

DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

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DIANE RATKOVICH

SUPERVISOR

MICHELLE

STAMBOULELLIS

CLERK

MARIS METZ

TREASURER

LONNIE SCOTT

LAURA SANDERS

KAREN SIKKENG

KAREN NOLTE

TRUSTEES

Board of Trustees – Meeting Agenda

Sunday, May 7, 2023

6:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call / Conflict of Interest Check
4. 1st Call for Public Comment: *(Please state your name and address and limit comments to 3 minutes)*
5. Approval of the Agenda
6. NEW BUSINESS
 - A. Interview candidates for Township Supervisor position
 - a. Regina Hamlett
 - b. Jeffrey Marine
 - c. Janis Miller
 - d. Karen Sikkenga
7. Call for Public Comment
8. Other Issues, Comments and Concerns of Board Members & Staff
9. Adjournment

The next regularly scheduled meeting of the Dexter Township Board is: Tuesday, May 16, 2023, 6:00 PM

The Dexter Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon seven days' notice to the Dexter Township Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Dexter Township Board by writing or calling the Office Manager at the address and phone number printed at the top of this agenda.

Dexter Township
Candidate Questions
Township Supervisor Appointment

1. What prompted you to apply for the Township Supervisor appointment?
2. What is your leadership style, and how do you use that to collaborate with the team?
3. What do you consider to be the role of local government and how do you fit this role?
4. Should there be conflict among the board members, how best would you handle that within the team and during public meetings?
5. How would you set priorities within the Township?
6. What do you see as the three most important issues impacting Dexter Township now, and over the next decade?
7. What quality of life aspect brought you to/has kept you in Dexter Township, why do you think this quality-of-life aspect is important, and how do you think this quality-of-life aspect should be preserved?
8. Do you feel it is important to cooperate and/or collaborate with our neighboring municipalities, why or why not?
9. Do you feel anything should be improved about the way Dexter Township serves its residents, why do you think this needs to be improved, and how do you think this improvement should be brought about?
10. Do you have time to serve on other township committees or boards?
11. Local governments are charged with balancing individual property rights with governmental regulations, including zoning and other ordinances that are designed to protect the health safety and welfare of the community as a whole. Do you think Dexter Township's current ordinances generally strike a good balance? Describe one example supporting your position.
12. If appointed to fill the Supervisor vacancy, is it currently your intention to run for Township Supervisor in the 2024 election?

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Regina Hamlett



25 April 2023

Dexter Township Board
6880 Dexter-Pinckney Rd.
Dexter, MI 48130

Dear Board,

I am applying for the position of Township Supervisor. I have lived in Dexter Township since May, 2015. My family and I have enjoyed the beauty and community feel of Dexter since moving here.

I would love the opportunity to serve the people of Dexter in local government to help keep Dexter an amazing community to live in and visit.

I have recently been serving in the **International Rotary Organization**. I appreciate being a part of a group that supports communities through volunteering and running community projects that help the people and inspire others to serve.

I am a leader in a local business group, **Huron River Women in Business**. We have over 200 members of business women from Dexter, Pinckney, Brighton, and the surrounding area. We not only help support each other's businesses, but we also serve as volunteers in the communities and donate our products/services when the opportunities arise.

I was voted onto the **Michigan Agritourism Association Board** this last year. We are an organization that helps farmers who want to educate and interact with the public about their crops/services. We currently work with over 200+ farmers to support and promote their farms.

Our farm is a part of the **Great Lakes Lavender Growers Association**. We get together with other Lavender Farmers to help each other with issues, ideas, and community support.

At **Alive Family Church**, I serve on the Tech Team on Sunday mornings. I have a long history of serving in my church. I believe in giving back to places that give into my life and church is an important part of every community.

You may notice my diverse career and geographic path over my adult life. My motivation and drive has always been family based. I worked in schools and jobs that allowed me to be with my kids or flexible for family. Now that 4 out of 5 kids are adults and heading out on their own paths, I am able to pursue interests that I am passionate about and keep me close to home.

I have moved a lot in my life due to many different reasons. I believe that has given me the opportunity to work with diverse groups of people and in unique environments. From California, Oklahoma, and now Michigan, I have had the privilege to make many friends and cultivate relationships that I have learned from.

My goal in moving to Dexter Township was to find my forever home. A place for my kids to come back to visit and feel like they are at home. That is not something I was able to have growing up, but I am very happy to have that now for my family in Dexter.

Thank you for considering my application. I look forward to hearing from you and hopefully working with you.

Sincerely,

Regina Hamlett

Regina Hamlett



Work History

30 years experience in education, childcare, and administration

June 2020-Present

Hamlett Lavender Farm

Owner/Operator

Hamlettlavenderfarm.com

June 2022-October 2023

Putnam Township

3280 W. M36

Pinckney, MI 48169

Treasurer Office Assistant

August 2021-Feb. 2022

Brighton Area Schools

Nutrition Coordinator

October 2013- July 2020

Ann Arbor Public School

Rec and Ed

1515 S. Seventh

Ann Arbor, MI 48103

(734)994-2300

Site specialist – 1 of 3 admins who oversaw 18 childcare sites

August 2010 – June 2011

Valley Family Church

Joy City Community Preschool

Portage, MI

Preschool lead teacher in 4 year old classroom

June 2002 – July 2004

Mulberry Childcare and Preschool (Kindercare)

Perris, CA 92571

(951) 943-6476

Assistant Director

March 2001 – June 2002

The POWER House Church

Lake Elsinore, CA 92531

Church Administrator/Children's Pastor

November 1999 – March 2001

Murrieta University

Los Alamos Rd.

Murrieta, CA 92562

Lead Teacher

Feb. 1997 – November 1999

Mulberry Childcare and preschool

610 Nuevo rd

Perris, CA 92571

Kindergarten teacher

August 1992 – February 1997

Kindercare Learning Centers

Oklahoma City, OK

Temecula, CA

Teacher and Administration (Director, Assistant District Manager)

Volunteer History

I have volunteered since my teen years. Community service is a priority.

Current Volunteer Positions

Alive Family Church

Tech Team

Michigan Agritourism Association

Board Member

M36 Rotary International

Member

Huron River Women in Business

Leader/Admin

Previous Volunteer positions

Washtenaw School Aged Child-Care Association (WSACCA)

Board Member/Training Leader

Accelerate Church

Ann Arbor, MI

Children's Pastor

Valley Family Church

Portage, MI

Children's Leader

The P.O.W.E.R. House Church

Lake Elsinore, CA

Children's Pastor

New Covenant Fellowship

Temecula, CA

Children's Leader

Education

Focus on Early Childhood Development, Leadership, and Biblical studies

2009-2012 (Diploma)

EPIC School of Leadership

Kalamazoo, MI

Leadership classes, people skills, and administrative application (Based on John Maxwell Principles)

1991-2001 (Transcripts)

Mount San Jacinto Junior College

Menifee, CA

Early Childhood Development

Principles of Early Childhood

Health, Safety and Nutrition

Child, Family, and Community

Human Development

Infant and Toddler Development

College Algebra

English 101

English 102

Creative Writing

Native American History

CPR and First Aid

Administration of Early Childhood Centers

1993-1995 (Diploma)

Rhema Bible Training College

Broken Arrow, OK

Pastoral License

From: [Sherrie Ritchie](#)
To: [Office Manager](#)
Subject: Attention: Abby Norsworthy, Executive Administrator regarding Regina Hamlett
Date: Saturday, April 29, 2023 5:42:53 PM

Dear Ms. Norsworthy:

The intent of this letter is to recommend Regina Hamlett for the position of township supervisor. I have known Regina for several years and can enthusiastically recommend her. I initially met Regina at church where she was quick to volunteer and work on many projects, but have watched her throughout the years manage her lavender farm, large family and be successful at other management positions. She is extremely hardworking and able to complete and manage several tasks at one time, gets along very well with others and has a delightful personality. She would be a wonderful asset to the township as township supervisor.

Sincerely,

Sherrie Ritchie

Dexter School District Resident
Dexter High School Alumni

From: [Regina Hamlett](#)
To: [Office Manager](#)
Subject: Fwd: Character Reference for Regina
Date: Friday, April 28, 2023 6:27:02 PM

Another letter.

Regina

----- Forwarded message -----

From: Ayanna Eggleston <ayannaeggleston@gmail.com>
Date: Fri, Apr 28, 2023 at 6:24 PM
Subject: Character Reference for Regina
To: <Regilikestacos@gmail.com>

Good afternoon,

I am writing on the behalf of Regina Hamlett. I have known Regina for approximately 15 years. I can speak to both her personal character and her professional character. Regina has a standard of integrity that stands above the bar. She is a woman of her word and because of that character she investigates and looks into matters carefully before she is willing to stamp her approval. Regina is a lover of people, because of this she is empathetic, straightforward and fair. She wants people to know exactly where she is coming from and this is balanced with listening, hearing concerns, advocating on the behalf of her community while maintaining the standards needed to ensure the community functions as it should. She is also a lover of community and would bring a voice of reason, fairness and positive impact as a community member. Regina's impeccable character is interchangeable between her personal and professional life, what you see is what you get. If you want someone who is going to uphold standards, stand both for the community's voice and implement the organization's focus and vision, she is your person.

Sincerely,

Ayanna Eggleston

[REDACTED]

--

Regina Hamlett

[REDACTED]

26th April, 2023

To whom it may concern,

I have had the pleasure of getting to know Regina Hamlett over the last couple of years. In that time, I have learned that Regina is a dedicated and active member of the community, a woman of strong faith, meets opposition head-on, and is always willing to lend a hand to those in need.

I met Regina as a first-generation farmer and owner of Hamlett Lavender Farm through a networking group I lead, the Huron River Women in Business group, of which Regina is a charter member. Since meeting her, I have watched her business grow and transition. She has also shown great leadership skills by helping members to brainstorm, problem-solve, and promote their businesses. She is a strong supporter of her fellow businesswomen.

In the time that I have known Regina, she has continually grown her outreach to support her community, not only by joining the local Rotary Club and Chamber of Commerce but also by being very active in their various committees and events.

It is Regina's nature to always learn and improve, which is evident in her membership in the Great Lakes Lavender Growers Association, which has given her invaluable knowledge of her craft, and the Michigan Agritourism Association, where she serves on the Digital and Education committees and is a board member. She is deeply committed to supporting the local farming community and promoting agritourism in Michigan.

In summary, Regina Hamlett is an exceptional individual who has made significant contributions to her community, business, church, and industry. Her dedication to service, passion for promoting agriculture, and supporting local businesses is truly inspiring. I highly recommend her for any position or opportunity for which she may apply and truly believe she will excel and make a positive impact wherever she is able to apply herself.

Sincerely,

Cat Brown

dotloop verified
04/28/23 12:40 PM EDT
UCHK-JDUU-LQHC-GIMS

Realtor®

From: [Anyse Malcolm](#)
To: [Office Manager](#)
Subject: Letter of Recommendation- Regina Hamlett
Date: Thursday, April 27, 2023 10:18:22 AM

Dear Ms.Norsworthy,

I am delighted and honored to recommend Mrs. Regina Hamlett for the Supervisor position in Dexter Township. I worked in Ann Arbor Public School's- School aged child care with Regina as my direct supervisor for almost three years, and I can honestly say it was one of those most pleasant work experiences I have ever had. Unfortunately our time together was cut short because of school closures, leaving us both to part ways and start new journeys. Though I no longer have the pleasure of working with Regina, I wholeheartedly believe that any organization would be lucky to have her.

Regina consistently creates an environment that is safe, and productive for those that work with and around her. Through my personal experiences and interactions with Regina I have witnessed her maintain an impressive amount of professionalism, and grace during tricky situations. She promptly responds to staff concerns in the workplace, and thoroughly works through problems that commonly arise. She has the unique ability to adapt to the different communication styles of colleagues and clients, which results in helpful solutions that are appropriate for regulating all staff relationships.

I volunteered to write this letter of recommendation because not only was Regina a great supervisor, she also became a great friend. This is a human that is compassionate, dependable, dedicated, and most of all filled with the most genuine form of kindness imaginable.

I feel confident in saying that Regina would be a great fit for this position, and a valuable asset to the Dexter community. While I am sad that we are no longer working together, I know that she will do great things no matter where her final destination lies.

If I can be of any further assistance please do not hesitate to contact me at [REDACTED] or email me at [REDACTED] I would be happy to further elaborate on my personal experiences during our time working together, and the specific skills that make Regina the ideal candidate for this position.

Best Regards,

Anyse Malcolm

Building Resource Teacher

From: [Regina Hamlett](#)
To: [Office Manager](#)
Subject: Letter of recommendation
Date: Tuesday, May 2, 2023 9:48:30 AM

Dear Dexter Township Board,

It is my pleasure to strongly recommend Regina Hamlett for the position as Dexter Township Supervisor. I am Cathy Mazur, owner of Mazur's Total Automotive. My family has lived nearby to Dexter for over 25 years and have been involved in our community through our church and multiple businesses.

Regina is one individual I have met and became close friends with who uniquely stands out. During our time together, Regina has proven herself to be outgoing, generous, very positive, and team player that brings unity. She has a diverse group of friends and integrity.

My first experience with Regina was in a large community exercise class. I was a brand new student, feeling very unsure of myself. Regina instantly came along side of me, helped me understand the class, and stuck by my side through the whole intense boot camp! She then offered to meet up for additional exercise outside of class, which has resulted in a friendship based on health for nearly 10 years now! I have watched Regina over these years be involved in her faith community, the community at large and start and run an impressive business!

If you need more information or specific examples of what a great person Regina is please do not hesitate to contact me at [REDACTED] or by email at [REDACTED]

Sincerely,

Cathy Mazur

Owner

Mazur's Total Automotive of Pinckney, Howell and South Lyon

--

Regina Hamlett
[REDACTED]

From: [Regina Hamlett](#)
To: [Office Manager](#)
Subject: One more letter
Date: Wednesday, May 3, 2023 8:57:21 AM

This may be it.

Regina

05/02/23

To Whom It May Concern:

I have had the pleasure of knowing Regina Hamlett since 2014. When my husband and I moved back into the area, Regina was one of the first people we met. Regina was not shy about introducing herself or her family. Regina always welcomed questions, was eager to provide resources or what she had, and if she didn't have answers to our questions or resources available offhand, she was not hesitant to connect us to someone who did.

When I think of Regina the words that come to mind are compassionate, kind, loyal, and giving. Regina aims to give her best in everything she does. Not long ago she opened up her own lavender farm with her mother. Regina had scouted the land, came up with the recipes, and really fostered her inner creativity. Little by little, she added products, events, created her own shop, and even found a way to host classes and showcase other friends' businesses by inviting them to be vendors at her farmstand and classes she has held regularly. Regina shows great optimism as she navigates new ways to bring and engage a sense of community. There is nothing that Regina would love more than to build unity throughout her community. Regina has always sought to bring out the best in others, their gifts, and talents. Regina shows desire to bring others up with her; she has always demonstrated teamwork. Regina's visions for expansion and new ideas are endless. Regina is always looking for inspiration and new ways to not only grow as an individual, but also build engagement wherever she goes. Anyone who meets her immediately becomes a friend; she certainly knows how to make others feel special, validated, and that who they are matters. For Regina, connecting others and building them up is her way of showing gratitude and warmth placing Regina as an excellent candidate for any sort of community involvement and relations.

When Regina shared with me that she was applying for the Dexter Township Supervisor position, you could truly hear her enthusiasm to possibly work in local government in harnessing unity and friendship. It has been a real honor being asked to write this recommendation on behalf of Regina. I have had the pleasure of truly watching her transform and blossom over the years. Regina will give you her time, her heart, and her input. It is my belief that Regina would be an excellent match for

Dexter Township Supervisor. Regina is dedicated, will put the time and effort in, and will add new dynamic and perspective to this role if chosen. Thank you for your time and consideration of Regina for this position.

Warm Regards,
Tara Hayes

[REDACTED]

--

Regina Hamlett

[REDACTED]

From: [Regina Hamlett](#)
To: [Office Manager](#)
Subject: Re: Dexter Township Supervisor
Date: Tuesday, April 25, 2023 9:25:01 PM

Letter number one.

April 25, 2023

To whom it may concern,

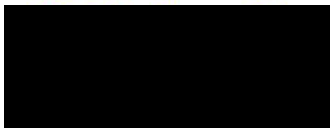
I have known Regina Hamlett for over 10 years both personally and professionally. She is a person with high standards of relational and accountable interactions.

She is committed to excellence in the products she sells and her customer service. I have enjoyed her products personally and have given them as staff gifts.

Regina is a person of high moral character and integrity. She has a level of dedication to her clients/customers that instill loyalty. Her commitment to her family, church, and friendships is unparalleled in my experience.

I highly recommend her for the position of Dexter Township Supervisor. She would be an asset to our county leadership.

Jereva Christensen



On Tue, Apr 25, 2023 at 10:46 AM Office Manager <officemanager@dextertownship.org> wrote:

Hi Regina,

Thank you for your interest in the position!

Please feel free to send your letters of recommendation over as you receive them – I've started a file for you, and will keep adding to it as I receive more information

Thanks, and have an excellent day!

Abbie Norsworthy

Office Manager

Dexter Township

(734) 426-3767

officemanager@dextertownship.org

Office Hours:

Monday – Thursday

8:30 – 4:30

From: Regina Hamlett <regilikestacos@gmail.com>
Sent: Tuesday, April 25, 2023 10:44 AM
To: Office Manager <officemanager@dextertownship.org>
Subject: Dexter Township Supervisor

Good morning, Abbie.

Attached is my letter of interest and my resume for the Board to review.

I do have letters of recommendation coming in this week. Would you prefer all of them at once or as they arrive?

Please let me know if you need anything else from me.

Thank you!

Regina Hamlett

Regina Hamlett

From: [Christy Trommater](#)
To: [Office Manager](#)
Cc: regilikestacos@gmail.com
Subject: Recommendation for Regina Hamlett - Dexter Township Supervisor
Date: Friday, April 28, 2023 5:19:50 PM

Hello Ms. Norsworthy.

I am writing this in support of Regina Hamlett for Dexter Township Supervisor. I have known Regina in professional and personal capacities, and have nothing but positive things to say about her and the way she carries herself and her business. Regina has many strengths including building positive relationships, being organized, effectively facilitating events, and coordinating people. Regina was one of my Pinckney Farmers Market vendors in the 2022 market season. Throughout the entire market season, Regina consistently arrived early to our events and was one of the most positive and interactive vendors we could have wished for. There was one time when Regina was unable to attend a scheduled event, but she coordinated a contingency without prompt. I have also worked with Regina in the Huron River Women In Business professional group. She is supportive of her peers and stands as a professional resource in our community. Regina is consistent and she follows through with what she intends. She is inspiring and more than capable of coordinating efforts in a supervisory role. I believe she would be an asset and bring immense value as Dexter Township Supervisor.

Thank you for taking time to read my email. Please let me know if there is any additional information I can provide.

Christy Trommater


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1 May 2023

Dear Dexter Township Board of Trustees,

I am writing in response to the invitation for interested parties to submit an application for the opportunity to serve this community as the Dexter Township Supervisor. My wife and I moved into Dexter Township approximately two and a half years ago.

My professional career has been as a scientist, concentrated in biological and clinical research, encompassing many years in basic molecular genetics laboratory research, followed by nearly twenty years in the Pharmaceutical Industry as a Clinical Scientist, researching and developing new treatments for severe and life-threatening diseases, mainly targeting towards new therapies for treating various types of cancer. This background and experience have provided me with a number of skills directly applicable to the Township Supervisor position including, leadership, trouble shooting, project management, teamwork, and the ability to learn, research and understand complicated issues.

While working in the Pharmaceutical Industry, I also had the opportunity to work on a variety of public policy issues and legislation impacting healthcare. Multiple companies for which I've worked, including Takeda, Pfizer, and Celgene, provided opportunities for colleagues in "Non-Government Relations" roles to effectively work as lay-policy experts and become involved in efforts to help inform and educate the public, patients and public officials. As a Scientist, I have had the opportunity to interact and directly discuss public policy and legislation with State Legislators and members of Congress at various functions.

My rationale for applying for this role as Township Supervisor is not only my desire and interest in serving my community, but I also have extensive prior experience serving my community as both a volunteer and an elected local official. While a resident of Pittsfield Township, I became involved in township and county-wide planning issues. I worked on early Washtenaw County ballot proposals associated with Farmland and Open Space preservation, participated on and chaired community events highlighting both positive and negative development activities at both the county-wide and township levels, and contributed to the development of county-wide and township Master Plans. Furthermore, I served as a representative for Pittsfield Township on various committees and organizations, including the Huron River Watershed Council, and worked with other local organizations such as the Ecology Center and Sierra Club, and even volunteered with the local Ann Arbor food pantry and worked with other organizations on issues of social justice.

Eventually I decided to serve in local government, and was elected to, and served, a four-year term on the Pittsfield Township Board of Trustees. Pittsfield Township was undergoing great change during my term on the Board. This experience provided me with an opportunity to gain a great understanding of both the political and administrative workings of local government, as

well as an opportunity to serve my community, directly and positively impacting and supporting the lives of community residents.

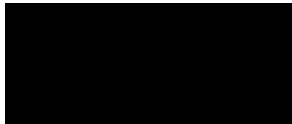
Not long after the end of my four-year term, my professional career resulted in my family moving out of state, however once it became possible my wife and I returned to Dexter Township in Washtenaw County where we plan to settle for the long-term, and I would be grateful for the opportunity to again serve my community.

I have included in this package a version of my resume. In this resume, I have attempted to provide the most relevant information relative to this opportunity, I have highlighted my community activities, while minimizing my professional / career experience. However, if it is of interest, I would be more than pleased to discuss the roles and responsibilities of my professional career more thoroughly and in greater detail.

Finally, I would like to point out that that I received a Bachelor of Science Degree in Ecology. My emphasis in that degree program was in Wildlife Management, and immediately upon completing this degree, I served with the National Forest Service as a Wildlife Biologist in Superior National Forest in Northeastern Minnesota.

I would like to thank the Board of Trustees for an opportunity to serve my community in this capacity as Township Supervisor, and for your time and efforts to evaluate my ability to serve in this role.

Kindest Regards, Jeffrey Marine



JEFFREY B. MARINE, M.S.

Current Residence and Contact Information:



COMMUNITY ACTIVITIES

ELECTED TO PITTSFIELD TOWNSHIP BOARD OF TRUSTEES

APPOINTED REPRESENTATIVE TO HURON RIVER WATERSHED

SERVED ON LOCAL AND REGIONAL PLANNING COMMITTEES

ACTED AS CHAIR, TOUR DE SPRAWL

Collaboration with Ecology Center and Sierra Club

VOLUNTEERING ACTIVITIES:

Active support of regional ballot initiatives

Volunteer activities with local charitable agencies and organizations

Interact with State Legislators and members of Congress about public policy and legislation regarding healthcare and the pharmaceutical industry

PROFESSIONAL SUMMARY

I have worked over 30 years in biological research and clinical research and drug development.

PROFESSIONAL EXPERIENCE

INDEPENDENT CLINICAL SCIENCE CONSULTANT

CURRENTLY

BOSTON BIOMEDICAL INC, CAMBRIDGE, MA

Executive Director, Head of Clinical Research Scientists

DTRM BIOPHARMA, PLYMOUTH MEETING, PA

Vice President, Project Management, Clinical Oncology

INCYTE CORPORATION, WILMINGTON, DE

Senior Director, Clinical Research Scientist, Immuno-Oncology

CELGENE CORPORATION, SUMMIT, NJ

Director, Principal Clinical Research Scientist, Clinical R&D

TAKEDA GLOBAL RESEARCH AND DEVELOPMENT, DEERFIELD, IL

Project Manager, Project Planning and Management

PFIZER, INC., ANN ARBOR, MI

Project Manager, Global Project Management

PARKE-DAVIS/WARNER-LAMBERT, ANN ARBOR, MI

Scientist, Molecular Sciences Department

NATIONAL INSTITUTES OF HEALTH, BETHESDA, MD

Biologist, National Institutes of Allergies and Infectious Diseases

EDUCATION

MASTER OF SCIENCE, BIOLOGY

JAMES MADISON UNIVERSITY

HARRISONBURG, VA

BACHELOR OF SCIENCE, ECOLOGY, ETHOLOGY AND EVOLUTION

UNIVERSITY OF ILLINOIS

CHAMPAIGN-URBANA, IL

REFERENCES

(References Available Upon Request)

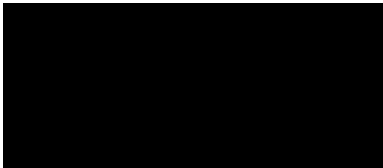
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JANIS MILLER

RECORDING SECRETARY | ELECTION MANAGER

CONTACT



**DEXTER TOWNSHIP BOARD OF TRUSTEES
6880 DEXTER PINCKNEY ROAD • DEXTER, MICHIGAN**

APRIL 28, 2023

Dear Board of Trustees,
I'm submitting my resume and letter of interest for consideration for the position of Supervisor of Dexter Township. As a long-time resident of Dexter Township, with more than sixteen years governmental experience at the Township level, I am uniquely qualified to fulfill this critical position.

As Supervisor I would endeavor to represent the residents of Dexter Township in a respectful and professional manner. My goal would be to support and encourage the progress this current Board has made.

My experience, temperament, and leadership ability make me qualified for the position to help the Board thrive and work seamlessly together.

Sincerely,
Janis Miller



JM

JANIS MILLER

RECORDING SECRETARY | ELECTION MANAGER

OBJECTIVE

A self-motivated leader with more than sixteen years of governmental experience I am looking to continue serving the Dexter Township community as Supervisor.

EXPERIENCE

Election Manager:

- Created, and implemented, instruction manuals for successful certified public election.
- Trained Election Inspectors and Precinct Chairs.
- Monitored all three precincts on election day.

Election Precinct Chair:

- Trained Election Inspectors.
- Supervised four election inspectors on election day.
- Addressed all election issues.

Recording Secretary:

- Dexter Township Board of Trustees
- Dexter Township Planning Commission
- Dexter Township Zoning Board of Appeals
- Dexter Township Farmland & Open Space Preservation Board
- Western Washtenaw Recycling Authority

Public Safety Advisory Committee:

- As part of a team, researched and recommended an outdoor warning system to the Board of Trustees.
- As part of a team, researched and recommended a new fire station to the Board of Trustees.

Election Inspector:

- Worked with residents to secure their vote in public elections.
- Critical response to voter questions and needs.

SKILLS

- Excellent writing and communication skills.
- Ability to lead, supervise and support teams of employees.
- Extensive knowledge of government processes and procedures.
- Extensive knowledge of Township Planning and Zoning.
- Highly organized critical thinker.
- Strongly support equity, diversity, and inclusion.

EDUCATION

WESTERN MICHIGAN UNIVERSITY:
BA EDUCATION MINOR BUSINESS

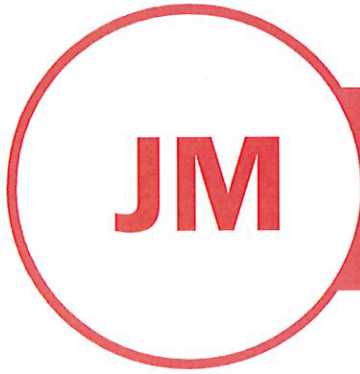
EASTERN MICHIGAN UNIVERSITY:
MA SECONDARY EDUCATION MINOR ART EDUCATION

LEADERSHIP EXPERIENCE

Extensive experience working with elected and appointed officials, professional staff, and outside consultants. Participated in passing the 2020 Dexter Township Zoning Ordinance. As Election Manager played a key and essential role in the 2022 mid-term Election.



[REDACTED]



JANIS MILLER

RECORDING SECRETARY | ELECTION MANAGER

REFERENCES

MARTY STRAUB
CHAIR: PLANNING COMMISSION

[REDACTED]
MSTRAUB@DEXTERTOWNSHIP.ORG

BOB NESTER
VICE-CHAIR: PLANNING COMMISSION

[REDACTED]
BNESTER@DEXTERTOWNSHIP.ORG

TOM LEWIS
SECRETARY PLANNING COMMISSION

[REDACTED]
TLEWIS@DEXTERTOWNSHIP.ORG

BROOK SMITH
CHAIR: ZONING BOARD OF APPEALS
PER REQUEST

BETH FILIP
VICE-CHAIR ZONING BOARD OF APPEALS

[REDACTED]
BFILIP@DEXTERTOWNSHIP.ORG

DALE LESSER
LOCAL FARMER & PREVIOUS MEMBER OF THE DEXTER TOWNSHIP
OPEN SPACE AND LAND PRESERVATION COMMITTEE

[REDACTED]

LAW OFFICES
BROOK McCRAY SMITH, P.C.
5 RESEARCH DRIVE - SUITE D
ANN ARBOR, MICHIGAN 48103-2974
TELEPHONE: 734-994-1337
FAX: 734-424-1112
EMAIL: BSMITH@BMSPC.COM
WEB: WWW.BMSPC.COM

April 28, 2023

To whom it may concern:

Re: Janis Miller

It is my pleasure to recommend that you consider Janis Miller for the position of Dexter Township Supervisor.

I've known Janis for the last ten years as a result of serving during that period on the Dexter Township Zoning Board of Appeals. When I was first appointed to the ZBA, Janis served as an alternate, but in late 2015 she took over as Recording Secretary and has served ably in that position during the balance of my tenure on the Board.

Janis is highly reliable, never failed to attend one of our meetings without arranging for someone to cover for her, always produced well-transcribed minutes, worked tirelessly to assure that the Board's actions were properly memorialized, and is a very pleasant person with whom to work.

Janis also serves as Recording Secretary for the Dexter Township Planning Commission. Given her activities on behalf of both the ZBA and the Planning Commission, she is in an excellent position to be aware of many of the issues that will be within the purview of the Township Supervisor.

Our current Supervisor is stepping down based upon the workload that the Township Supervisor must bear. If Janis Miller is willing to serve as Supervisor, I have every confidence she will do the work necessary to get the job done!

Sincerely,

BROOK McCRAY SMITH, P.C.



Brook Smith

Marty Straub
13131 Island Lake Road
Chelsea, Michigan 48118
Cell: (734) 355-4763

May 2, 2023

Members of the Dexter Township Board,

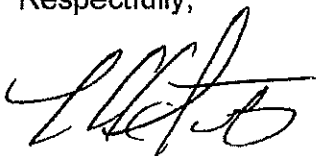
I enthusiastically encourage you to appoint Janis Miller as Dexter Township Supervisor.

We all know and respect Janis. She consistently demonstrates key qualities that will serve our township well. She has the dedication, knowledge, work ethic, and interpersonal skills to be the leader we need. Janis has proven her willingness and capacity to undertake new challenges. She's already familiar to her elected and appointed colleagues and she knows township policies and procedures, so I'm confident she will be immediately effective as Supervisor.

I do not give this endorsement lightly. I've seen a lot, both good and bad, over the past 40+ years, so my viewpoint might be unique. I was a Dexter Township Trustee and Washtenaw County Commissioner, including 2 years as Chair, during trying times. I've served in numerous local, county, and state elected and appointed positions.

From that perspective, I respectfully submit that Janis Miller is the right person at the right time for Dexter Township Supervisor.

Respectfully,

A handwritten signature in black ink, appearing to read 'Marty Straub', with a stylized, cursive script.

Marty Straub

To: Board of Directors, Dexter Township

From: Robert Nester, Dexter Township resident

Subject: Letter of recommendation for Dexter Township Supervisor

I would like to provide my endorsement and ask for your consideration of Janis Miller for the interim Dexter Township Supervisor position. The position currently held by Diane Ratkovich has been offered to the public for interested parties to apply by May 3, 2023. I have known and worked with Janis for over a decade on numerous Township projects and witnessed her dedication to the Township and it's residence first hand. Her unwavering commitment to serving the community has been a huge asset to the Township and is an indication of how she would serve as Supervisor. Her current position as Recording Secretary has placed her at the forefront of nearly every issue presented to the Township for many many years and provides her with historical knowledge that otherwise would be very difficult to obtain. She is fair in her judgment, listens to both sides of the discussion and encourages participation by all parties concerned. Her background on proper protocol and Robert's Rule Of Order is unsurpassed and will ensure that meetings and Public Hearings are held to the appropriate high standard we currently enjoy. While she would be sincerely missed as the Recording Secretary I believe her talents and dedication to the Township would be better served as Supervisor. Please consider Janis Miller as a highly qualified applicant for the position of Supervisor.

Respectfully Submitted,

Robert Nester, Dexter Township resident

Beth A. Filip



May 3, 2023

Board of Trustees
Dexter Township
6880 Dexter-Pinckney Road
Dexter, MI 48130

Re: Recommendation of Janis Miller for Township Supervisor

To the Board of Trustees:

I am writing to recommend Janis Miller for the position of Township Supervisor. Janis is a longstanding member of the Dexter Township community and has had a unique opportunity to witness the various activities occurring in the Township. I believe that with this experience, Janis would be an effective Township Supervisor.

I have had the pleasure of working with Janis over the past eight years during my tenure on the Zoning Board of Appeals (ZBA). When I first began my tenure, Janis was an alternate Board member and shortly thereafter became the recording secretary for the Board. In her role as recording secretary, Janis has worked hard on making sure our minutes are accurate and has offered many suggestions to the Board to assist the Board in creating a clear and concise record for the public.

In addition to her work as recording secretary for the ZBA, it is my understanding that Janis has taken on many roles in the Township over the years. She is actively involved as recording secretary for other boards, in addition to the ZBA, and has assisted with elections, recently as an Election Manager. In these roles, Janis has had a unique opportunity to become aware of the various activities that are currently on-going in the Township. She is also aware of the various resources available to the Township, which will assist her in accomplishing the duties of Supervisor.

Accordingly, I ask that you consider appointing Janis Miller to the position of Township Supervisor to fill the present vacancy. Should you have any questions please do not hesitate to contact me via the email address noted above.

Sincerely,



Beth A. Filip



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



SHANNON LOTT
ACTING DIRECTOR

April 27, 2023

TOWNSHIP OF DEXTER
DEXTER TOWNSHIP TREASURER
6880 DEXTER-PINCKNEY RD
DEXTER, MI 48130

SUBJECT: Fiscal Year 2022 Subrecipient Audit Requirements
Code of Federal Regulations (2 CFR, Part 200)

Dear Subrecipient:

As a pass-through entity, the State of Michigan, Department of Natural Resources (DNR), is subject to the requirements of 2 CFR (Code of Federal Regulations), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." The 2 CFR, Part 200, requires the DNR to monitor our subrecipients of federal funds to determine whether they have met the audit requirements and are compliant with the CFR.

Under the terms of 2 CFR, Part 200, grantees who expend \$750,000 or more in federal funds within their fiscal year shall have a single audit performed. This audit must be completed, with copies provided to the appropriate pass-through agencies within nine months from the end of the grantee's fiscal year. **Please note that this requirement applies to federal funds from all funding sources, not just the DNR.**

Per the OMB Compliance Supplement 2022, counties receiving less than \$10 million in ARPA funds and spending less than \$750,000 of non-ARPA federal funds in a single fiscal year can opt for an alternative to the single audit, called an "Alternative Compliance Examination".

Accordingly, we are requesting that you complete the enclosed Subrecipient Response Form, whether you were or were not required to have a single audit performed for Fiscal Year 2022. Please provide all appropriate documentation regarding your organization's compliance with the audit requirements, sign and date the form, and **return the form by no later than June 30, 2023**, to:

DNR Finance and Operations
ATTN: Rob Eisinger, Federal Aid Auditor
Constitution Hall
P.O. Box 30028
Lansing, MI 48909-7528
Or email the form to EisingerR@michigan.gov

If you have questions regarding this request or the requirements, please feel free to contact Mr. Eisinger at EisingerR@michigan.gov.

Sincerely,

Jennifer Houle, Manager
Central Support Services
DNR Finance and Operations

Enclosure

cc: Mr. Rob Eisinger, DNR

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KAREN SIKKENG

PRINCIPAL

EDUCATION

Master of Public Administration
San Francisco State University

Bachelor of Arts with Honors
University of Michigan
College of Literature Science and the Arts

CONTACT

PHONE:

EMAIL:

LINKEDIN

[linkedin.com/in/karen-sikkenga-mpa](https://www.linkedin.com/in/karen-sikkenga-mpa)

COMMUNITY INVOLVEMENT

Elected Official,
Dexter Township Trustee

Member and Former Chair,
American Public Gardens
Association College & University
Gardens and Finance &
Operations Committees

CERTIFICATIONS

Certified Engagement Specialist
International Association for Public
Participation

Certified Project Manager
University of Michigan
Ross School of Business

Karen has 20 years' experience as a management consultant and a policy/fiscal planner for local nonprofit and government entities. She served as the CFO of the University of Michigan's College of Literature, Science & the Arts, and the COO of a large public garden.

RELEVANT EXPERIENCE

Huron River Group | Principal

2019-Present

Own and operate a women-owned management consulting firm specializing in strategy and implementation services for the common good.

EMD Consulting | Principal and Project Manager

2014-2019

Conduct business and strategic planning, financial and budget planning, organizational structures, benchmarking, governance, business process reengineering and capital project implementation on behalf of local government and nonprofit entities.

Matthaei Botanical Gardens & Nichols Arboretum |

Associate Director

2005-2018

Managed ~30 permanent and ~40 student workers, over 700 acres of land and 15 buildings. Oversaw \$4M budget and finance operations encompassing general funds, gifts and grants, and a gift shop, a rental program and other activity-based revenue centers. Oversaw infrastructure improvements and other projects. Served on various university committees.

College of Literature, Science & the Arts, University of Michigan | **Director of Budget & Finance**

2001-2005

Conducted operational reviews of various units based on the strategy and priority of executive leadership. Projects included operational audits and organizational consulting for academic units and change management for the M-Pathways system. Supervised the LSA shared staffing team. As finance and budget manager, oversaw the transition from a centralized to decentralized budget model, including establishing performance metrics and reporting, initiating annual budget reviews, and implementing operational reviews.

Schumaker & Company | Principal Consultant

1998-2001

Project manager and principal consultant for firm specializing in state government operational consulting, including utility commissions.

Harvey Rose Corporation | Senior Consultant

1989-1998

Principal consultant for firm specializing in budget and policy analysis for local government entities in California and Arizona. The firm also contracted as the Budget Office for the San Francisco Board of Supervisors and the Santa Clara Board of Supervisors.

Karen Sikkenga, Dexter Township Trustee



April 3, 2023

Dexter Township Board of Trustees
6680 Dexter Pinckney Road
Dexter, MI 48104

Dear Dexter Township Board of Trustees:

I am excited to express my interest in the Supervisor role for the period of May 12, 2023 through the November 2024 election. I submit this letter of interest, and the attached resume, with appreciation for Supervisor Ratkovich's efforts. I am proud of everything this board has accomplished under her leadership, and offer my gratitude to her for leading us through a period of growth and change.

I believe I have the qualifications to step into the role. I have professional experience in the areas that are the purview of the Supervisor:

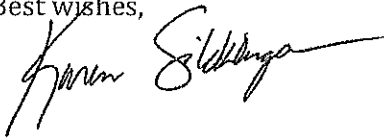
- *Day-to-Day Operations for Public Sector Entities:* At Matthaei Botanical Gardens & Nichols Arboretum, and at the Bentley Historical Library, I brought a combination of clearly defined policies and roles, direct communications, problem-solving, and follow-up/accountability, to day-to-day operations. Under my leadership, employee morale and organizational effectiveness improved significantly. I take great joy in bringing out the best in staff and in organizations with kindness and clarity.
- *Working with Elected Bodies:* I began my career as a legislative, budget, and operations analyst for a firm whose major contract was with the San Francisco Board of Supervisors. My job was to provide clear analysis and recommendations to the board to help them make good decisions. I continue that work as a local government management consultant at the Huron River Group; I work with nonprofits and elected boards to improve policies and operations. I am a trained and experienced facilitator.
- *Public Engagement:* I am certified in public engagement through the International Association of Public Participation, certification I use to engage the public and key stakeholders at the Huron River Group. Current and past public sector contracts involve running focus groups and committees, writing press releases and social media updates, conducting public surveys, hosting tables at events, and responding to individual inquiries.
- *Budget and Finance:* In addition to serving as a budget analyst for the San Francisco Board of Supervisors, I served as the CFO/Budget Manager for UMich's College of Literature, Science & the Arts with its \$500M annual budget and 500 budget/accounting staff. I have experience preparing public sector budgets for approval by elected bodies.

- *Relevant Education:* I hold a Master's Degree in Public Administration, with a focus on policy and budget.

My first action as Supervisor would be to conduct individual meetings with every board and staff member to hear each person's priorities for Dexter Township, description of their own role, challenges in executing the role, preferences for communications and supervision, and suggestions for me as I undertake to learn the role.

I look forward to serving with you for the next 18 months, either as Supervisor or as Trustee.

Best wishes,

A handwritten signature in black ink, appearing to read "Karen Sikkenga", with a long, sweeping horizontal line extending from the end of the name.

Karen Sikkenga, Trustee