



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: August 24, 2026

SUBJECT: PPW Committee Appointments

DESCRIPTION:

Notice was provided to City Council on July 13 that the city is accepting application for the Parks and Public Works Committee. Appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet.

The following have applied for re-appointment:

- Keith Charak
- Nancy Kimble
- Kelly Roche
- Judy Thiel

The following have applied for appointment:

- Paul Edwards
- Jennifer Rees

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint Keith Charak, Nancy Kimble, Kelly Roche, and Judy Thiel, and to appoint Jennifer Rees, to the Parks and Public Works Committee with terms expiring August 1, 2028.

To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: New Form Entry: Application for Boards & Commissions

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You've just received a new submission to your [Application for Boards & Commissions](#).
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Submitted Information:

Name
keith charak

Email
[Redacted]

Home Phone Number
[Redacted]

Mobile Phone Number
[Redacted]

Address
[Redacted]
SAugatuck, MI United States 49453

Current Employer
Self

Occupation/Position

2nd Home monitoring, facilitation of contractors, bird counter during spring and fall migrations.

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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? .Parks

and Public Works Committee

1

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

Been on the parks board since the beginning.

Digital Signature

Keith Charak

To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: New Form Entry: Application for Boards & Commissions



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Submitted Information:

Name

Nancy Kimble

Email

[Redacted]

Home Phone Number

[Redacted]

Mobile Phone Number

[Redacted]

Address

[Redacted]

Saugatuck, MI United States 49453

Current Employer

Retired

Occupation/Position

Business Phone Number

Business Reference Name

Business Reference Phone Number

Business Reference Email

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? .Parks and Public Works Committee

1

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

I have been a member of the PPW Committee since its inception and have been chair of the committee since January 2025. There are several ongoing projects that I would like to see to completion so request that I be reappointed to the Committee.

Digital Signature

Nancy Kimble

Jamie Wolters

From: no-reply@weebly.com
Sent: Wednesday, July 29, 2026 11:08 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions



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You've just received a new submission to your [Application for Boards & Commissions](#).

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Submitted Information:

Name

Kelly Roche

Email

[REDACTED]

Home Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, MI United States 49453

Current Employer

self

Occupation/Position

owner

Business Phone Number

[REDACTED]

Business Reference Name**Business Reference Phone Number****Business Reference Email**

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

I worked with ODC Network for the past 1.5 years. I am not currently working there however, I might start back via contract this Fall. If that does occur I will notify the City Manager and Mayor of the change.

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? .Parks and Public Works Committee

1

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

I have served the PPW since its inception in 2022. During that time I was the Co-chair of the Saugatuck Wilds project as well as Village Square designing and running a community build for the playground. Both have been incredible additions to our city. I have served on the Advisory Board of Saugatuck Recreation since 2019, served SPS schools as lead and creator of their fundraising efforts as well as various Boards. For the last 1.5, I lead the Kalamazoo River Greenway efforts for ODC Network to much success and collaboration for our tri-community, including the first ever river clean-up event and the Lower Kalamazoo Water Trail. I also have 20 years of experience in healthcare consulting and sales, with an MBA from University of Illinois -Chicago and certifications as a Master Gardener from MSU Extension and an SEA certification from ISSP. I show up for my community, our schools and my neighbors through my philanthropic efforts. I believe our high quality of life here in Saugatuck is interconnected with our care of our environment and strive to protect, maintain and grow those spaces and experiences for Saugatuck residents and those that visit.

Digital Signature

Kelly Roche

Judy Thiel

Objective

To continue serving the City of Saugatuck as a member of the Parks & Public Works Committee by contributing my experience in project coordination, process improvement, community engagement, and volunteer leadership to support thoughtful stewardship of the city's parks, public spaces, and infrastructure.

Education

Eastern Michigan University

- Bachelor's Degree in Language, Literature and Communications, 1991
- Teaching Certification

Professional Experience

Ford Motor Company (recently retired)

1996 – 2026

Held positions of increasing responsibility over a 30-year career, including:

- Parts Procurement
- Global Material Handling and Logistics
- Prototype Manufacturing Processes & Standards
- Personnel Training and Development

Key Contributions

- Launched global prototype material handling and logistics systems and processes in South America and the UK
- Developed and implemented standardized prototype manufacturing and testing processes.
- Coordinated cross-functional teams to improve systems automation and manufacturing/vehicle testing efficiency and quality.
- Trained employees on manufacturing standards, procedures, audit preparedness and best practices.
- Managed complex projects requiring organization, communication, and collaboration across multiple departments.
- Built strong relationships with diverse stakeholders while solving operational challenges.

Community Leadership & Volunteer Service

City of Saugatuck Parks & Public Works Committee

Committee Member | 2024 – Present

- Participate in discussions and recommendations regarding parks, trails, public spaces and related Council priorities.
- Review projects and initiatives with an emphasis on community benefit, sustainability, and long-term planning.
- Collaborate with fellow committee members and city staff to support thoughtful decision-making.

Volunteer Leadership

- Coordinated numerous volunteer initiatives through Ford Motor Company and within the local community.
- Frequent volunteer in many Saugatuck/Douglas community service projects supporting local organizations and civic engagement.

Professional & Community Affiliations

- Member, Women in Manufacturing
- Member, DarkSky International
 - Active supporter of local dark-sky initiatives promoting responsible outdoor lighting, environmental stewardship, and preservation of the night sky.

Skills

- Project Coordination
- Process Improvement
- Team Collaboration
- Volunteer Leadership
- Public Engagement
- Training & Education
- Organizational Planning
- Written and Verbal Communication

Jamie Wolters

From: no-reply@weebly.com
Sent: Monday, July 13, 2026 10:39 AM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions



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Submitted Information:

Name
Judy Thiel

Email
[Redacted]

Home Phone Number
[Redacted]

Mobile Phone Number
[Redacted]

Address

[REDACTED]

Saugatuck, MI United States 49453

Current Employer

Retired

Occupation/Position**Business Phone Number****Business Reference Name****Business Reference Phone Number****Business Reference Email**

Does your employer have any business dealings with the City which might present a conflict of interest

No

If yes, please explain:

I'm recently retired- however I can provide references from either former employer or local residents

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? .Parks and Public Works Committee

1

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

I'm submitting my resume for consideration to continue serving on the Parks and Public Works committee (emailed to Jamie)

Thank you

Digital Signature

Judy Thiel

Jamie Wolters

From: no-reply@weebly.com
Sent: Thursday, July 23, 2026 3:24 PM
To: Jamie Wolters
Subject: New Form Entry: Application for Boards & Commissions

Follow Up Flag: Follow up
Flag Status: Flagged



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You've just received a new submission to your [Application for Boards & Commissions](#).
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Submitted Information:

Name
Paul Edwards

Email
[Redacted]

Home Phone Number
[Redacted]

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

Saugatuck, MI USA 49453

Current Employer

N/A

Occupation/Position

Retired

Business Phone Number

N/A

Business Reference Name

Business Reference Phone Number

Business Reference Email

Does your employer have any business dealings with 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? .Parks and Public Works Committee

1

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

I am a new resident of Saugatuck after vacationing here with my wife for over 10 years. We are both avid nature lovers and actively, hike, run, paddleboard and play pickleball. We love the parks in Saugatuck and admire how the natural spaces have been protected and fostered. One of the first things we did at our new home is plant 10 new trees in our backyard as the previous owner had cleared all of them out. I would love to be part of the team that does such amazing work!

Digital Signature

Paul Edwards

Submitted Files

Resume



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



[LinkedIn Profile](#)

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

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.

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
Flag Status: Flagged

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You've just received a new submission to your [Application for Boards & Commissions](#).
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Submitted Information:

Name
Jennifer Rees

Email
[Redacted]

Home Phone Number

Mobile Phone Number

[REDACTED]

Address

[REDACTED]

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 with 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

