



# BOARD OF COMMISSIONERS

1 S. Main St., 9<sup>th</sup> Floor  
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## NOTICE OF MEETING

There will be a meeting of the **BOARD OF COMMISSIONERS** on Thursday, December 17, 2015, at **5:00 p.m.**, on the 9<sup>th</sup> Floor of the County Administration Building, in the Commissioners' Board Room, Mount Clemens.

**(Invocation this month is by Commissioner Joe Sabatini)**

## PRELIMINARY AGENDA

1. Correspondence from Executive
2. **COMMITTEE REPORTS:**
  - a) Infrastructure/Economic Development, December 15 **(to be provided)**
  - b) Finance, December 16 **(to be provided)**
3. Approve or Reject John Paul Rea as Executive Director of the Planning and Economic Development Department **(page 1)** **(attached)**

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**Corinne Bedard**  
**Committee Reporter**

## MACOMB COUNTY BOARD OF COMMISSIONERS

David J. Flynn – Board Chair  
District 4

Kathy Tocco – Vice Chair  
District 11

Steve Marino – Sergeant-At-Arms  
District 10

Andrey Duzyj – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Robert Mijac - District 5

James Carabelli – District 6

Don Brown – District 7

Kathy Vosburg – District 8

Fred Miller – District 9

Bob Smith – District 12

Joe Sabatini – District 13



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## Macomb County Executive Mark A. Hackel

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Mark F. Deldin  
Deputy County Executive

TO: David Flynn, Board Chair, and Members of the Commission

FROM: Mark A. Hackel, County Executive

DATE: November 12, 2015

RE: Director of Planning and Economic Development Appointment

As you may know, Steve Cassin has informed us of his intention to retire at the end of the year. Steve has provided outstanding leadership and service to the County and we appreciate everything he has accomplished. We all wish him well as he transitions to this next chapter in his life.

After careful consideration of what is best for the Department and the County, I am pleased to inform you that I have appointed John Paul Rea to succeed Steve as director of PED. JP, as we all know him, worked in the planning department for many years before joining my staff as an Assistant County Executive. In that role, he worked on a number of projects that complimented the County's planning and economic development initiatives. I am confident that his leadership will allow us to continue and build upon the momentum that Steve has created.

Attached for your information is a copy of the position description and JP's resume. I hope you will share our enthusiasm and will confirm his appointment.

Please let me know if you have any questions or need additional information.

**EFFECTIVE DATE:** 11/10/15

**MACOMB COUNTY**

**CLASSIFICATION/POSITION DESCRIPTION**

**CLASSIFICATION TITLE:** Executive Director

**DEPARTMENT:** Planning and Economic Development

**F.L.S.A. STATUS:** Exempt

**HIRING AUTHORITY:** County Executive

**GENERAL RESPONSIBILITIES:**

This position is "at-will" under the Home Rule Charter of Macomb County.

Under direction, directs, develops, formulates, implements, and administers planning and economic development, solid waste management, land and water resource programs, mapping and geographic information systems, and related activities for Macomb County; promotes and furthers the interests of Macomb County on a regional, state, national, and international level; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:**

Directs the tasks involved in developing, coordinating and implementing County planning, economic development, solid waste management, mapping & geographic information systems, and land & water resource programs, and other projects and initiatives.

Develops, administers, evaluates, and coordinates programs, projects and activities identified in the Work Program.

Plans, directs, evaluates, and administers departmental planning, budgeting, and operational activities including the development of goals, objectives, performance measures, Work Program preparation, annual budget requests and revenue projections.

Develops and provides information regarding available planning resources and services and coordinates a cooperative effort toward project planning, land use, zoning, municipal planning and other special projects.

Directs business development initiatives for the development of public and private resources to attract, retain, and grow business in the County.

Develops, implements and coordinates strategies designed to further the interests of Macomb County in intergovernmental and community relationships.

**ESSENTIAL FUNCTIONS (continued):**

Develops and implements administrative procedures and directs appropriate reviews to ensure delivery of program and administrative services within funding and scheduling limitations.

Provides technical expertise and program information to Federal, State, and local agencies and officials.

Relates programs and communicates concepts to individuals, groups and organizations with diverse interests to develop consensus and support for various issues.

Develops department and programmatic budgets and grant recommendations and applications; administers approved budgets and grants.

Operates an automobile while performing assigned job duties.

**ADDITIONAL FUNCTIONS:**

The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

**EDUCATION, TRAINING AND EXPERIENCE:**

A Master Degree with a major in Urban Planning, Business Administration, Public Administration, Economics, or a directly related field, from an accredited college or university.

A minimum of eight (8) years of experience in the administration and/or management of programs, projects and initiatives in planning and economic development.

Current certification from the American Institute of Certified Planners is preferred.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

**ADDITIONAL QUALIFICATIONS:**

Knowledge of professional principles of urban planning and economic development.

Knowledge of land use and infrastructure relationships and the physical and socioeconomic variable that affect community growth.

Knowledge of Federal and State sources of financial support for programs and of the qualifications and procedures for receiving financial support.

Knowledge of the organizational practices of government administration.

Ability to develop and analyze financial and operational reports regarding programs, budgets, and operations.

Demonstrated organizational ability and initiative.

Knowledge of policy development and administration techniques.

Ability to effectively speak, write and understand the English language.

Ability to speak and understand a language other than English is preferred.

Ability to establish and maintain effective working relationships with administrators, staff, officials, and the staff of private and government organizations.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

Ability to conduct oneself with tact and courtesy.

**HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT APPROVAL:**

NAME: Eric A. Herppich SIGNATURE:   
TITLE: Director, Human Resources and Labor Relations DATE: November 10, 2015

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## EDUCATION

*Fall 2005 – 2007*

### GRAND VALLEY STATE UNIVERSITY

Allendale, MI

**Master of Public Administration** – Graduated April 2007

- Emphasis in Urban and Regional Policy and Planning

*Fall 2001 – 2005*

### GRAND VALLEY STATE UNIVERSITY

Allendale, MI

**Bachelor of Science in Political Science** – Graduated April 2005

- Minor in Public Administration
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## EXPERIENCE

*Apr. 2015 – Present*

### MACOMB COUNTY OFFICE OF THE COUNTY EXECUTIVE (OCE)

Mount Clemens, MI

#### Assistant County Executive

- Manage communications, including traditional and social media strategies, for all departments which report to OCE
- Develop comprehensive marketing and promotions campaigns showcasing Macomb County as a preferred destination for residents, visitors and businesses
- Coordinate intergovernmental relations including municipal outreach and regional initiatives
- Organize county lobbying efforts at the local, regional and state level
- Administer Macomb County's non-motorized trail network including the Macomb Orchard Trail

*Oct. 2012 – Apr. 2015*

### MACOMB COUNTY DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

Mount Clemens, MI

#### Senior Planner

- Managed municipal planning services, including drafting local planning documents, zoning ordinances and site plan review proposals
- Facilitated information requests and databases, developing comprehensive demographic and economic studies
- Developed quality-of-life initiatives, including the county's parks and recreation system, downtown development authorities, major commercial developments and placemaking
- Supported the county's economic development team with business attraction, retention and expansion projects
- Organized capital improvement strategies targeting major transportation corridors and regional transit
- Cultivated relationships with municipal, regional and statewide planning and economic development partners
- Orchestrated countywide visioning sessions and public input processes on many community development ventures
- Supported Macomb County Executive's Office in pursuing major community and economic development opportunities
- Notable Projects: Macomb County Parks and Recreation Master Plan, Village of New Have Master Plan, City of Memphis Master Plan, City of Utica Parks and Recreation Master Plan, and Prime Properties

*Dec. 2007 – Oct. 2012*

### MACOMB COUNTY DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

Mount Clemens, MI

#### Associate Planner

- Developed comprehensive planning and community development documents
  - Analyzed land use and development trends to help establish local planning assistance services
  - Managed information requests and community outreach regarding community and economic development trends
  - Spearheaded downtown assistance program providing planning and economic development services to the county's downtown development authorities
  - Coordinated county operations associated with the Macomb Orchard Trail
  - Notable Projects: "Aging of Macomb County" (2009 Planning Excellence for Public Outreach Michigan Association of Planning), Gratiot Avenue Corridor Improvement Plan and Macomb County diversity brochures
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## PROFESSIONAL AFFILIATIONS

**American Institute of Certified Planners** – Certified (May 2012)

**American Planning Association** – Member (January 2008 – Present)

**Leadership Macomb** – Graduate LMXVII (June 2014)

**Michigan Association of Planning** – Member (January 2008 – Present)

**Southeast Michigan Council of Governments** – Member, Transportation Coordinating Council (Fall 2014); Alternate Delegate, SEMCOG Executive Committee (Spring 2013)

**Suburban Mobility Authority for Regional Transportation** – Board of Directors (October 2015)

**8 Mile Boulevard Association** – Chairperson Planning Advisory Committee (March 2015)

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## SKILLS

**Technology** – Proficiency in ArcMap GIS, ESRI Business Analyst, Economic Modeling Specialists International, Microsoft Office Suite, Adobe Creative Suite, Google Calendar/Documents, Mac/PC Literate