegon Avenue. The Nelson House Purchase and Redevelopment Conditions of Sale approved by the City Commission on March 11, 2025 will be adhered to throughout the marketing and sale process. It is the intent of this request for proposals to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate services as outlined; such a contract will return to the City Commission for final approval.							
Goal/Focus Area/Action Item Addressed: Key Focus Areas: Goal/Action Item: 2027 Goal 2: Economic Development Housing and Business							
Amount Requested:	Budgeted Item: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>☒</td> </tr> </table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Fund(s) or Account(s):	Budget Amendment Needed: <table border="1"> <tr> <td>Yes</td> <td></td> <td>No</td> <td></td> <td>N/A</td> <td>☒</td> </tr> </table>	Yes		No		N/A	☒
Yes		No		N/A	☒		
Recommended Motion:							
Approvals: <table border="1"> <tr> <td>Immediate Division Head</td> <td>☒</td> </tr> </table>	Immediate Division Head	☒	Guest(s) Invited / Presenting: No				
Immediate Division Head	☒						

Information Technology			
Other Division Heads			
Communication			
Legal Review			

City of Muskegon Request for Proposals

Real Estate Broker Services: Sale of the City of Muskegon-owned Nelson House

Posted: June 12, 2025

Introduction

The City of Muskegon Development Services Division is seeking proposals from real estate brokers/firms to market and sell the Subject Property located within the city of Muskegon at 382 W. Muskegon Avenue, commonly known as the Nelson House. The attached *Nelson House Purchase and Redevelopment Conditions of Sale* approved by the City Commission shall be strictly adhered to throughout the marketing and sale process. It is the intent of this Request for Proposals (RFP) to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate services as outlined herein.

Property Description

The following property is to be sold:

- **Property Address:** 382 West Muskegon Avenue, Muskegon, MI, 49440
- **Property Tax ID Number:** 61-24-205-336-0008-00
- **Property Legal Description:** CITY OF MUSKEGON REVISED PLAT OF 1903 SLY 24.75 FT LOT 9 & NLY 55 FT LOT 8 BLK 336
- **Parcel Size:** ~81'x~133' (10,700 square feet approx.)
- **House Size:** 7,000 square feet (approx.)
- **Year Built:** 1869 (approx.)
- **Zoning:** Form-Based Code, Urban Residential (FBC-UR) which allows for establishing additional housing units at the Subject Property provided any additional units meet all applicable local zoning regulations including, but not limited, to maximum unit counts and minimum unit sizes.
- **Unique Characteristics:** The Subject Property is a historic single-family home that was relocated in July 2024 to the parcel at 382 W. Muskegon Avenue in Downtown Muskegon, Michigan. The home sits in the City of Muskegon's Houston Historic District, and all exterior changes to the Subject Property require the review and approval of the Historic District Commission. The Subject Property is being sold in as-is condition and features a new concrete block foundation, an unfinished insulated basement with an egress window, and a new roof on the rear portion of the house. Asbestos abatement and removal has also been completed within the structure, a report of which can be made available for review at City Hall. The City of Muskegon is seeking a qualified buyer able to provide interior and exterior renovation plans, and demonstrate financial capability to complete the remodeling and owner-occupancy of the Subject Property within a predetermined timeframe.

Proposal Overview

The following information is required and must accompany any proposal:

1. **Cover Letter:** Provide a cover letter indicating your interest in serving as the City's real estate agent/firm.
2. **Background Information:** List the number of years in business with a description of your firm including the size of the firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.
3. **Experience Summary:** Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness) and any pertinent experience in marketing properties located in local historic districts.
4. **Marketing Methods:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site to a broad marketplace.
5. **Additional Services:** Describe additional relevant/unique services offered through your firm.
6. **Fee Schedule:**
 - a. State your commission/rate for listing and selling of property.
 - b. State your proposed method of compensation for representing the City in negotiations for purchasing property.
 - c. State any other costs the City should anticipate relating to the real estate services to be provided.
 - d. State any required 'carry-over compensation' for your firm—meaning, compensation after real estate service agreement expires. **NOTE:** Quoted fees shall be valid for a minimum of 90 days upon receipt.
7. **References:** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
8. **Conflict of Interest:** In order to avoid a conflict of interest or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City of Muskegon.
9. **Good Standing:** Your firm must comply with Federal, State, County and local units of government, which specifically include good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm's legal corporate name and Tax ID number.

Scope Of Services

The successful broker/firm shall agree to contract with the City of Muskegon to provide the following:

1. Develop strategies for sale of the Subject Property, including marketing materials, electronic and/or hard copy, distribute the materials to potential buyers via the appropriate form(s) of media and report results to City staff contact on an agreed upon frequency;
2. Participate in site tours of the Subject Property with potential buyers;
3. Analyze offers from potential buyers and advise the City staff contact with respect to negotiations;
4. Represent the City of Muskegon in negotiations with a prospective buyer from the time of offer to and including closing;
5. Coordinate real estate transaction closings, and,
6. Handle all other customary activities and services associated with real estate transactions.

Proposal Deadline

Proposals are due by 2:00pm local time on Thursday, July 10, 2025 at which time they will be publicly opened and read. Proposals must be sealed and delivered to: Muskegon City Hall, City Clerk's Office, 933 Terrace Street, P.O. Box 536, Muskegon, MI 49443. Proposal envelopes must be marked "Nelson House Real Estate Broker Services".

City staff in the Development Services Division will review the proposals and develop a list of finalists to interview. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.

Pre-Proposal Questions

All questions may be directed to the following City staff contact person:

Jamie Pesch, jamie.pesch@shorelinecity.com, 231-724-4405.

General Requirements

Attention is called to the fact that the City requires that the Contractor employ local trades and laborers insofar as possible; that 14% minority and 7% female are the goals established for participation in each trade; that the Contractor must ensure employees and applicants for employment are not discriminated against based upon their race, creed, color, religion, sex, national origin, handicapped condition nor veteran background; and that all pertinent regulations must be complied with.

The City of Muskegon reserves the right to reject any or all proposals or any parts thereof, or to waive any informalities or irregularities in the proposals if it is in the best interest of the City. All proposals, plans, and other documents submitted shall become the property of the City and responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act (FOIA).

Term of Contract

The contract period for the successful agent/firm will be one-year from date of award. Alternative contract periods may be considered.

Selection Criteria, Evaluation, and Award Process

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the broker/firm to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation and local presence/experience;
5. Fee schedule.
6. Provide a copy of the professional services agreement you would propose to be entered into with the City of Muskegon.

Issuance of this RFP and receipt of proposals does not commit the City of Muskegon to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or parts of this RFP.

Oral Presentation/Interviews

Brokers/Firms submitting a proposal in response to this RFP may be required to provide an oral presentation of their proposal. Additional cost and/or technical information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional for the City, and may or may not be conducted. If an interview is conducted, the brokers/firms personnel to be assigned to the work, as well as key representatives, must be present at and participate in the interview.

Attachment A

Nelson House Purchase and Redevelopment Conditions of Sale

CITY OF MUSKEGON

Nelson House Purchase and Redevelopment Conditions of Sale

Introduction:

The City of Muskegon is seeking a qualified buyer for the purchase and redevelopment of the structure located at 382 West Muskegon Avenue, Muskegon, MI 49440, commonly known as the Nelson House. This project involves acquisition and complete renovation of the structure for the purpose of utilization as an owner-occupied home. The goal of this project is to preserve the historically significant structure, enhance the area's aesthetic appeal, and to increase owner-occupied housing stock in the community.

Project Description:

The City of Muskegon Development Services Division is seeking a qualified buyer that can demonstrate financial capability to complete the remodeling and occupancy of the Subject Property. This Division is responsible for managing the city's Community Neighborhood Services, Planning Department, and Economic Development initiatives. These departments oversee zoning, site plans, and business development services, ensuring compliance with city regulations and fostering community growth.

Buyer Requirements:

1. Proof of Financing and Purchase Price Offer:

- Prospective Buyers shall include the price offered for the Subject Property, method of payment (cash/loan) and proof of financing or capability to achieve financing.

2. Exterior Renovation Plan:

- The City has not completed a formal inspection of the Subject Property's exterior. Stabilization of the exterior to prevent further deterioration should be a priority.
- Buyer shall be responsible for any necessary removals (siding, etc.)
- Specific timeline for commencement for exterior renovations will be dictated in a Purchase and Development agreement approved by the City Commission, but shall commence no later than 120 days after closing.

3. Interior Renovation Plan:

- Prospective Buyers shall submit a proposed timeline and detailed scope of renovation from a licensed contractor with their purchase offer.
- Specific timeline for commencement of interior renovations will be dictated in a Purchase and Development agreement approved by the City Commission, but shall commence no later than 180 days after closing.
- City of Muskegon water and sewer connection fees will be waived.

Subject Property Information

382 W. Muskegon Avenue Muskegon, MI

General Information:

The Subject Property is a historic single family home that was relocated in July 2024 to the parcel at 382 W. Muskegon Avenue in Downtown Muskegon, Michigan. The home sits in the City of Muskegon's Houston Historic District, and all exterior changes to the Subject Property require the review and approval of the Historic District Commission. The Subject Property features a new concrete block foundation and contains an unfinished, insulated basement with an egress window. Asbestos abatement and removal has been completed within the structure, a report of which is available to prospective Buyers or their representatives for review at City Hall.

Owner	City of Muskegon
Owner Address	933 Terrace Street, Muskegon, MI 49443
Property Address	382 W. Muskegon Avenue, Muskegon, MI 49440
Property Number	61-24-205-336-0008-00
Parcel Size	~81' x ~133' (10,700 square feet approx.)
House Size	7,000 gross square feet (approx.)
Year Built	1869 approx.
Occupancy	Not occupied

Proposal Submission Requirements:

Purchase offers must clearly state the name, address, phone number, and email address of the prospective Buyer. By submitting a purchase offer, prospective Buyers acknowledge that any agreement for sale of the Subject Property shall require:

- **Reserve Price:** The City of Muskegon has set a reserve price of \$100,000.00 for the Subject Property. This was determined through averaging a series of Comparative Market Analysis for the Subject Property in its present condition. These analysis are available to Prospective Buyers or their representatives for review at City Hall.
- **Commitment to Owner-Occupy:** The City Commission and the community at large have prioritized increasing the number of owner-occupiers in the City of Muskegon. The successful Buyer will commit in their purchase offer and in the Purchase and Development Agreement to establish the Subject Property as their primary residence upon project completion. The City intends to file a deed restriction requiring owner-occupancy at the Subject Property in perpetuity to the extent permissible by law. This requirement does not preclude the successful Buyer from establishing additional housing units at the Subject Property provided any additional units meet all applicable local zoning regulations including, but not limited, to maximum unit counts and minimum unit sizes.
- **Work Timeline:** The successful Buyer will accept and comply with the development milestone requirements as reflected in the Purchase and Development Agreement. Namely, exterior stabilization to be commenced within 120 days of closing and interior

renovations commenced within 180 days of closing. Project completion and occupancy should not exceed a total project timeline of 24 months.

- **Reverter Clause:** The successful Buyer will accept and acknowledge that the City of Muskegon will include a “reverter clause” in the Purchase and Development Agreement which will allow for “claw back” of the Subject Property in the event the Buyer is not making adequate progress or is otherwise in breach of the Agreement.
- **Project Budget:** Prospective Buyers will provide a total cost estimate for all anticipated renovations along with evidence of financial capability to perform said improvements.
- **Contractor Information:** Prospective Buyers will provide license information, at least one sample project, and references for the general contractor that will complete the project on the Buyer’s behalf.
- **Compliance with City Goals:** Attention is called to the fact that the City requires that the contractor employ local trades and laborers insofar as possible; the goals established are 14% minority and 7% female participation in each trade. The contractor must ensure employees and applicants for employment are not discriminated against based on race, creed, color, religion, sex, national origin, handicapped condition, or veteran status, and that all pertinent regulations are complied with. The City of Muskegon reserves the right to reject any or all purchase offers or to waive any informalities or irregularities in the offers.

Purchase Offer Deadline:

Purchase offers are due by 5:00 p.m. local time within 90 days following the Subject Property’s official listing for sale by the City of Muskegon’s selected real estate agent. All purchase offers and supporting documents must be submitted to the City of Muskegon’s selected real estate agent.

Questions:

Please direct all questions to:

- The City of Muskegon’s selected real estate agent.

Important Considerations:

- **Site Visits:** Prospective Buyers and their contractor are **REQUIRED** to visit the Subject Property before submitting their purchase offers to fully understand the scope of the project. Prospective Buyers must contact the City of Muskegon’s selected real estate agent to coordinate site access. There is no limit to the number of visits but there will be no exploratory demolition permitted.
- **Permits and Licenses:** The successful Buyer will be responsible for obtaining all necessary permits and licenses to complete the renovations.
- **Safety and Environmental Compliance:** Prospective Buyers must adhere to all safety and environmental regulations throughout any site visits.

**CITY OF MUSKEGON
COMMUNITY RELATIONS MEETING**

Monday, June 9, 2025
City Commission Chambers

AGENDA

1. **Minutes**
 - a. Approval of May 12, 2025, minutes
2. **Board Appointments**

Boards with open seats:

 - a. Citizen's Police Review Board – Citizen At-Large (1)
 - Applicants
 1. Clark, Ruby
 2. Cooper, Jennifer
 3. Garretson, Heather
 4. Leary, Laura
 5. Lindrup, Jacquelyn
 - b. Construction Code Board of Appeals – Plumber (1)
 - Applicants
 1. Plummer, Scott
 - c. Local Officer's Compensation Commission – Citizen (1)
 - Applicants
 1. Hickman, Philip (currently serving on the Equal Opportunity Committee)
3. **Board Updates from Commissioners**
 - a. **Commissioner Willie German** – Equal Opportunity Committee, Zoning Board of Appeals
 - b. **Commissioner Rachel Gorman** – Downtown Arts Committee, Julia Hackley Committee, WMSRDC
 - c. **Commissioner Destinee Keener** – Equal Opportunity Committee, Planning Commission
 - d. **Commissioner Jay Kilgo** – Housing Code Board of Appeals, Land Bank Authority
 - e. **Commissioner Katrina Kochin** – Historic District Commission, Citizen's District Council
 - f. **Commissioner Rebecca St. Clair** – Community Relations Committee Chair, Farmers Market Advisory Board, Housing Commission
4. **Other Business**

5. **Adjournment**

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CITY OF MUSKEGON

COMMUNITY RELATIONS MEETING MINUTES

Monday, May 12, 2025
6:40 p.m.
City Commission Chambers

Present: Kochin, St.Clair, Johnson, Kilgo, Keener, German, and Gorman

1. Minutes

Motion by Mayor Johnson, second by Commissioner Kilgo, to approve the minutes of the April 7, 2025 meeting.

MOTION PASSED

2. Board Resignations

Motion by Mayor Johnson, second by Commissioner Kochin to accept the resignation of Chelsea Kelley from the Citizens Police Review Board, Citizen At-Large, term expiring 01/31/2027.

MOTION PASSED

3. Board Updates from Commissioners

Commissioner Kochin mentioned concerns about the Fire Station Bonds due to cuts to CDBG and HUD.

4. Other Business

Discussion was held on the resolution declaring May 22 as Watch Muskegon Day. Motion by Commissioner Gorman, second by Commissioner Kilgo to recommend approval of the resolution.

MOTION PASSES

This will be placed on the May 13th City Commission Meeting.

The meeting adjourned at 6:45 pm.

Ann Marie Meisch, City Clerk

CITIZEN'S POLICE REVIEW BOARD

PURPOSE

- A. To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- B. To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the "Internal Investigations Unit" of the Muskegon Police Department.
- C. To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department
- D. To encourage compliance with rules and regulations concerning police officers' conduct during interactions with citizens.
- E. To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer's conduct reviewed.
- F. To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- G. To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

MECHANICS

ENABLING LAW: Commission Action #98-117 (g) – Letter of Understanding Dated 11/10/09
Oath not required.

APPOINTED BY: City Commission

MEETING: Fourth Monday of each month @ 6:30 P.M.
City Hall - 2nd floor Conference Room #204

TERM: 2 Years

COMPOSITION

TYPE	DESCRIPTION
A	3 Members of a Minority – Based Organization
B	2 Citizen's At-Large
C	1 Law Enforcement Professional
D	3 Neighborhood Association Representatives

CURRENT MEMBERS

(Staff Liaison – Tim Kozal)

TYPE	NAME	TERM EXP.
A	Shaundrica Roberts	1/31/2026
A	William Muhammad	1/31/2027
A	Rozelia Patino	1/31/2027
B	Robert Roundtree*	1/31/2027
B	VACANT	1/31/2027
C	Eric Hood	1/31/2026
D	Deborah Sweet	1/31/2026
D	Faye Redmond	1/31/2026
D	Ann Craig	1/31/2027

(* Chairperson) (** Co-Chairperson)

Name: Clark, Ruby

Address: 1390 James Ave, Muskego, 49442

Email: rubyclark501@yahoo.com

Board Name: Citizen's Police Review Board

Are you a City of Muskegon Resident?:

Yes

Telephone Number:

231-571-3277

Date of Birth:

02/18/2025

Occupation:

Residential Staff Specialist

Employer:

Pioneer Resource

Education:

Bachelor Science- Criminal Justice, Psychology,

THREE References (Name, Phone Number, Relationship):

John Rupert - 231-246-7286

Brenda Carter - 231-672-5853

Organizational Involvement:

Marquette Neighborhood Association

Are you a Neighborhood Association Member?:

Yes

Have you served on any other boards? If so, please list them below.:

Citizen Police Board, Route 31 credit union board, Marquette Neighborhood board.

Why should you be selected, what will you bring to the group(s) for which you may serve?:

Many years of experience work in the field of law enforcements. And being a leader in the community. Plus, I am a responsible and reliable person and trustworthy individual and with problem solving skills.

Time of Submission: 02/06/25 5:11:25 PM

Name: Cooper, Jennifer

Address: 1869 Dyson st, Muskegon, 49442

Email: Jen.marshfield@gmail.com

Board Name: Citizen's Police Review Board

Are you a City of Muskegon Resident?:

Yes

Telephone Number:

2313294032

Date of Birth:

10241979

Occupation:

Marsh bam prez

Employer:

Self

Education:

Mcc class of 98

THREE References (Name, Phone Number, Relationship):

Sam pulos

231-288-8980

stephany east musk nam prez

231-736-7940

Organizational Involvement:

Neighborhood association

Are you a Neighborhood Association Member?:

Yes

Have you served on any other boards? If so, please list them below.:

None yet. Just getting started

Why should you be selected, what will you bring to the group(s) for which you may serve?:

I am eager to help bridge the gap between community and police. I want a safe place for us all. I work closely with city hall and help out where I can.

Time of Submission: 04/07/24 10:59:51 AM

Name: Garretson, Heather

Address: 1727 Jefferson, Muskegon Mi, 49441

Email: hjgarretson@gmail.com

Board Name: Citizen's Police Review Board

Are you a City of Muskegon Resident?:

Yes

Telephone Number:

6164025611

Date of Birth:

March 29, 1971

Occupation:

Lawyer

Employer:

Sportradar

Education:

JD, Creighton University

BA, Calvin College

High School, WMCHS

THREE References (Name, Phone Number, Relationship):

Shane Fairfield, Muskegon Big Red Football Head Coach, 231-206-4774, friend, Big Red colleague

Sarah Rinsema-Sybenga, Muskegon Area District Library Program Director, 231-740-5676, colleague, friend and neighbor

Kim Simms, Muskegon Middle School Teacher, 231-343-3720, friend, former board member colleague WMCHS school board

Organizational Involvement:

Volunteer with and supporter of: Kids Food Basket, Boys and Girls Club, former Community enCompass, Bethany CRC, Hagar's house, West Shore Symphony

Are you a Neighborhood Association Member?:

Yes

Have you served on any other boards? If so, please list them below.:

Ottawa County Library Board, Calvin Seminary Board of Trustees, Bethany Church Council, WMCHS school board

Why should you be selected, what will you bring to the group(s) for which you may serve?:

I have a background in criminal justice engagement including in academia and volunteering. My interest in being involved stems from my belief that law enforcement and communities work best together when they support each other and share common goals.

Time of Submission: 01/27/25 1:57:03 PM

Attachments

- Heather Garretson CV .pdf

Heather Garretson, Esq.

| 616-402-5611 | Hjgarretson@gmail.com | linkedin.com/in/heather-garretson-1036885

SVP | DEPUTY GENERAL COUNSEL | RISK | GOVERNMENT INVESTIGATION | LITIGATION

Decisive SVP and Deputy General Counsel. Extensive experience in strategic risk mitigation, government investigations, litigation, and team management. Expertise in complex litigation and administration spans multiple industries, including financial services, higher education, corporate defense, and federal prosecution. Reputation for collaborating effectively with C-Suite and other decision makers to drive efficiencies.

CORE COMPETENCIES

Leadership | Risk Management/Controls | Strategy | Domestic/International Litigation |
Enterprise/Regulatory Agencies

SELECT PROFESSIONAL EXPERIENCE

SPORTRADAR, INC 2022-present

SVP, Deputy General Counsel & Operations Manager

Facilitated the consolidation of privacy, compliance, risk, regulatory, legal and information security departments into one increasingly efficient and collaborative department while managing litigation and risk.

- Manage department operations including collaboration, synergies, communication, budget management, and education opportunities.
- Provide strategic counsel to business and lead litigation, minimizing risk for the company and increasing cross-functional consideration of multi-faceted issues.
- Manage the Enterprise Risk Management program, Corporate Compliance, and the ESG program, which delivered the 2022 and 2023 Sustainability Reports.

FISERV, INC 2019-2021

SVP, Associate General Counsel, Risk, Gov't Investigation, and Litigation

Member of the Senior Leadership team with responsibility for global litigation, risk escalations, and government investigations.

- Responsible for handling privileged and sensitive investigations of matters of significant legal, financial, or regulatory risk to the company.
- Successfully managed litigation, leading a team of litigators, paralegals, office professionals and outside counsel, both domestic and international to develop strategy, deliver favorable outcomes for the enterprise, and drive efficiencies.
- Managed budgets, matter management systems, outside counsel relationships and spending, and document production efficiencies.

ACLU OF MICHIGAN 2017-2019

Smart Justice Campaign Coordinator

Created and implemented Smart Justice plan to reform Michigan's criminal legal system through policy reform, litigation, and mobilization.

- Developed and implemented class action litigation with Smart Justice legal team culminating in a federal lawsuit regarding cash bail in Detroit, Michigan.
- Worked with organizations involved in the criminal justice system to strategize and implement reform.

WESTERN MICHIGAN UNIVERSITY COOLEY LAW SCHOOL 2006-2015

Tenured Professor

- Prepared course materials and delivered lectures on business law courses including Contracts and Sales, effectively educating students from diverse backgrounds.

- Mentored students, Faculty chair student organizations.
- Taught Negotiations and provided leadership in Moot Court, brief writing and research.

BERKOWITZ OLIVER WILLIAMS SHAW & EISENBRANDT LLP

2003-2006

Attorney

Represented individual and corporate defendants in white collar prosecutions, including the largest-to-date complex federal corporate fraud trial in the District of Kansas.

- Defended client in federal district court on trial on allegations of fraud, conspiracy, and money laundering.

UNITED STATES ATTORNEY'S OFFICE

2000-2003

Western Dist. of MO, Special Assistant U.S. Attorney

- Investigated, prosecuted, and tried to verdict narcotics, weapons, and conspiracy offenses.
- Argued before the U.S. Court of Appeals for the Eighth Circuit. Court of Appeals.

ACADEMIC APPOINTMENTS

THE CITY UNIVERSITY OF NEW YORK SCHOOL OF LAW

Spring term, 2015

Scholar in Residence

Researched, wrote, and published first qualitative study of New York's Certificates of Relief and Good Conduct.

- Conducted a nationwide survey of certificate legislation and literature review regarding rehabilitative certificates.
- Authored and published the first qualitative study of New York's Certificates of Relief and Good Conduct.

GRAND VALLEY STATE UNIVERSITY

Adjunct Professor

Spring Term, 2017

Developed curriculum for the course: Problem Solving; Sustainable Solutions through Systems Analysis at the GVSU Honors College with Professor Linda Chamberlain. The interdisciplinary class examined methods of systems thinking and application to complex systems.

EDUCATION / CLERKSHIPS

Creighton University, School of Law, Omaha, Nebraska. J.D., cum laude

Law Review, Assistant Editor; Advanced Trial Practice team

Calvin College, Grand Rapids, Michigan. B.A., Political Science, Dean's list

United States District Court, Western District of Missouri, Judicial Law Clerk

Nebraska Supreme Court, Judicial Law Clerk

COMMUNITY / COMMITTEES / BOARDS

Calvin Prison Initiative Foundation, Board Member

2021 - Present

Hagar's House through Fresh Coast, Founder and Volunteer

2022 - Present

Name

Leary, Laura

Board Name

Citizen's Police Review Board

Position

Neighborhood Association Representative

Email

laura.leary@outlook.com

Address

1011 W Southern Ave, Muskegon, MI, 49441

Resume

L Leary Resume.pdf

Are you a City of Muskegon Resident?

Yes

Telephone Number

231-638-8822

Date of Birth

December 8, 1973

Occupation

Crisis Interventionist II

Employer

Muskegon County (HealthWest)

Education

Bachelor of Psychology in progress

Associate of Applied Science (Human Services) March 2008, Baker College of Muskegon,
Summa Cum Laude

THREE References (Name, Phone Number, Relationship)

Hannah Drabczyk: 734-395-8377

Kara Jaekel: 231-557-6012

Julie Wilde: 231-343-9012

Organizational Involvement

Co-chair person of Psychological First Aid at HealthWest since 2022.

Member of National Human Services Honor Society 2006-2008.

Bucks County Head Start Board Member and Secretary 1996-1998

Are you a Neighborhood Association Member?

No

Have you served on any other boards? If so, please list them below.

In Bucks County, Pennsylvania I was on the Board of Directors for a Head Start program.

Why should you be selected, what will you bring to the group(s) for which you may serve?

As a member of the HealthWest crisis team, I am a valuable community partner that enjoys supporting the best interest of our community. Supporting law enforcement in collaloration with other board members for what is in the best interest of our community and our officers would be a great opportunity to empower our officers to continue to be amazing at their work.

Optional Information

Female
Caucasian (white)

Additional Supporting Material

Name: Lindrup, Jacquelyn

Address: 3431 Pigeon Hill Ct., Muskegon Michigan, 49441

Email: jackielindrup111@gmail.com

Board Name: Citizen's Police Review Board

Are you a City of Muskegon Resident?:

Yes

Telephone Number:

2315574880

Date of Birth:

July 26, 1949

Occupation:

Registered Dental Hygienist/Business owner

Employer:

Retired; formerly Public Health Muskegon County and Dental Seminars and Consulting PLLC

Education:

Masters of Education Guidance and Counseling, Loyola University

Bachelor of Science Dental Hygiene

Grand Rapids Junior College 2 years

See CV for dates above

THREE References (Name, Phone Number, Relationship):

Bonnie Witt (231) 578-4771 BBNA Board members we have worked together for 7 years.

Suzanne Tanis RDH (231) 773-1360 Executive Director of Volunteer for Dental non-profit. We have worked together for past 10 years.

Bobbie Leonard (231) 798-3588 friend who worked in Hackley Dental Clinic when I worked in Public Health in Muskegon.

Organizational Involvement:

President of the Michigan Dental Hygienists Assn. and on board for 10 years.

President and officer of local dental hygiene society before it merged with Grand Rapids.

Member of the Muskegon Oral Health Coalition while working at Health Dept.

BBNA board member for 7 years to present.

Volunteer for Dental non-profit board chair for 5 years to present.

Are you a Neighborhood Association Member?:

Yes

Have you served on any other boards? If so, please list them below.:

Michigan Oral Health Coalition board member. Volunteer for Dental board chair. BBNA Board member past 7 years.

Why should you be selected, what will you bring to the group(s) for which you may serve?:

I have lived in Muskegon for 40 years formerly from New Orleans and originally from Grand Rapids. I have seen Muskegon grow into a beautiful place to live. I have retired and have time to commit to board and committee work. I will bring honesty, compassion and a good listening ear to this board work. Thank you for the opportunity!

Optional Information:

Female;Caucasian (white)

Time of Submission: 04/10/24 8:29:03 PM

Attachments

- Jacquelyn J. Lindrup CV.pdf

Jacquelyn J. Lindrup RDH, M.Ed.
3431 Pigeon Hill Ct.
Muskegon MI 49441
(231) 557-4880

Education:

M.Ed. in Counselor Education 1978, School of Education
University of New Orleans, Louisiana

B.S. in Dental Hygiene, 1972
Loyola University of the South, New Orleans, Louisiana

Experience:

Volunteer for Dental Director- Oversee and advise successful dental services program for eligible community members who volunteer hours in the community as payment and take a health education class, become 501c3 non profit; 2013 - present

Dental Seminars and Consulting PLLC -offer CE seminars to dental professionals of W. Michigan, authorized by the Michigan State Board of Dentistry, 2012 - present.

Muskegon County Health Dept. Dental Coordinator- Created the elementary school fluoride rinse programs in Muskegon County; offered CE seminars, coordinated dental pilot with Access Health and private practice dental offices to offer dental services for volunteer work, supplied information to the public regarding oral health, produced dental events for children and adults. 2000-2012

Dental Hygiene Associates, Inc. - Personally owned this Sub S Corp. in Muskegon, Michigan, including owning two operatories of equipment, an x-ray machine, providing dental hygiene services to patients of Robert Christie DDS and to the public, advertising and billing insurance companies for services from 1991 - 2000.

Private Practice - 25 years of private practice duties included patient education, scaling and polishing, clinical exam, charting, oral cancer screening, removal of sutures, subgingival scaling, gingival curettage, root planing, x-rays, soft tissue management programs in general and specialty dental offices between 1972 - 2000.

Offices Held:

Grand Shores Dental Hygienists Assn. - Trustee, W. Michigan Dental Foundation

Michigan Dental Hygienists Assn. - President, VP, IPP, 2006-2008

Midwest/Lakeshore Dental Hygienists' Assn. - President, 2000- 2005

Midwest Dental Hygiene Society - President, 1990-1992, 1995-1997

New Orleans Dental Hygienists' Assn. -President and VP, 1976-80

CONSTRUCTION CODE BOARD OF APPEALS

PURPOSE

The purpose of the Construction Code Board of Appeals shall be as follows:

- To determine appeals and variances in connection with the State of Michigan Construction Code, including its building, electrical, mechanical, and plumbing provisions, together with Codes in force in the City of Muskegon from time to time.

MECHANICS

ENABLING LAW: City Code of Ordinances Section 10-31 to 10-64
Oath required for new members only

APPOINTED BY: City Commission

MEETING: Upon Demand – Minimum of twice per year

TERM: 2 Years

COMPOSITION

TYPE	DESCRIPTION
A	Architect
B	Electrical
C	Mechanical
D	Plumbing
E	Public Health
F	Construction Manager
G	Fire

CURRENT MEMBERS

(Staff Liaison – Tim Kozal)

TYPE	NAME	TERM EXP.
A	Brion Boucher	1/31/2026
B	Walter Christophersen	1/31/2026
C	Lane Bentsen	1/31/2027
D	VACANT	1/31/2026
E	Joshua Ohst	1/31/2027
F	Wade VandenBosch	1/31/2027
G	Michael McPhall	1/31/2026

(* Chairperson) (** Co-Chairperson)

Linda Potter

From: Scott PLummer <admin@muskegon-mi.gov>
Sent: Thursday, May 29, 2025 10:24 AM
To: Clerk All Email
Subject: Board Application was just Filled out

External sender <admin@muskegon-mi.gov>
Make sure you trust this sender before taking any actions.

Select which those you wish to serve on?

- Housing Code Board of Appeals

Name

Scott PLummer

Home Address

1558 White Pine Ct
Twin Lake, Michigan 49457
United States
[Map It](#)

Email

plummers@andyegan.com

Phone

(231) 578-7370

Date of Birth

12/03/1977

City of Muskegon Resident?

No

Occupation

Plumbing & Mechanical Branch Manger

Employer

Andy J. Egan Co.

Education

High School
5-Year Plumbing & Mechanical Apprenticeship

Personal References

Name of Reference #1

Patrick King

Reference #1 Phone Number

(231) 638-9002

Name of Reference #2

Lowell Whitaker

Reference #2 Phone Number

(231) 578-5359

Name of Reference #3

Wade VandenBosh

Reference #3 Phone Number

(231) 740-4424

Organizational Involvement

Personal & Community Activities

Hunting, Fishing, Golfing, Bowling and Camping

Member of the Chamber of Commerce and volunteer with United Way

Neighborhood Association Member?

No

Have you served on any other boards?

No

Are you willing to serve on any Boards, Commissions or Committees not marked above?

No

Why should you be selected and what will you bring to the group(s) for which you may serve?

I have 27 years of plumbing and mechanical background. I am a Master Plumber. These skills would help assist in any plumbing or mechanical appeals.

OPTIONAL INFORMATION:

- Male
- Caucasian (white)

Date of Application

05/29/2025

LOCAL OFFICER’S COMPENSATION COMMISSION

PURPOSE

Shall recommend salaries of all local elected officials.

MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-296 through 2-305
Oath not required
APPOINTED BY: City Commission
MEETING: Every odd-numbered year
TERM: 7 Years

COMPOSITION

TYPE	DESCRIPTION
A	7 Citizens

CURRENT MEMBERS

(Staff Liaison – Jonathan Seyferth)

TYPE	NAME	TERM EXP.
A	Gregory Borgman	1/31/2026
A	Dwayne Lang	1/31/2027
A	Michael Hughes	1/31/2028
A	Paul Edbrooke	1/31/2029
A	Marty Ferriby	1/31/2030
A	Heather Hill	1/31/2031
A	VACANT	1/31/2032

Name: Hickman, Philip

Address: 1534 6th street, Muskegon, 49441

Email: phickman96@gmail.com

Board Name: Local Officer's Compensation Commission

Are you a City of Muskegon Resident?:

Yes

Telephone Number:

630-359-7435

Date of Birth:

04/09/1976

Occupation:

Director of Student Services (Muskegon Heights Academy) Founder/CEO of Tech company

Employer:

Muskegon Heights Academy

Education:

Renowned Educational Expert, EdTech Visionary, Public Speaker, Psychologist, Author, and Entrepreneur

Dr. Philip William Van Hickman (Dr. Phil) is a preeminent authority in education, artificial intelligence, and educational technology, with deep expertise in performance based assessments, personalized learning, advanced human learning, social emotional development, curriculum development and leadership. As a distinguished public speaker, he has presented at various national conferences and workshops for organizations such as the U.S. Department of Education, Columbia University, and professional associations in the education and technology sectors.

A prolific author, Dr. Phil has penned three exciting books: Stop Dribbling Footballs, Execution By Firing Squad: Effective Leadership When You're The Target, and eMOTIVES: The Truth Behind Student Behavior, which showcase his groundbreaking methodologies in leadership, personalized learning, and emotional intelligence.

As a versatile entrepreneur, Dr. Phil is the creator of PlaBook, an AI-powered innovative reading technology, and the founder and CEO of MindAble Solutions, a technology solutions firm. He has co-founded multiple non-profit organizations, including the Mississippi Coding Academy, WeCodeKC, and Learn Techquity, and played an instrumental role in numerous successful ed-tech ventures.

Dr. Phil's impressive academic background includes obtaining five postgraduate degrees, an MBA and a doctorate from the University of Missouri, Southern Illinois University, Rockhurst University and Saint Louis University. In addition to his entrepreneurial pursuits, he has held various leadership positions, been an adjunct professor for 17 years, and owns a school psychology assessment firm.

Throughout his career, Dr. Phil has held several distinguished positions in the most rural areas of the US and some of the largest school districts in the USA, such as Superintendent of Schools in Mississippi and Area and Assistant Superintendent for Houston Independent School District. He has served in cities like Chicago, Kansas City, Saint Louis, and Houston as a School Psychologist, Special Education, Dean of Students, Assistant Principal, Principal, Director of Education, and co-founded a Kansas City-based Charter School. He has also served as a national ambassador for the US Dept of Education and provided technology consulting to Fortune 500 companies, as well as working as a Senior-level manager at Oracle, one of the largest technology companies in the world.

Dr. Phil's most current accomplishment is founding the multimillion-dollar company PlaBook, an innovative reading technology that uses artificial intelligence, natural language processing, gamification, and speech recognition to help children learn to read. He is currently developing cutting-edge technology to further enhance personalized learning and immersive reading engagement for 21st-century students.

THREE References (Name, Phone Number, Relationship):

Randell Holmes 231-215-4291, supervisor

Chanel Phillips 231-343-7456, secretary

Cimone Casson 616 888-4796, associate

Organizational Involvement:

please see resume

Are you a Neighborhood Association Member?:

No

Have you served on any other boards? If so, please list them below.:

Kansas City Health Care Foundation Genesis School Board Turn the Page KC Board
National Children Defense Fund

Why should you be selected, what will you bring to the group(s) for which you may serve?:

Thank you for considering my application for the City of Muskegon's Planning Commission. I am excited about the opportunity to contribute to the development and growth of our city through this role.

I have a strong passion for urban planning and community development, and I believe that my background and experience make me a suitable candidate for the Planning Commission. I am committed to serving the residents of Muskegon and working towards a sustainable and prosperous future for our city.

I have carefully reviewed the requirements and responsibilities of the Planning Commission, and I am confident that my skills align with the needs of the board. I am eager to bring my expertise to the table and collaborate with other members to make informed decisions that benefit our community.

Optional Information:

African American (black)

Time of Submission: 06/17/24 11:27:07 AM

Attachments

- Dr P. William Van Hickman 24 new admin resume.pdf

Dr. Phil William Van Hickman
1534 6th Street
Muskegon, MI. 49441.
Phickman96@plabook.com
630.359.7435

EDUCATION

Doctor of Education, Educational Leadership, Saint Louis University, Saint Louis, MO, 2009
Educational Specialist Degree, Admin/Superintendancy, Saint Louis University, Saint Louis, MO, 2008
Masters and Certification of Educational Administration, Southern Illinois University, Edwardsville, IL, 2006
Educational Specialist Degree, School Psychologist, University of Missouri, Columbia, MO, 2002
Masters of Education, University of Missouri, Columbia, MO, 2001
Bachelor of Arts, Psychology, University of Missouri, Columbia, MO, 1998
MBA, Rockhurst University, Kansas City, MO. Present
Alpha Phi Alpha, University of Missouri, Spring 1998

PROFESSIONAL EXPERIENCE

Founder / CEO of PlaBook, INC.
Kansas City, MO
July 2018 to Present

- Invented an innovative reading technology that uses artificial intelligence, natural language, and speech recognition to help children learn how to read.

Founder / CEO of MindAble Solutions, LLC. DBA MindAble Care (School Psychology Company)
Kansas City, Mississippi, Louisiana, Michigan
July 2017 to Present.

- Provide in-person and Child and School Psychologist practice: Provides a team of School Psychologist and other mental health professions to schools through contract services, 17 years.

Director of Student Services (2024)
Interim Principal (Middle School and High School 2023)
Muskegon Heights, Muskegon, MI
2023 - Present

- Providing leadership and overseeing the daily operations of a school district, including managing staff, ensuring effective curriculum implementation, and fostering a positive learning environment.

Oracle, Inc.
Kansas City, MO
March 2021 to June 2023

- Senior Team Lead / HR Manager. I managed Health Tech Dept. for VA, Commercial, & DOD
- Senior Team Lead, Senior Consultant. I run a large team of trainers, IT, and senior consultants in the one of the largest leading Technology companies in the largest category of Health Technology and human learning.
- Work on Cerner and Oracle's Commercial, Veteran Affairs, and Department of Defense projects.

Adjunct Professor
Avila University, Kansas City, MO
July 2019 to 2020

- Professor in Business and education department

Superintendent (575 personnel, 4,500 students, 9 schools)

CMSD School District, MS

July 2014 to June 2018

- Selected as the U.S. Department of Education National Ambassador (Education & Education Technology)
- Increased passing rate of the 3rd Grade Reading Gate from 62% to 95%
- Decreased dropout rate by 98% and increased graduation rate from 60% to 82%
- Increased high school/college dual enrollment by 200%
 - 99% of students performed in the top tier
- Increased high schools State grade from "F" to "B"
- Increased average ACT scores
- Recognized as one of the top 30 districts in the US for Innovation Worth Visiting by Tom Vander Ark
- Implemented 21st century technology improvements:
 - STEM curriculum K-12th; Green Screen animation studios for elementary and middle schools;
 - Developed innovative Smart Labs and robotics program
 - STEaM endorsements and stronger CTE programs
 - Added Wi-Fi on buses and in city parks to increase student and community access to technology and close the economic and technology disparity by 55%
- Developed the *Mississippi First* Early College Program
 - High school students attained 100% pass rate on State assessments
- Developed Mississippi's State Technology Plan for Schools
- Developed *Freshman Academy* which decreased freshmen dropouts by 98%
- Developed *Short Term Suspension Center* increasing student retention by 64%
- Developed Mississippi Coding Academy to address workforce economic development shortfalls. Raised \$10 million for grant funding including \$500,000 from the Governor and \$3 million from Kellogg Foundation

Area Superintendent / SSO (7th largest school district in U.S., 300 schools, 210,047 students)

Houston Independent School District, Houston, TX

August 2013 to 2014

- Led the principals in the South Region to ensure the success of the students in Houston with a diverse student population including (Hmong, Latino, Vietnam, Africa, India, and over 400 different languages)
- Won the Broad Prize Award for Top Urban School District in the Nation
- Increased scholastic achievement among Hispanics and African Americans by 33%
- Increased parent satisfaction rating by 65%
- Developed "PowerUp" which implanted one-to-one technology for 156 high schools.

Assistant Superintendent – Academic Support Services (282 principals)

- Reformed the district-wide Multi-Tiered System of Supports, PBIS and Attendance initiatives as well as the following departments:
 - Academics, Health and Medical Services, UIL, After-school Programs, Psychological Services, Pre-K – 12 Counseling and Social Work Services, State Compensatory Education/Homeless Services, and Behavioral Support Services

Assistant Superintendent/Director of Education (K-12 grade Charter School)

Promise Academy Charter School, Kansas City, MO

July 2010 to August 2013 (Initially 98% of students were performing three to four grade levels below)

- Focused on high academic achievement and provided guidance and strategic direction at all levels
- Recognized school as #3 in the State of Missouri for the Growth Index in Math and #4 in Communication Arts
- Increased pass rate by 89%
- Closed the achievement gap starting with 1st grade for 73%

Principal

Forest Park I.E. School, Joliet, IL

July 2009 to July 2010 (K-5 Elementary Magnet School, 400 students, 88% minority, 78% poverty)

- Implemented Title IX athletic requirements
- Won the Star Principal Award
- Founding Principal of new Magnet Theme

Principal

J.W. Gates Elementary, Aurora, IL

July 2008 to July 2009 (K-5 Elementary School, 920 students, 100% poverty)

- Achieved second highest scoring school in the District on State assessments
- Awarded distinction as a Success School on the Illinois State Assessment Test
 - 82% Hispanic, 72% ELL - despite being a majority English Language Learner population with 72% of students coming from Mexico

Assistant Principal

Belle Valley South Middle School, Belleville, IL

July 2007 to June 2008 (5th-8th Middle School, 560 students, 40% minority, 33% poverty)

- Co-chaired the Building Committee, the New School Project, and successfully passed a referendum to build a new middle school
- Led team to exceed Annual Yearly Progress (AYP) standards

Dean of Students

West Jr. High School, District 118, Belleville, IL

July 2005 to July 2007 (7th - 8th grade Junior High School, 470 students, 45% minority, 53% poverty)

- Recognized as Best Practice of Junior Highs
- Led team to receive recognition as a *National District of Character*
- Led team to exceed Annual Yearly Progress (AYP) standards

School Psychologist / School Counselor / Crisis Counselor

West Jr. High School, District 118, Belleville, IL

August 2002 to July 2005

School Psychologist / Special Education

Special School District of St. Louis County, St. Louis, MO

August 2001 to August 2002

- Performed psychological assessments and services to Jennings, Hazelwood, Parkway, and Ladue School Districts

Special Education / Student Advocate

Eugene Field Elementary School, Columbia, MO

August 1999 to July 2001

FACULTY ACADEMIC APPOINTMENTS (14 years)

Adjunct Professor/ Doctoral Mentor

Capella University, October 2016 to Present

Adjunct Professor

Lonestar College, Houston, TX

January 2013 to 2014

- Taught graduate-level education courses in the College of Education and Counseling Psychology program

Adjunct Professor

Aurora University, Aurora, IL

November 2008 to November 2011

- Taught graduate-level education courses in the College of Education and Educational Leadership

Adjunct Professor

Concordia University, Chicago, IL

November 2009 to November 2011

- Taught graduate-level education courses in the College of Education and Educational Leadership

Adjunct Professor

Greenville College, Greenville, IL

January 2004 to June 2008

- Started the MAT and MAE graduate programs
- Teach graduate-level education courses in the College of Education, Master of Education program

CONSULTING EXPERIENCE

Coach/Consultant

SUPER Academy, Chicago, IL

July 2014 to 2015 (Chicago Public Schools 404,151 students and 681 schools)

- Provided coaching to a cohort of principals and administrators in the Chicago public school district
- Worked with the Regional superintendents of the 3rd largest school district in the nation to support their principals

Senior Consultant

Boys and Girls Club, Kansas City, MO

July 2012 to August 2013

- Lead Administrator on the million-dollar Maytag Grant

Consultant

Missouri Legislator Educational Advisor, Kansas City, MO

July 2010 to August 2013

- Drafted legislation for Missouri Senator regarding educational issues

Consultant

Texas Legislator Educational Policy Advisor, Houston, TX

July 2013 to August 2014

- Drafted legislation for Texas Senator regarding educational policy

Consultant

Mississippi Legislator Technology and Educational Policy Advisor, Jackson, MS

July 2013 to August 2014

- Drafted legislation for Texas Senator regarding educational policy

National Ambassador for United States of America Department of Education and Technology

OER ambassador, Washington, DC

July 2014 to August 2018

- Worked on policy and structure of Open Educational Resources and technology under the Obama Administration

ENTREPRENEURSHIP

Founder/CEO

Legacy Education and Development INC. (Non-profit)

July 2010 to August 2013

- Developed non-profit virtual school for continual education to provide service to students on 30 - 180 day suspensions
- Decreased the learning curve for students re-entering classes

Founder/CEO

MindAble Solutions LLC. with PlaBook, Kansas City, MO.

Dec 2017 - present

- Immersive Media Reader Platform, 2018 Global LaunchKC Competition Winner, KCSourceLink “#WeCreateKC” recipient
- Top EdTech Platform, 2018 Entrepreneurs Who Make a Difference

Published Author

- *Execution by Firing Squad: Effective Leadership When You're the Target* by Dr. Philip Hickman
 - 2019 Best Selling Author, #1 Best Selling Book in US, #1 Best Selling International Book
- *Stop Dribbling Footballs* by Dr. Philip Hickman
 - An educational book using cartoon illustrations to discuss the effects of poverty on education
- *eMotives: The Truth Behind Student Behaviors* by Dr. Philip Hickman
 - A book about social and emotional development

SOCIAL ENTREPRENEURSHIP

Co-Founder

Mississippi Coding Academy, Jackson Mississippi, 2017- present

- Developed a non-profit company that created year-long coding academies for young adults 18-30
 - 95% job placement rate for graduates
 - Annual starting salary of \$60,000 for graduates

Turn The Page KC, 2012

- Co-developed a non-profit company with Sly James, Mayor of Kansas City, MO, to help support reading and literacy in Kansas City

CERTIFICATIONS

National Superintendent Certification, AASA/SUPES, San Diego, CA, 2016

Columbia University (Urban Education Leaders Collaborative) New York City, New York, 2016

Mississippi Superintendent Academy, Jackson, MS., 2015

Centurions Leadership Program, Greater Kansas City Chamber of Commerce Leadership, Kansas City, MO, 2010-2012

Kauffman FastTrac Entrepreneurial Program, Kauffman Foundation, Kansas City, MO, 2011

AWARDS

- **OHUB Entrepreneur Winner, 2020**
- **Velocity Lee Summit Entrepreneur Winner, 2019**
- **LaunchKC Global Pitch Competition Winner, 2018**
- **Finalist for 2017 Superintendent of the Year, 2017**
- **International Society of Technology Education (ISTE) Digital Curriculum Award, 2016**
- **Center for Digital Education Award, 2016**
- **United States Department of Education, National OER Ambassador Award, 2015**
- **PERS Award, 2015**
- **Crystal Apple Award, Fox 4 News Top Education Award, 2012**
- **Top 40 under 40 by Kansas City Business Journal Magazine, Feb 2012**
- **Urban Summit Young Professional Award, 2011**
- **Business Partner of the Year, 2010**
- **Volunteer Partnership Award, 2010**
- **Star Administrator Award, 2009**
- **Leadership Award, 2002**