City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: October 14, 2025

SUBJECT: Library Board Appointment

DESCRIPTION:

Notice of a vacancy on the Library Board was posted on August 11, 2025. The City received two applications, and both applicants were interviewed by Mayor Anderson and Ingrid Boyer, Library Director. (See attached applications.)

Following the interviews, the recommendation is to appoint Susan Blose to the Library Board for a term ending October 1, 2029.

Library Trustees are appointed to serve on the governing Library Board for a four-year term. The Board is responsible for the following:

- Adopting bylaws and rules for its governance.
- Maintaining control over the library building and grounds.
- Overseeing expenditures from the library fund.
- Appointing, supervising, evaluating, disciplining, or removing the Library Director.
- Approving the annual library budget.
- Adopting policies, rules, and regulations governing library use.

Library Board meetings are held regularly on the third Wednesday of each month at 7:00 p.m. at the Library.

POLICY REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to appoint Susan Blose to the Library Board with term ending October 1, 2029.

August 25, 2025

To Whom It May Concern:

I am interested in representing the City of Saugatuck on the Saugatuck Douglas District Library (SDDL) Board. For the past ten years, I have lived in Saugatuck full-time at 668 Mason Street.

For more than 6 years I have served on the Friends of SDDL Board. The Friends of SDDL provide services and programs beyond the library's budget. Monies are raised through memberships, donations and fundraising efforts such as silent auctions and restaurant fundraising dinners. Serving on this Board has helped me to understand library services, needs, budget and operations.

Libraries have always been an important part of my life as a lifelong learner and reader. Our library is a community gem as it continues to seek to engage our community in different ways.

Please let me know if you have any questions.

Sincerely,

Susan Blose

Susan Blose

SUSAN BLOSE

Saugatuck, MI 49453

EDUCATION

Master of Science in Social Work, Administration and Planning Sequence, 1984, School of Social Work, The University of Texas at Austin.

Bachelor of Arts in Social Welfare, 1978, The Pennsylvania State University, University Park, Pennsylvania

PROFESSIONAL EXPERIENCE

ADMISSIONS COORDINATOR: 2011-2014. Mary Free Bed Rehabilitation Hospital

MEDICAL SOCIAL WORKER/ ADMISSIONS COORDINATOR: June 1998-2011. Metro Health Hospital

LECTURER: August 1992 - May 1997. University of North Carolina at Charlotte, Department of Sociology, Anthropology, and Social Work

SOCIAL WORK GROUP FACILITATOR: April - July 1996. Foundation for the Carolinas grant, HIV Education Intervention with Intercity Women Research Project.

LECTURER: August 1988 - May 1990. University of Akron, Department of Social Work.

EMERGENCY ROOM SOCIAL WORKER: April 1987 - May 1988. Robinson Memorial Hospital, Ravenna, Ohio.

PUBLIC INFORMATION OFFICER: June 1984 - August 1986. Texas Department of Human Services, Austin, Texas.

PROGRAM ANALYST: January - May 1984. Sunset Advisory Commission, Austin, Texas (graduate internship).

ADULT SERVICES COORDINATOR: September 1982 - August 1983. Austin - Travis County Mental Health/Mental Retardation Center, Community Outreach, Austin, Texas.

JOB PLACEMENT/OUTREACH SUPERVISOR: June 1978 - August 1982. Atlanta Association for Retarded Citizens; Project: RESCUE, Atlanta, Georgia.

P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4406
Website: www.saugatuckcity.com

APPLICATION FOR APPOINTMENT TO BOARDS/COMMISSIONS/COMMITTEES

Name: Susan Blose Home Phone: [redacted]

Home/Mailing Address: [redacted]

E-mail Address: [redacted]

Employer: Retired Occupation/Position: NA

Business Phone: NA Business Reference: _____

Are you a Saugatuck City resident? yes Are you a registered Saugatuck City voter? yes

Do you or your employer have any business dealings with the City which might present a conflict of interest? NA If yes, explain _____

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? Yes

On which Boards and/or Commissions would you be willing to serve?

Board of Review
Fire District Board
Historic District Commission
Interurban Board
Compensation Commisson
Kalamazoo Lake Harbor Authority
Kalamazoo Lake Sewer & Water
Library Board
Parks & Public Works Committee
Parking Improvement Task Force
Planning Commission
Tri-Community Non-Motorized Trail Committee
Tri-Community Wildlife Committee
Zoning Board of Appeals

Parking Task Force seat choice:
Resident (non-business owner) Restaurant Owner Retail Business Owner

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

Served 6+ yrs. on Friends of Library Board

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: Susan Blose Date: 8/25/25

***Disclaimer: Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.*

COPY: Mayor City Council City Clerk

July 20, 2025

To Whom it May Concern:

I am submitting my interest in serving on a city board or committee. I am passionate about supporting the community around me and contributing to a joyful, connected city—one that celebrates its people and natural resources. I bring a strong combination of civic involvement, leadership experience, and professional expertise in communication, collaboration, and strategic thinking.

Highlights of Qualifications:

- **Civic Leadership**: Former board member of the Commercial Park Advisory Board in Chicago, where I helped secure a $300K donation for park improvements, led community events, and supported inclusive programming.
- **Local Engagement**: Active in the Saugatuck community through volunteer work with the school system and as a cast and board member of the annual *Christmas Carol* production.
- **Professional Experience:** Marketing Business Partner at Sheppard Moscow, an international leadership development consultancy. I bring experience in program management, business development, and storytelling—shaped by deep exposure to leadership development practices such as vertical development, influencing, and team effectiveness. This work has given me a unique lens on how individuals and organizations grow.
- **Collaborative Mindset**: Known for building strong relationships, navigating complex projects, and bringing people together around shared goals.

In support of my application I have submitted 2 additional pieces of information: 1) statement of qualifications, and 2) professional resume.

I am excited about the opportunity to contribute my energy, experience, and perspective to the city's ongoing work, thank you for the consideration.

Jennifer Rees

Jennifer Rees

Statement of Qualifications

I've always been drawn to opportunities that allow me to contribute meaningfully to the communities I'm part of—whether through volunteer work, creative collaboration, or civic leadership. In all of my endeavors, I bring forward the experience I've gained from my professional life, which includes a strong background in business development, project management, and marketing.

Below are three areas I believe make me a strong candidate for consideration:

1. Relevant Civic Experience

Before moving to Saugatuck full-time, I served on the **Commercial Park Advisory Board** in Chicago's West Town neighborhood. During my tenure, I held the roles of Secretary and Treasurer—at one point, both simultaneously. Highlights from that time include:

- **Securing a $300K Donation**: As a Board we worked with Fifield, a developer, the City of Chicago, and the local Alderman over the course of more than a year to secure a $300,000 donation for park and fieldhouse upgrades, as well as improved pathway access. This complex effort involved navigating competing interests and priorities, and it was a testament to the leadership, collaboration, and persistence of our Board that we were able to secure the funds.
- **New Playground**: As a member of the Board we worked with the City, Park District and the playground equipment manufacturer to establish a new, accessible playground – upgrading to safer ground material, more accessible and modern play structures. This involved creating awareness in the community and seeking their input and fund raising. This helped me to be aware of different perspectives and viewpoints, and the work needed to bring people together in support of a cause.
- **Hosting the Midnight Circus**: Our Board successfully brought this citywide fundraising event to our park—an honor that required strong project and resource management, coordination with city departments and volunteers, and a commitment to creating a joyful, inclusive experience for the community.
- **Community Events and Programs**: We organized an annual Halloween parade and party, providing costumes and a safe, welcoming space for children and families. We also supported initiatives like reading hour and a pollinator garden—efforts that helped build a more connected and vibrant neighborhood.

2. Local Engagement in Saugatuck

Since moving to Saugatuck, I’ve continued to stay involved in community life. I’ve volunteered through the local school system and have been an active participant in the beloved **Christmas Carol** production—as both a cast member and a board member. Most recently, our board formalized a partnership with **Christian Neighbors**. As has been the practice all proceeds from the play are donated to support local needs. The formation of the board creates the scaffolding for a proper legacy so it can persist in vision to delight and aid the community. This is another example of how I seek out opportunities to contribute meaningfully and sustainably to the place I call home.

3. Professional Experience in Leadership Development

I currently work at **Sheppard Moscow**, an international leadership development consultancy. I’ve program managed and aided in design of large-scale leadership development programs for global clients such as the World Bank Group, Ford, Lear, Ericsson, Bayer and Vodafone. I currently serve as the **Marketing Business Partner**, helping shape how our firm communicates its work and values. Whether managing projects, developing content, or collaborating with teams, I bring a strategic, people-centered approach to everything I do—always with an eye toward clarity, impact, and connection.

Resume (reference LinkedIn)

ABOUT

Over the years, working with teams and clients across marketing, program management, and business development, I've developed a way of making complex work feel seamless, strategic, and human—always brought to life with energy, passion, and determination.

As a program manager at Sheppard Moscow, I worked on flagship leadership development programs for global financial institutions. I worked closely with clients and delivery teams to scope projects, manage multiple moving parts, and ensure smooth, high-quality delivery—crafting premium experiences that reflect our brand. Whether developing communications, producing high-impact materials, or integrating digital tools, I've always approached the work with a partner mindset—keeping the whole system in view and the client at the center.

Now, as a Marketing Business Partner, I bring that same lens to shaping how Sheppard Moscow shows up in the world. I collaborate with colleagues and our partners to translate our collective expertise into marketing that's clear, compelling, and storyful.

SHEPPARD MOSCOW

Marketing Business Partner

Jul 2024 - Present

As the Marketing Business Partner at Sheppard Moscow, I work at the intersection of brand, business development, and client experience—translating our firm's expertise into marketing that's as thoughtful and premium as the work we deliver.

I partner across the Sheppard Moscow business engine to educate, enable, and embed our brand into every layer of how we operate—from foundational systems and proposal frameworks to elegant, repeatable assets that empower our collective. I also collaborate with client teams to bring our story of impact and partnership to market—through strategic content, digital presence, and more storyful means.

I'm at my best when asked to be creative and innovative in service of crafting assets that reflect our USP—accessible, compelling narratives that embody who we are and the experience clients can expect when partnering with us.

Project Manager

Apr 2013 - Jul 2024

As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I bring a broad and deep background in business development and project management—seeing initiatives through from discovery to delivery. My work included:

- Partnering with client leads to scope projects aligned with financial models, building detailed project plans, managing critical paths, anticipating blockers, and innovating where possible to enhance client outcomes
- Creating and producing premium proposal and delivery materials—leveraging existing assets and ensuring new content was shared across the wider team.
- Co-developing and executing participant communications plans, ensuring every touchpoint reflected our premium brand and supported a seamless, human-centered learning experience. This included integrating the Sheppard Moscow learning app as a key part of our delivery.
- Maintaining warm, collaborative relationships with clients and internal teams—communicating consistently across financial milestones, logistics, and delivery planning, always with a partner mindset.

I work to keep the whole system in view—applying strong commercial acumen and well-honed program management skills to ensure our work is impactful, supportive, and memorable for our clients. As a core member of the Operations team, I focused on client program management and digital initiatives. For over 11 years, I served as the lead program manager for multiple flagship leadership development programs with a North America-based International Financial Institution. I

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M3 CAPITAL PARTNERS

Project Assistant

May 2005 - May 2011

Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor "road shows". Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate

AMEX and cash expenses. Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's SalesForce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials. Managed and maintained all aspects of internal and external email communications (including calendar events) for multiple Principals; including responding as the person, or on their behalf. Established a system for compliance email archiving required on a daily basis. Coordinated all aspects of domestic and international travel which included multi-party property and investor "road shows". Obtained business visas and monitored passport validity. Managed air ticket issues (refunds, exchanges) and actively worked to control air / hotel costs. Capitalized on travel planned for conferences by working to establish multiple meetings with clients within those cities. Prepared all reporting required for expense reimbursements on a monthly basis, reconciling both corporate AMEX and cash expenses. Proactively stayed ahead of this administrative duty in order to avoid fees / penalties. Worked with other team members to edit and publish enterprise-wide quarterly capital market update reports for distribution to over 1,000 clients and investors. Continually updated contacts in the company's SalesForce database and within Principals' individual Outlook folders. Created and managed on-going list of action items for Principals including: prioritizing call lists, providing near term deliverables, evaluating potential conferences and coordinating future travel. Performed research on property sectors and investors; then compiled a weekly news "clipping" portfolio for Principals. Established and maintained an electronic "deal close" file in adherence to FINRA compliance standards. Arranged all meetings in-office or off-site and created corresponding presentation materials.

EDS, an HP COMPANY

Project Assistant

Jan 2001 - Dec 2003

Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports. Provided executive and sales support to the Midwest & Northeast Regional President for Solutions Consulting. Conducted business development specifically for Regional President including competitive and industry research, and prepared subsequent presentation materials. Worked within Salesforce.com to establish weekly regional procedures to report sales and operating figures and deal closing dates; this resulted in more accurate and reliable sales, operating, and new deal numbers which were reported to corporate management. Corresponded, on President's behalf, via email to both internal staff and external clients. Planned and coordinated all regional meetings with management staff. Managed all travel logistics and produced subsequent business expense reports.

Business Development

May 1999 - Jan 2001

Managed internal sales process and supported sales team in the creation of end-to-end business solutions from conception to delivery. Engaged in multiple sales of $10M - awarded to the President's Club for 2000 sales achievements. Conducted marketing, intelligence and competitive research and analysis for sales team; contributed in the development of sales strategies by identifying critical business factors. Engaged in prospect qualification and development, including viability of incoming RFIs and RFPs. Further, managed proposal development, including; defining deal scope and functioning as a liaison for the development of the solutions architecture, along

with managing internal “check points” and management reviews, also identified appropriate internal resources to support sales, and created the internal cost model to guide the effort.

MCI SYSTEMHOUSE

Business Development

Aug 1997 - May 1999

Education and Skills

BA Humanities – San Francisco State University

Multiple professional skills:

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Teams
- AI: CoPilot, Gemini and ChatGPT
- Google Workspace: Docs, Sheets, Drive)
- Adobe: Rush
- Collaborative tools and videoconferencing: Microsoft Teams, Zoom, Trello, Monday.com, Miro
- Active Campaign
- Salesforce,
- WordPress
- Google Analytics
- SurveyMonkey, Qualtrics
- Cvent

Jamie Wolters

From: no-reply@weebly.com
Sent: Friday, June 20, 2025 4:01 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
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Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

You've just received a new submission to your Application for Boards & Commissions.
Mark as Spam

Submitted Information:

Name
Jennifer Rees

Email

Home Phone Number

mber

Address

Saugatuck, Michigan United States 49453

Current Employer
Sheppard Moscow

Occupation/Position
Marketing Business Partner

Business Phone Number

Business Reference Name
Ally Salisbury

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings wth the City which might present a conflict of interest
No

If yes, please explain:

Are you a City of Saugatuck resident?
Yes

Are you a registered City of Saugatuck voter?
Yes

Serving on a board or commission can be time-consuming. Are you committed to attending all regularly scheduled meetings?
Yes

On which boards and/or commissions would you be willing to serve? .Historic District Commission
1

On which boards and/or commissions would you be willing to serve? .Library Board
1

On which boards and/or commissions would you be willing to serve? .Parks and Public Works Committee
1

On which boards and/or commissions would you be willing to serve? .Planning Commission
1

On which boards and/or commissions would you be willing to serve? .Zoning Board of Appeals
1

Please describe any qualifications, expertise or special interests that relate to your possible appointment:
I have submitted a cover letter, statement of qualifications and a professional resume, please reference those for my qualifications, expertise and special interests that would make me a valuable candidate for a City board or commission.

Digital Signature

Jennifer Rees

Submitted Files

Cover Letter

Resume