

March 14, 2017

Northfield Township  
Attn: Personnel Committee  
8350 Main Street  
Whitmore Lake, MI 48189

To whom it may concern:

I am submitting an application and my resume for your consideration for the Township Manager position with Northfield Township. I am particularly interested in this position, and have attached my resume and references for your review.

I believe that my knowledge and experience gained at the City of Wayne would be very useful for this position. Furthermore, my experience at the City of Detroit and at SEMCOG, coupled with my Bachelor of Arts from Eastern Michigan University has provided me with a solid foundation.

My current salary is \$79,000 per year for that past seven years.

Thank you for your consideration and I appreciate your assistance with this matter.

Sincerely,



Matthew K. Miller



attachments

# MATTHEW K. MILLER, AICP

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## OBJECTIVE

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To secure a position that will be a continual challenge and to advance to a position that will utilize all of my skills.

## EMPLOYMENT

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CITY PLANNER/CITY CLERK OCTOBER 2000 - PRESENT  
*City of Wayne* *Wayne, Michigan*  
Coordinate the site plan review of all new businesses, rezonings, special land uses and ordinance amendments. Managed the construction of five phases of Streetscape improvements and four city owned parking lots. Instrumental in DDA marketing activities, business retention and development. Market the sale of city-owned property for the highest and best use. Manage the construction of all public housing units including multi-family and single family. Administer grants for the DDA, CDBG, NSP, DPW and Historical Museum. Maintain all public records including birth and death, contracts, real estate transactions/easements/vacations and minutes. Secretary to City Council, Planning Commission and Zoning Board of Appeals. Administer all municipal, state and federal elections.

DEVELOPMENT SPECIALIST DECEMBER 1996 - OCTOBER 2000  
*City of Detroit* *Detroit, Michigan*  
Responsible for the coordination of commercial and residential development in the city. This includes proposal review, zoning compliance, recommendation and coordination with various city departments. Selected as point person for *Permitted with Approval* uses, which required site inspection, mapping, hearing attendance and final recommendation. This position was a high volume position and worked to overcome the backlog and maintained a quick turn around time.

PLANNER, TRANSPORTATION PROGRAMS JUNE 1994 - DECEMBER 1996  
*SEMCOG, The Southeast Michigan Council of Governments* *Detroit, Michigan*  
Lead staff on *TravelCount* project, the largest vehicle survey done in Southeast Michigan since 1968. The information gathered is used to forecast current and future travel patterns in the region. Created and staffed the Southeast Michigan Freight Task Force, a public/private partnership that deals with issues that impede freight movements in Southeast Michigan.

## EDUCATION

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BACHELOR OF ARTS-URBAN & REGIONAL PLANNING JUNE 1994  
*Eastern Michigan University* *Ypsilanti, Michigan*

## ORGANIZATIONS

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- American Planning Association
- American Institute of Certified Planners (#019297)
- Michigan Association of Planning-Conference Committee, Education Committee
- Volunteer Board of Capuchin Christian Brothers
- Wayne Library Friends Society
- Wayne Historical Society

REFERENCES

Matthew K. Miller  
[REDACTED]  
[REDACTED]

1. John Zech  
[REDACTED]  
Wayne, MI 48184  
[REDACTED]  
Former City Manager (retired)
2. Wayne County Commissioner Abdul Haidous  
[REDACTED]  
Wayne, MI 48184  
[REDACTED]  
Former Mayor
3. Amy Jordan  
[REDACTED]  
Ann Arbor, MI 48103  
[REDACTED]  
Director of Education Michigan Association of Planning
4. Carmine Avantini  
CIB Planning  
[REDACTED]  
Fenton, MI 48430  
[REDACTED]  
Former consultant with the City of Wayne
5. Sean P. O'Neil, AICP  
Planning Director  
White Lake Township  
[REDACTED]  
White Lake, MI 48383  
[REDACTED]  
Planning colleague

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.  
Whitmore Lake, MI 48189

Phone: 734-449-2880  
Fax: 734-449-0123

## Employment Application

*Prospective employees will receive consideration without discrimination based on religion, race, color, sex, age, national origin, height, weight, marital status, disability, or veteran status.*

Personal Information			
Last Name <b>MILLER</b>	First Name <b>MATTHEW</b>	M. I. <b>K</b>	Today's Date <b>5/12/17</b>
Street Address [REDACTED]		City [REDACTED]	State <b>MI</b> Zip [REDACTED]
E-mail [REDACTED]	Home Phone [REDACTED]	Cell Phone [REDACTED]	
Are you eligible to work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Social Security Number XXX-XX-[REDACTED]	
Do you currently have a valid Driver's License? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	License Number: [REDACTED]	State: <b>MI</b>	Expiration Date: <b>1/27/18</b>
Have you been convicted of a felony in the past seven years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      If yes, please explain:			
What position are you applying for? <b>TWP. MANAGER</b>		How did you hear about this position? <b>MML</b>	
Expected/Desired Pay Rate <b>\$90,000</b>	Date Available <b>2-4 WK NOTICE</b>	Have you ever applied with us before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School <b>PLYMOUTH-CANTON</b>	9 10 11 <b>12</b>	<b>DIPLOMA</b>
College or University <b>EASTERN MICH. UNIV</b>	1 2 3 <b>4</b>	<b>BA PLANNING</b>
Trade School		
Other		
List any Relevant Certifications you currently hold <b>AMERICAN INSTITUTE OF CERTIFIED PLANNERS; NOTARY</b>		
List any other applicable training, skills or proficiencies		

**Employment History**

(Please list your last 10 years of employment, starting with your current or most recent position. Attach an additional sheet, if necessary.)

Employer Name	CITY OF WAYNE	Type of Business	CITY GOVERNMENT
Address	3355 S. WAYNE RD. WAYNE	Phone Number	734-722-2000
Job Title	CITY CLERK/PLANNER	Supervisor's Name	LISA ADLERINI
Employment Dates	From: 9/00 To: PRESENT	Starting Salary	47,000
		Ending Salary	79,500
Duties:	ALL CLERK DUTIES; COUNCIL WARDEN; ALL PLANNING		
Reason For Leaving:	MORE OPPORTUNITY IN MANAGEMENT; CITY'S FINANCIAL CRISIS		
May we contact this employer for a reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain:			

Employer Name	Type of Business
Address	Phone Number
Job Title	Supervisor's Name
Employment Dates	From: To: Starting Salary Ending Salary
Duties:	
Reason For Leaving:	
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	

Employer Name	Type of Business
Address	Phone Number
Job Title	Supervisor's Name
Employment Dates	From: To: Starting Salary Ending Salary
Duties:	
Reason For Leaving:	
May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	

**References (no relatives please)**

Name	Phone Number	How do you know this person?	How long have you known this person?
JOHN ZECH	[REDACTED]	FORMER CITY MBR	20 yrs
Comm. ABDUL HAIDOUS	[REDACTED]	FORMER MAYOR	15 yrs
AMY JORDAN	[REDACTED]	CD LEAGUE	24 yrs
CARMINE AVANTINI	[REDACTED]	CONSULTANT	15 yrs

**Disclaimer & Signature**

I hereby authorize the Township of Northfield to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references except where I have indicated they may not be contacted. I also hereby release the Township of Northfield and its representatives from all liability for seeking, gathering, and using such information to make employment decisions, and all other persons or organizations for providing such information.

By signing, I certify that the facts set forth in my application for employment are true, correct and complete to the best of my knowledge. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Township of Northfield in any way if the township decides to employ me. I understand and agree that my employment is at-will, and can be terminated by either party with or without notice, at any time, for any reason.

*Matthew K. Miller*

*5/12/17*

Signature

Date